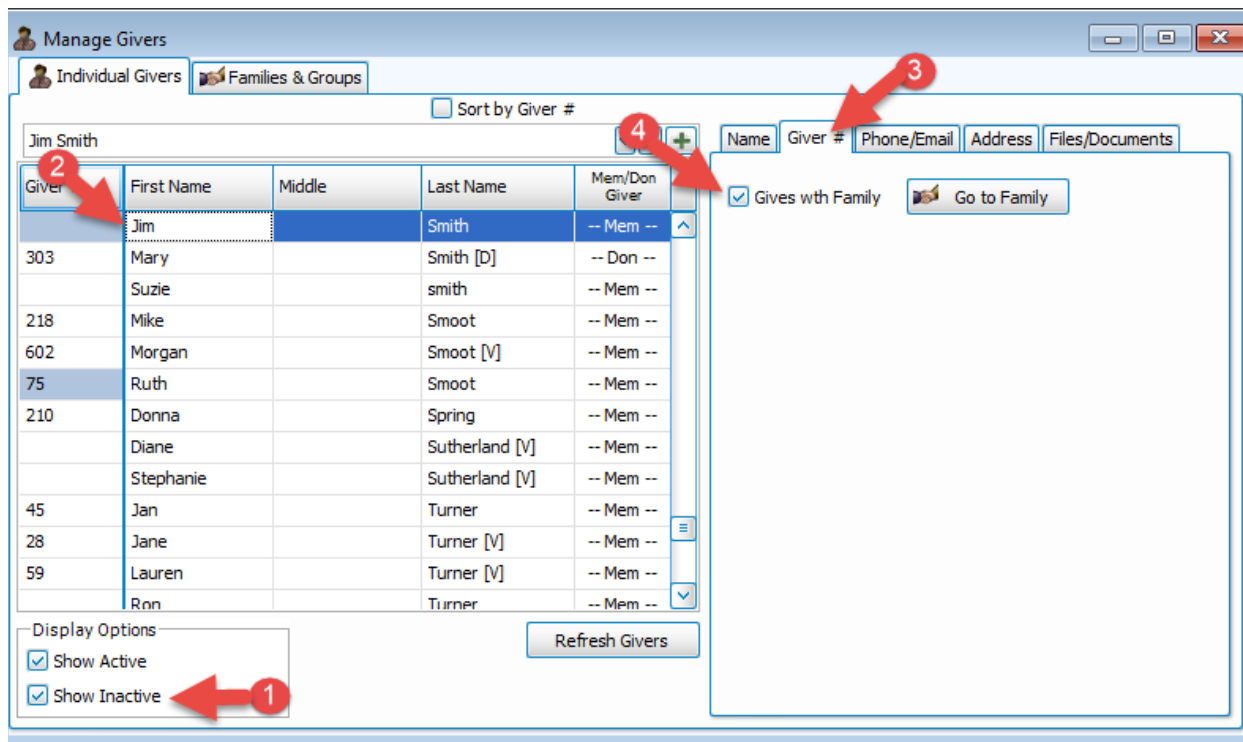


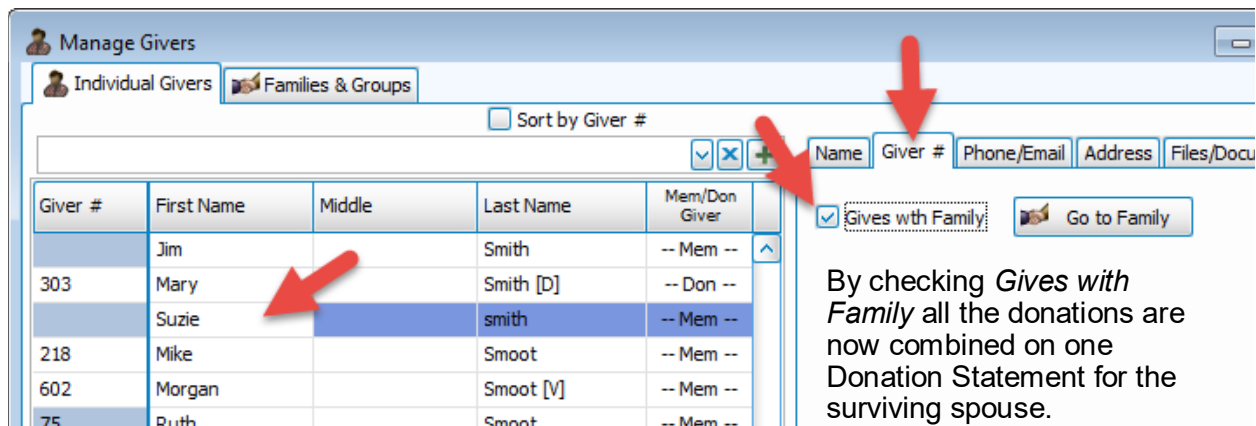
How to keep the giving with the surviving spouse after their spouse passes away?

In Donations (*the example shows Jim & Suzie Smith*)

1. Go to *Manage Givers* and click on *Show Inactive* (at the bottom left of the screen).
2. Find the deceased spouse and highlight their name.
3. Click on the *Giver #* tab (or *Envelope #* tab) at the right.
4. Click on *Gives with Family*.



Repeat for the *Surviving Spouse*. Bluish shading now appears to the left of Jim and Suzie Smith.



By checking *Gives with Family* all the donations are now combined on one Donation Statement for the surviving spouse.

Please note: if you are using *Giver #s*, the *Giver #* will also appear shaded in blue area to the left of each spouse's name.