

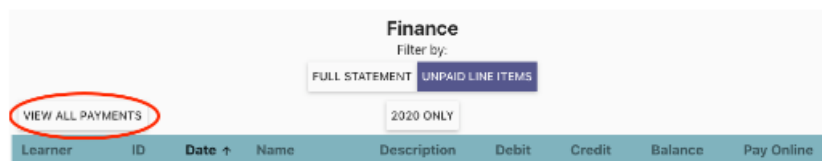
Parent Donations Receipts - YOU CAN DOWNLOAD YOUR OWN!

While we do our best to send home receipts for parent donations, we understand that sometimes they just don't make it. Through Hero you are able to download your own receipts. Here's how

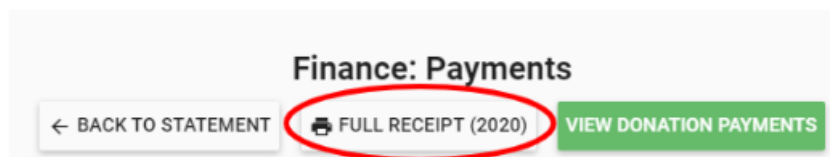
In a web browser go to <https://go.linc-ed.com/> YOU MUST USE THIS WEBSITE - The Hero app on your phone does not have this feature.

HOW A CAREGIVER WILL PRINT A FULL YEAR'S RECEIPT

1. The caregiver will log into Hero using their personal email
2. The caregiver will select **FINANCE** from the menu to view the statement of the students they have finance access to view
3. The caregiver will click **VIEW ALL PAYMENTS**

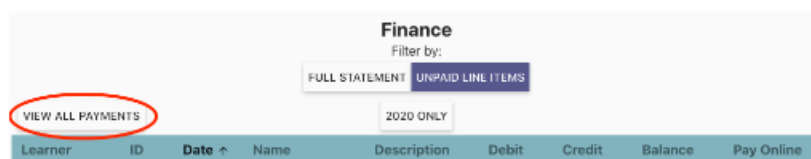


4. The caregiver will click the **Full Receipt** button for the year they require. This will download as a protected (uneditable) Word document.

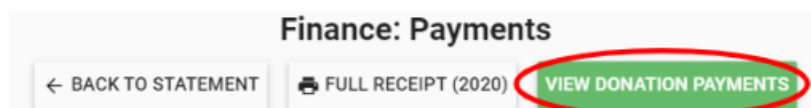


HOW A CAREGIVER WILL PRINT A TAX DONATION RECEIPT

1. The caregiver will log into Hero via a web browser
2. The caregiver will select **FINANCE** from the menu to view the statement of the students they have finance access to view
3. The caregiver will click **VIEW ALL PAYMENTS**



4. The caregiver will click **VIEW DONATION RECEIPTS**.



5. The caregiver will click the **Tax Receipt** button for the year they require. This will download as a protected (uneditable) Word document.

