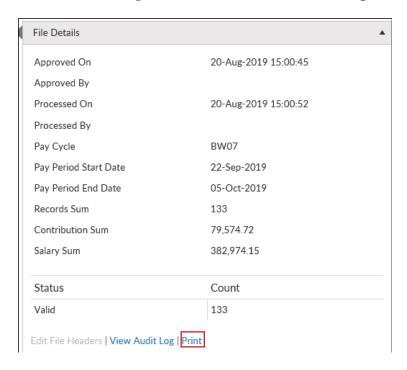


How to Print a Contribution File Summary

- 1. From the File List, click the Contribution File you want to print.

 NOTE: You can only print a Contribution File with the status of Processed.
- 2. The the **Contribution File** selected will highlight in green.
- 3. Click the **Print** button at the bottom right hand side of the **File Details Region**.



- 4. The Contribution File Summary page will appear.
- 5. Right click on the mouse and click **Print** to print the **Contribution File Summary** page.

