



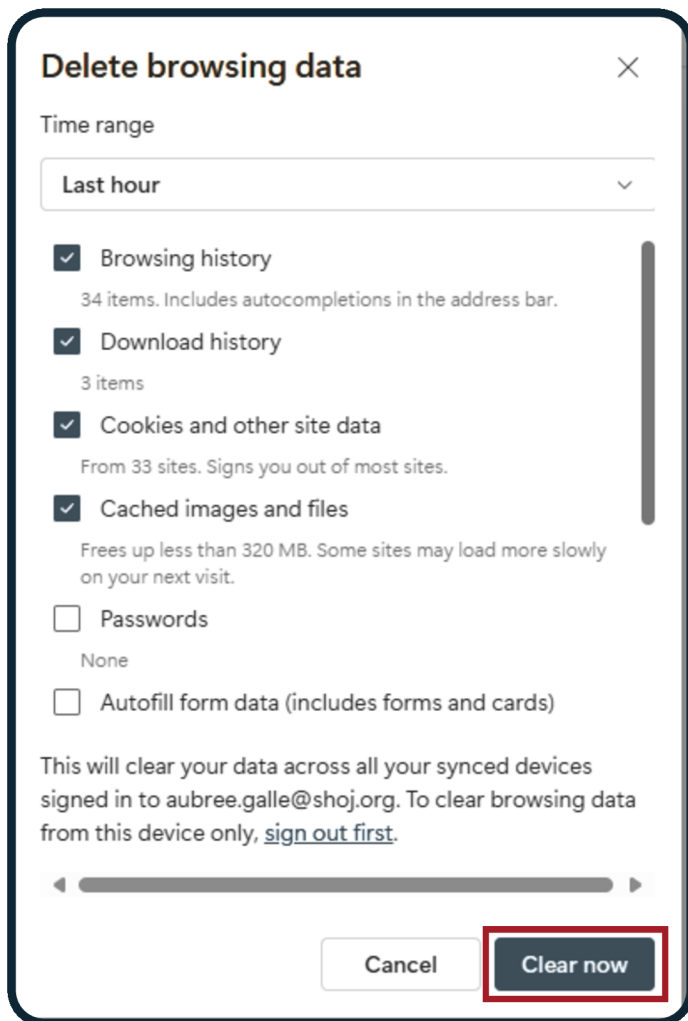
SACRED HEART *of* JESUS

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.



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



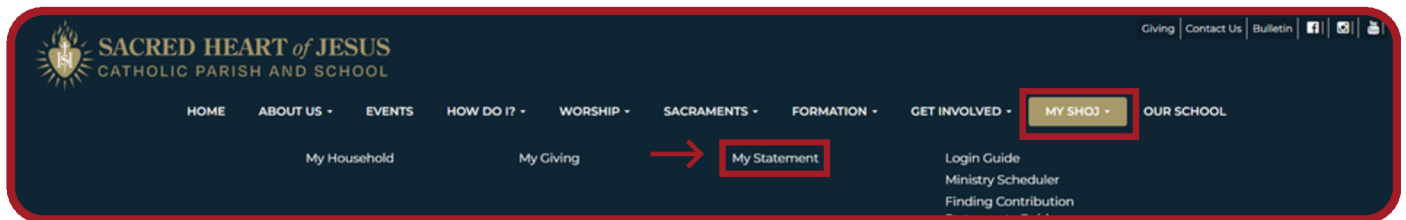
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HOW TO FIND LAST YEAR'S CONTRIBUTION

FINDING CONTRIBUTION STATEMENT

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



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: Once you are on the statement page, select the button "Save as PDF" of the statement you want. After selecting, it will automatically download onto your computer.



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