



MyCOTHA is an online resource to help you stay connected at Church of the Holy Apostles. This resource allows you to:

- Interact with your small group, plan and view group events, and manage your group's attendance
- See when you're scheduled to serve and interact with others on your serving team
- Securely donate and access your giving records
- Customize your communication preferences from COTHA and stay up-to-date with current events

Let's get started! If you haven't set up an account in myCOTHA, visit <https://cotha.ccbchurch.com/> to request access.

Once you've created an account and are logged in, be sure to check and update your profile as needed. Click on your profile picture at the far right corner circle to open your profile. This is where you can edit your profile, login details, and add a photo so others can put together a name and face!

myCOTHA Online Giving Statements

From the myCOTHA home screen:

Select the **My Giving** option on the left hand side to view and/or print your Giving Statement. This is also where you can set up online and/or recurring gifts.

There are THREE options at the top: **Give, Schedules/History, Pledges**

Select **Schedules/History**

Select **Giving Statement** on the far right hand corner

Type = Family

Date Range = Select your time frame

Tax Deductible = To review all contributions made to COTHA, you'll select BOTH. If you just want to see Deductible contributions you can elect that as well.

Include Pledge Information = If you have made a pledge to COTHA and want to see where you are on the pledge, be sure to click on Show pledges on giving statement.

We are here to help! If you run into system issues or have questions about your statement, please contact Donna Matthews at donna@cotha.org.