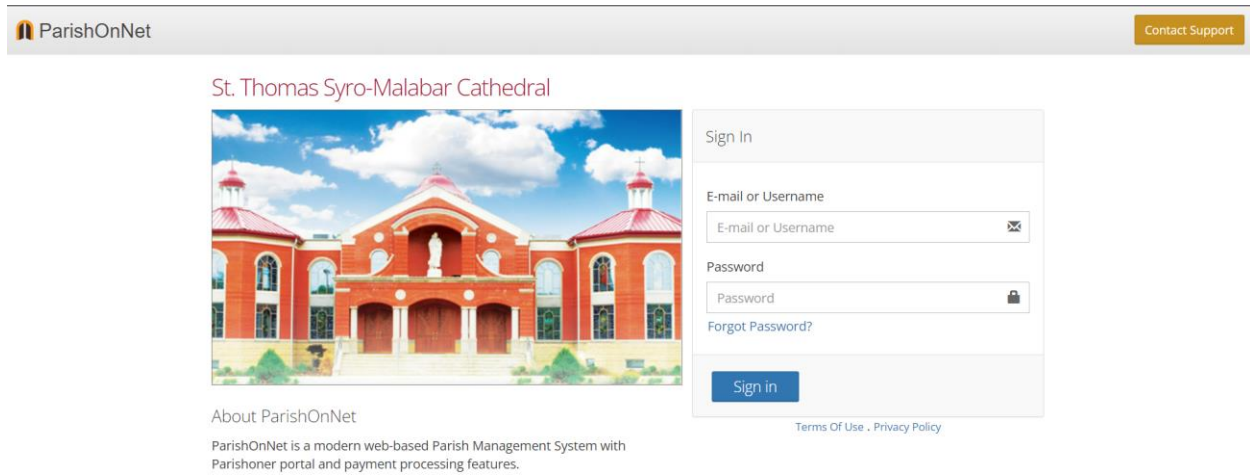


# HOW TO VIEW AND DOWNLOAD TAX STATEMENT

1. Go to ParishOnNet website: <https://stthomas.parishon.net/cathedral/>

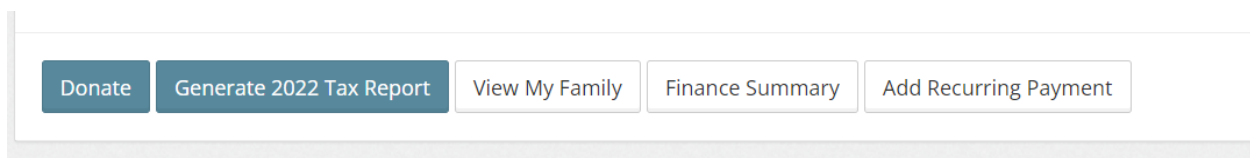


The screenshot shows the ParishOnNet website interface. At the top left is the ParishOnNet logo, and at the top right is a 'Contact Support' button. The main heading is 'St. Thomas Syro-Malabar Cathedral' above a photograph of the cathedral. To the right of the photo is a 'Sign In' form with fields for 'E-mail or Username' and 'Password', a 'Forgot Password?' link, and a 'Sign in' button. Below the photo is an 'About ParishOnNet' section with a brief description of the system.

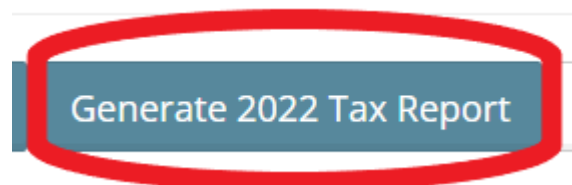
2. Login using your credentials

- a. If you do not remember your password, you may select “Forgot Password” to reset your password
- b. Please contact the Trustee office if you need assistance

3. Once logged in and on the home page, scroll down until you see the “Generate 2022 Tax Report” button



4. Select “Generate 2022 Tax Report”



5. Your Tax Report can now be found in your “Downloads” folder (or wherever you save downloaded files from the internet)