



SACRED HEART *of* JESUS

CATHOLIC PARISH AND SCHOOL

HOW TO FIND LAST YEAR'S CONTRIBUTION

LOGGING INTO MY SHOJ FOR THE FIRST TIME

Step 1: If this is the first time logging in with the upgraded system since last fall, ensure that all your browsing history and cache is cleared from your web browser. To do this, on your keyboard hold down Ctrl + Shift + Delete. Also, this is best done on a desktop, laptop or tablet vs. your cell phone.

Delete browsing data [X]

Time range

Last hour [v]

- ☒ **Browsing history**
34 items. Includes autocompletions in the address bar.
- ☒ **Download history**
3 items
- ☒ **Cookies and other site data**
From 33 sites. Signs you out of most sites.
- ☒ **Cached images and files**
Frees up less than 320 MB. Some sites may load more slowly on your next visit.
- ☐ **Passwords**
None
- ☐ **Autofill form data (includes forms and cards)**

This will clear your data across all your synced devices signed in to aubree.galle@shoj.org. To clear browsing data from this device only, [sign out first](#).

[Cancel] **Clear now**

Once you get to this screen (from pressing Ctrl + Shift + Delete) you will hit the clear now button as shown.



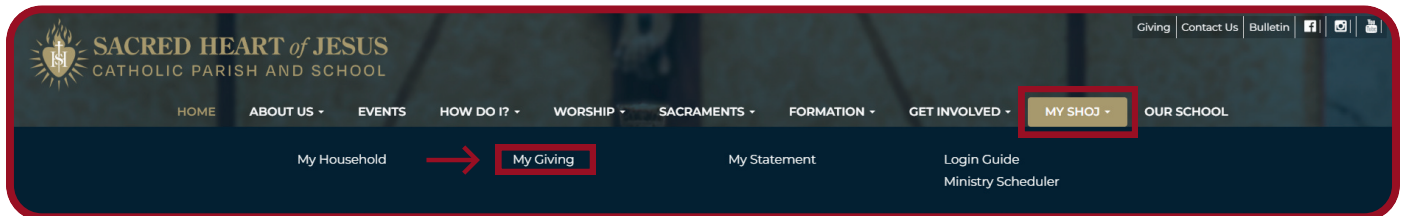
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FINDING CONTRIBUTION STATEMENT

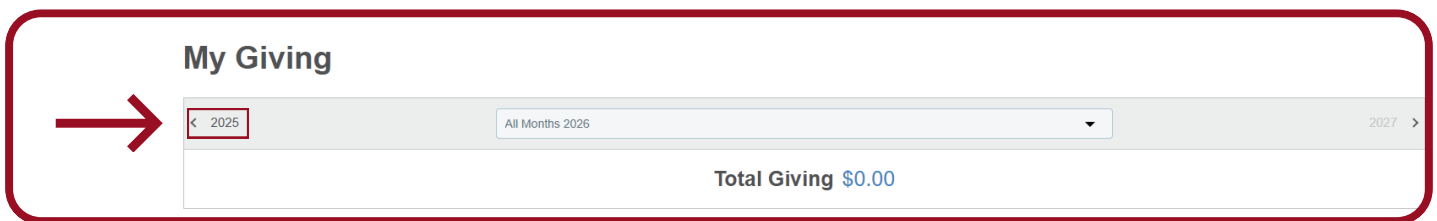
Step 1: Go to Shoj.org and select "My SHOJ" from the top bar. Then select "My Giving."



Step 2: If you are not logged in yet, then go to the upper right of the page and select the "Login" button. Login with your email/username and password.



Step 3: You'll be directed automatically to this year's giving page. To reach last year's page you can find it in the corner under "My Giving."



Step 3: Once you are on the 2025 page you will see your total giving for the year as well as options to breakdown between months as well as what specifically you gave to (ex: angel tree, tithing, capital campaign, etc.)

Note- If you receive an error message about multiple matches, please email beth.bucklin@shoj.org for the new username assigned to your account.