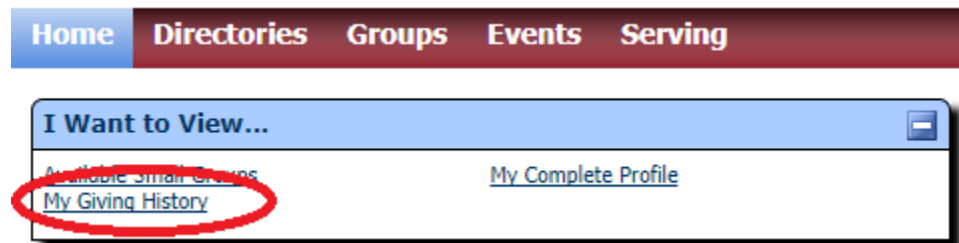# How to Access Your Online Tax Statement

1. Click on **St Andrew Connect (On-Line Sign-In)** at the bottom of our webpage. If you have not used our system before, see **How to Create a Login** at the bottom of these instructions.

2. Click on My Giving History.

3. Click on the PDF Tax Statement button and you will see your tax statement. You can either print or download your tax statement from here.

How to Create a Login

When you click on **St Andrew Connect (On-Line Sign-In)** you will see the following screen:

If you know your login and password:

Enter either your login ID (also known as User Name) or email address and Password and click Sign In. If you were given a temporary password, you will see the following:

Enter a new password as indicated and click Sign In. Please remember your password as you will need it the next time you log in.

If you need a login:

Click on Click here; you will see the following screen:

Enter your information and click on Find Me. If we do not have an email on file for you, you will see the following message:

"We are unable to locate a record matching the information you provided. Please verify that the information you entered is correct and re-submit."

If you see this message, please send an email to onlinehelp@saintandrew.org (include your name) and we will add your email to your account, create a login and send you a temporary password. If you don't see this message, then your email is in our records and we will send your login information and temporary password in an email. The first time you login you will be required to change your password.

Please note that you can login using either your email address or your login, so if you forget your login you can still enter your email address and password to log in.

If you don't remember your login or password:

Follow the instructions on the screen – click on password if you've forgotten your password. Click on user name if you don't remember your login or the email address that you used to create your login.

In either case, we will send you your login ID and temporary password. The first time you login you will be required to change your password.