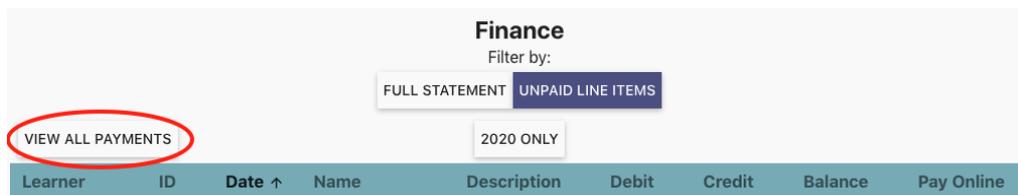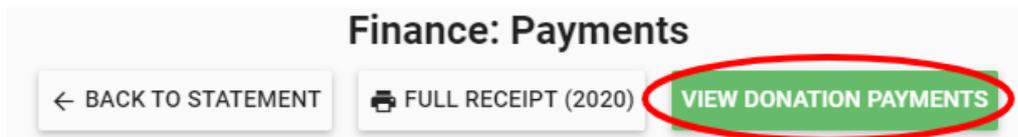# Generating Receipts from Hero
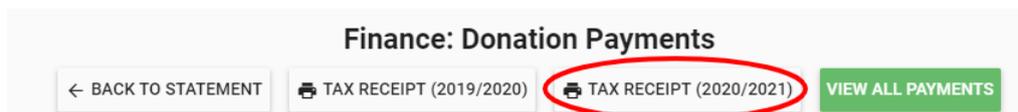
HOW A CAREGIVER CAN PRINT A TAX DONATION RECEIPT

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.

You can also produce a full receipt of all payments including Fees/ Non-donations.

HOW A CAREGIVER CAN 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.