

## Paperless Statements

The Parish Giving Scheme (PGS) is working towards paperless statements.

Providing an email address when you register as a PGS statement receiver lets you access and download your monthly statement online. You can do this by securely logging into the PGS website at [www.parishgivingscheme.org.uk](http://www.parishgivingscheme.org.uk).

When you registered as a PGS statement receiver you should have received a welcome email or letter. If you have current donations you should receive an email from [admin@parishgivingscheme.org.uk](mailto:admin@parishgivingscheme.org.uk) on or around the 10<sup>th</sup> of the month advising you that an account has been created for you on [www.parishgivingscheme.org.uk](http://www.parishgivingscheme.org.uk). This email will contain your username and password; please do not try to reply to this email.

If you have not received or cannot locate this email please call us on **01452 835595** or email [info@parishgivingscheme.org.uk](mailto:info@parishgivingscheme.org.uk).

We hope that you are able to log on to the website and access your monthly statement online. There are a few key features detailed below regarding the current functionality that we would like to make you aware of:

- The statement for the current month is published on 10<sup>th</sup> of each. There are now 6 months of statements available to view at one time.
- Online statements will not detail manual back-dated/refunded Gift Aid adjustments.
- If applicable, PGS will notify you, the statement receiver, by email with any manual adjustments made to donor's gifts and/or Gift Aid and PGS will post out a paper statement for your records if required.

PGS are looking into providing the data in a format which can be sorted and/or filtered more easily. We hope to be able to provide you with more information on this later in the year.

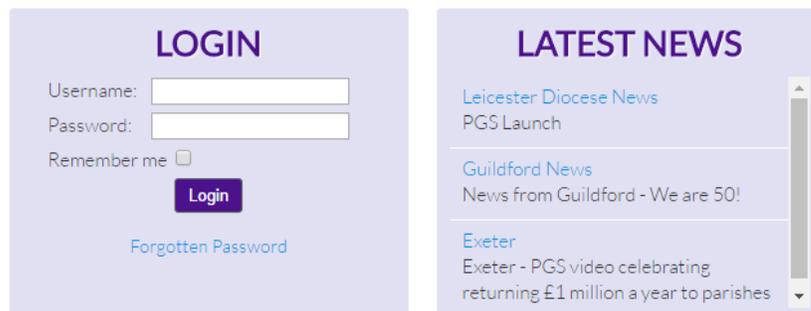
### How to access your parish statement online

Once you have received an email from [admin@parishgivingscheme.org.uk](mailto:admin@parishgivingscheme.org.uk) informing you of your username and password please go to the PGS website at [www.parishgivingscheme.org.uk](http://www.parishgivingscheme.org.uk). This will take you to the home page where you will see the login area on the bottom left hand side of the page under the Guidance notes.

Enter the username and login details provide to you on the email (See example below).

[Login - Guidance notes](#)

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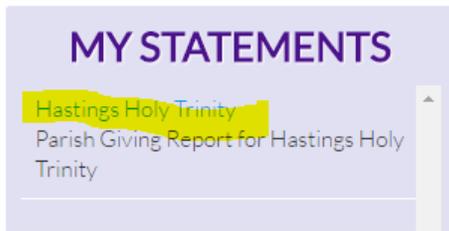


The screenshot shows two side-by-side panels. The left panel is titled 'LOGIN' and contains a form with fields for 'Username:' and 'Password:', a 'Remember me' checkbox, a 'Login' button, and a 'Forgotten Password' link. The right panel is titled 'LATEST NEWS' and features a vertical scroll bar. It lists three news items: 'Leicester Diocese News' with the sub-heading 'PGS Launch', 'Guildford News' with the sub-heading 'News from Guildford - We are 50!', and 'Exeter' with the sub-heading 'Exeter - PGS video celebrating returning £1 million a year to parishes'.

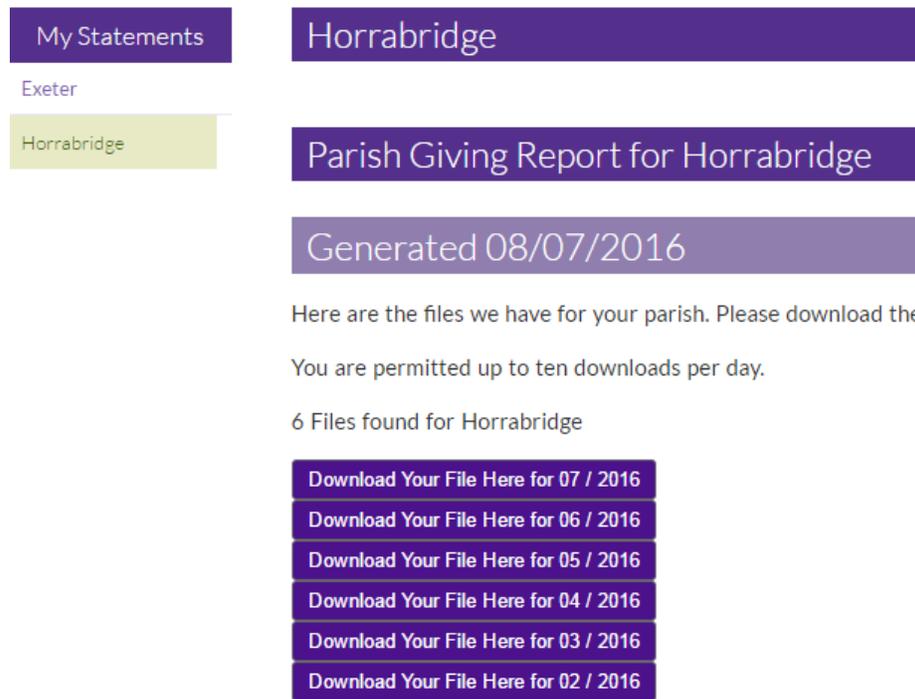
Once you have logged in successfully the Login will change to **My Statements** (see example below)

To inform the PGS of changes please see 'Con

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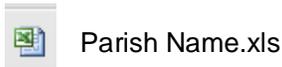


Click on the name of your Parish name and you should see the following message appear in the middle of the page (see example below)



The screenshot shows a navigation menu on the left with 'My Statements' selected. The main content area displays 'Horrabridge' in a large purple box, followed by 'Parish Giving Report for Horrabridge' in a purple box, and 'Generated 08/07/2016' in a light purple box. Below this, there is a message: 'Here are the files we have for your parish. Please download the You are permitted up to ten downloads per day.' followed by '6 Files found for Horrabridge'. A list of six download buttons is shown, each labeled 'Download Your File Here for [Month] / 2016'.

Click on '**Download Your File Here**' and an Excel file will be displayed at the bottom of your screen, (see example below) ready for you to view, download and/or print. It will also download to your **download**files.



Our aim is to significantly reduce the number of posted statements. If you would prefer to receive your monthly PGS statements by post or require a copy paper statement for any month/year please contact us on 01452 835595 or email [info@parishgivingscheme.org.uk](mailto:info@parishgivingscheme.org.uk). Please also let us know if you have any feedback or questions. Thank you for your support.