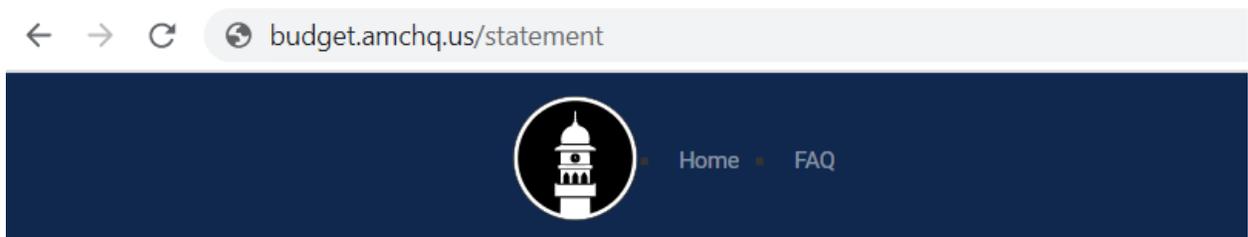




Members' User Guide to Obtain Jama'at Donation Statements

1. Please type or select the following link <https://budget.amchq.us/statement>. (For Presidents & Finance Secretaries, this link wouldn't work if connected to VPN)



Donation Statement Request

AMI Code
5-Digit Jamaat Issued Code

Email
Tajnid Email

Include Family Members

Current **Fiscal Year** Statement (July - June)

Current **Calendar Year** Statement (January - December)

Current Year Tehrik-e-Jadid (November - October)

Current Year Tehrik-e-Jadid (January - December)

3-Year Tax Statement

Submit

2. Please enter your member code and email address. **Very important note- kindly use the email address registered in the Jama'at database. If unsure, please contact the local**

Finance Secretary or President Sahib. They can provide this information or help you update your email address in the system.

3. After the member code and email address is entered, please choose the type of statement you would like, and then click submit. It will take to the following screen then.

Donation Statement Request Submitted

Your request has been submitted successfully. If your member code and email match, and your email has been verified, an email will be sent shortly. If you have not verified your email, a verification code will be emailed. You must verify the email before you can receive any statements. JazakAllah

Please note that statements can be delayed by upto 10 minutes, so do not request another report if you do not immediately receive a statement.

Don't forget to check your SPAM/JUNK folders.

-
4. Please wait for couple of minutes and then check your email inbox. You would receive an email from AMI Finance USA. This is for verification purposes. Please verify by clicking on the click here part of the email as shown below.

Email Verification Code

Assalamu 'Alaikum,

You recently requested a financial statement from the Ahmadiyya Muslim Community Finance portal. Below is your Verification Code. [Click here](#) to automatically validate your email.

BQO4FB7S

JazakAllah

5. It will then take you to following page, showing the email verification process is completed. The email verification only needs to be done once, for any further use.

Email Verification Status

Your email has been validated successfully. You can now request statements without any additional verification steps. If a statement request was pending, it will be delivered. JazakAllah

6. Once the email is verified, please check the email inbox again, this time the email received from AMI Finance USA, will have the requested statements. The statements would be password protected, the email received will have the instructions of the password.



Statement Request

Assalamu 'Alaikum,

Attached please find the statement(s) you requested. The password for the file is the 5-digit member code you used to request the statement(s).

JazakAllah

Humbly submitted with request of prayers.