

User Guide: Viewing donation reports on OrgHunter.com



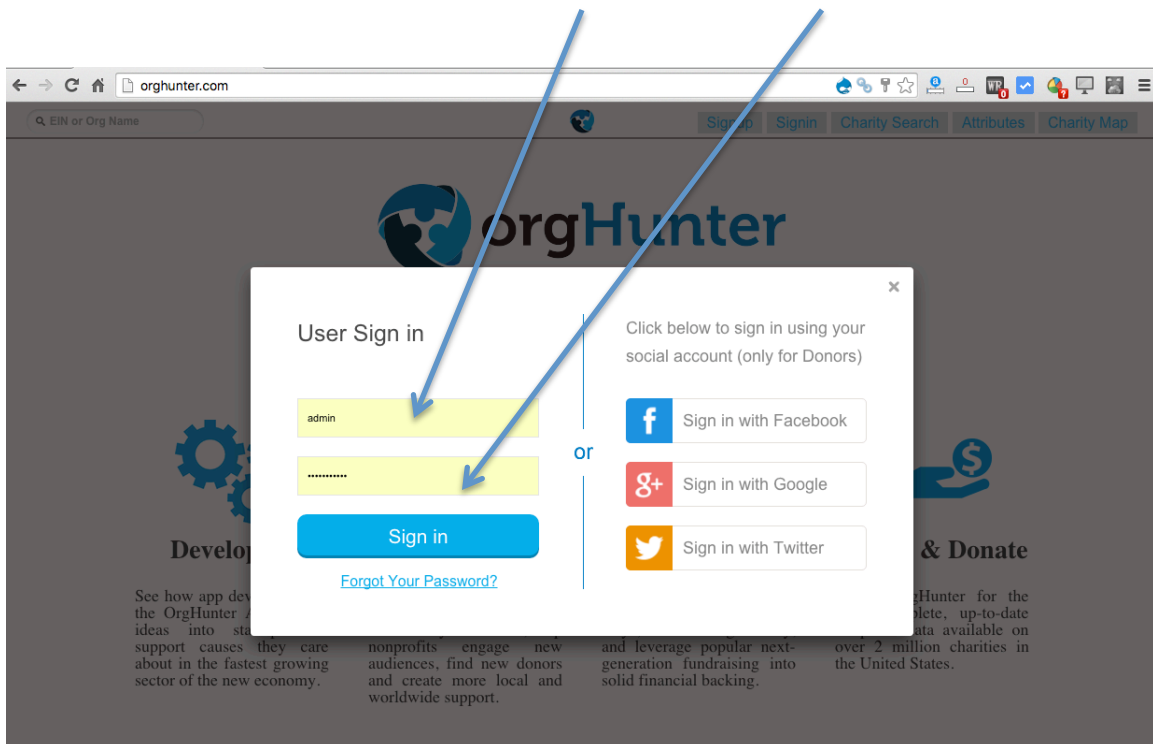
This document assumes that you have previously claimed your charity on OrgHunter.com and your account has been verified and approved by OrgHunter's verification team. For additional information along with our instructional video on how to claim your charity on OrgHunter.com please visit:

http://www.orghunter.com/charity_data_link

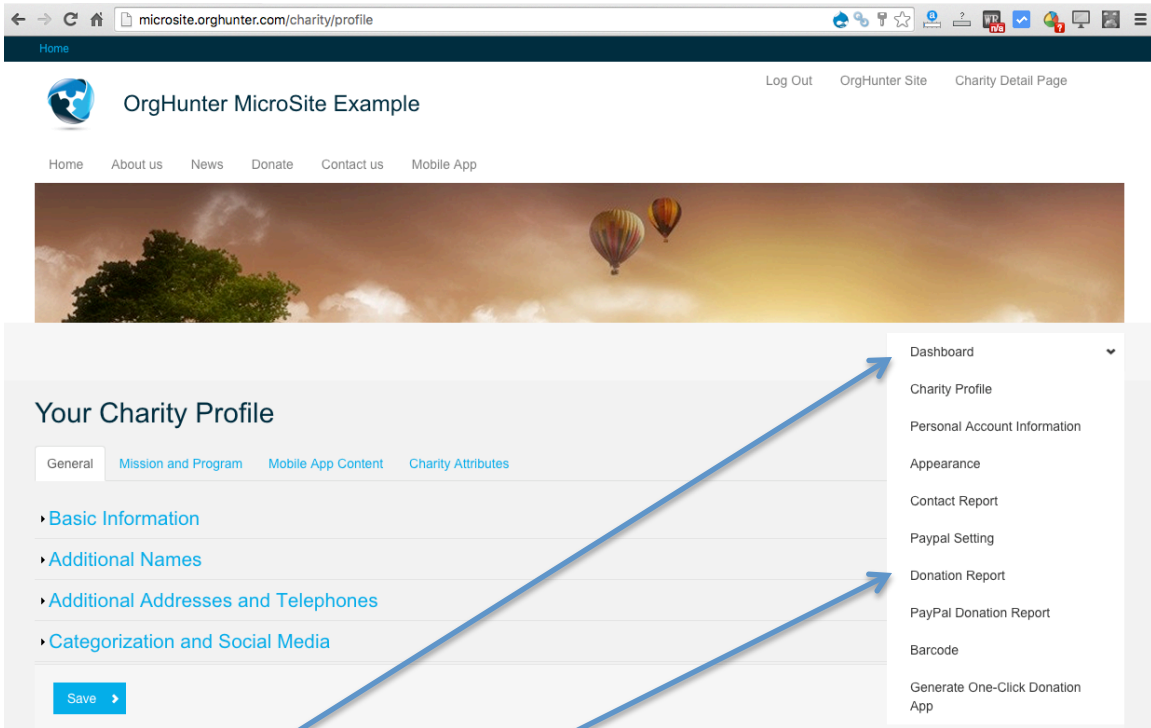
Accessing your charity's donation report is a simple process on OrgHunter.com.



Using your favorite browser navigate to OrgHunter.com and select the **Signin** option. You will be prompted for your **username** and **password**.



Once you have signed in, you will be automatically be redirected to your Charity Profile on OrgHunter. Below is an example of a Charity Profile on OrgHunter



Under the **Dashboard** dropdown menu option on the right side of the screen, navigate to the **Donation Report** option.

Here's an example of a donation report. Navigate to the bottom of the page and select the **Download CSV** to download this report directly to your computer.

