

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 **Student Billing** from the menu to view the statement of the students they have finance access to view
3. The caregiver will scroll to the bottom and click **View all credit transactions**

A screenshot of a financial summary table with the following data:

Total requested:	\$465.00
Total adjustments:	\$0.00
Total paid:	\$10.00
Total other credits:	\$0.00
Total unpaid balance:	\$455.00
Total accounts credit balance:	\$244.30

Below the table, there is a text block: "Our preferred method of payment is via Stripe. Donation requests are optional." To the right is a button: "Select items to pay online". At the bottom are two buttons: "View all credit transactions" (highlighted with a red box) and "View donation payments".

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

A screenshot of the receipt download interface for "Hero Demo School". It features a "Back to statement" button, a "View donation payments" button, a "Receipt year" dropdown menu currently set to "2026", and a "Download full receipt (2026)" button (highlighted with a red box). A red circle highlights the dropdown arrow.

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 **Student Billing** from the menu to view the statement of the students they have finance access to view
3. The caregiver will scroll to the bottom and click **View Donation Payments**

A screenshot of a financial summary table with the following data:

Total requested:	\$465.00
Total adjustments:	\$0.00
Total paid:	\$10.00
Total other credits:	\$0.00
Total unpaid balance:	\$455.00
Total accounts credit balance:	\$244.30

Below the table, there is a note: "Our preferred method of payment is via Stripe. Donation requests are optional." To the right of this note is a button labeled "Select items to pay online". At the bottom of the section are two buttons: "View all credit transactions" and "View donation payments", with the latter highlighted by a red box.

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

A screenshot of the Hero Demo School interface. At the top, it says "Hero Demo School". Below this are two buttons: "Back to statement" and "View all credit transactions". Underneath, there is a "Receipt year" section with "2025/2026" and a dropdown arrow. To the right of this is a button labeled "Download tax receipt (2025/2026)", which is highlighted by a red box.

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

A screenshot of the "Finance: Donation Payments" navigation bar. It contains four buttons: "BACK TO STATEMENT", "TAX RECEIPT (2019/2020)", "TAX RECEIPT (2020/2021)", and "VIEW ALL PAYMENTS". The "TAX RECEIPT (2020/2021)" button is circled in red.