

Instructions for Accessing your DLCI Giving Records

Note These instructions must be done from a computer with Internet Access. Also, for those that have used the Givelify application/service, you must login to the [Givelify](#) website to get your giving records.

1. Use your web browser to go to **www.dlci.church/genesys**

2. Login with your DLCI username & password
 - a. If you don't remember your password, click on **"Forgot password"** and enter the email address you used to create your account.

 - b. If you don't have a DLCI account, click on **"Signup"** and complete the form. Please also notify **"donations@dlci.church"** so we can verify/validate your account.

 - c. If you do not have an email address, contact us at (617) 917-4206, and provide us with your:

Name
Contact phone number
Current address

3. Once you've logged in, click on the **"My Journey"** menu option and select **"Giving Records"**
 - Here you'll see a table with a listing of your itemized giving details.

4. To create a Giving Report for your **2023** Taxes, follow these steps:
 - In the **Giving Report section**, choose the Year **"2023"** and click on **"Create Report"**

 - Click on the button option which says **"PDF Report"**.

 - Your report will be saved as an Adobe PDF file and downloaded on your computer.

If you get stuck along the way, just send an email describing your problem to ["donations@dlci.church"](mailto:donations@dlci.church) or call the main phone line (617) 917-4206