

## Parent Donations Receipts – HOW TO DOWNLOAD

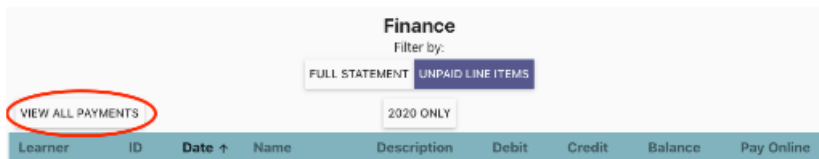
Through Hero you can download your receipts (Instructions are also on our website, under ‘Information’)

Here’s how .....

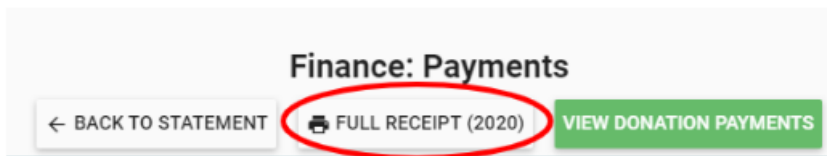
In a web browser go to <https://go.linc-ed.com/> YOU MUST USE THIS WEBSITE - The Hero app on your phone does not have this feature.

### 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**

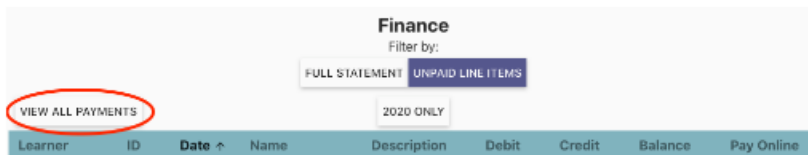


4. The caregiver will click the **Full Receipt** button for the year they require. This will download as a protected (uneditable) Word document.

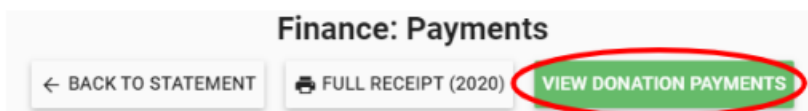


### HOW A CAREGIVER WILL PRINT A TAX DONATION RECEIPT

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.

