



For Participants: How to find your receipts on DonorDrive

Occasionally we receive requests for receipts, but you also have access to view your receipts as well. When logged into your Participant Portal, you can view a list of donors/donation amounts made to your fundraising page in addition to the receipts for donations you've made.

Login

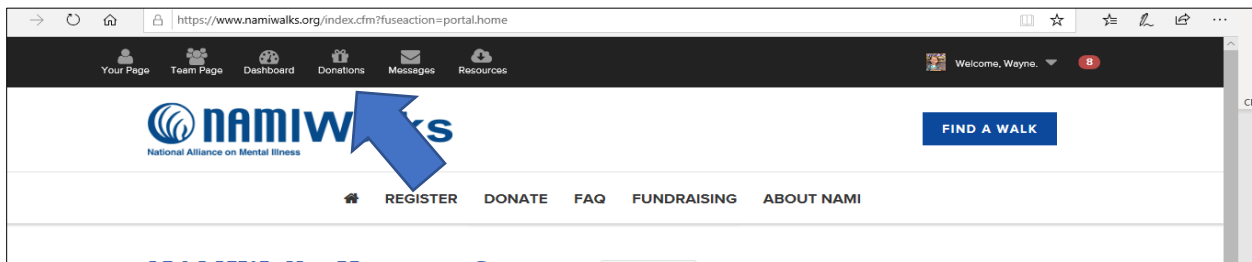
Log in to your user portal, using [this link](#) and your username and password.

Step 1:

Once logged in, go to the Donations button (gift box icon) on the left side of the toolbar.

Then click on "Donations Received"

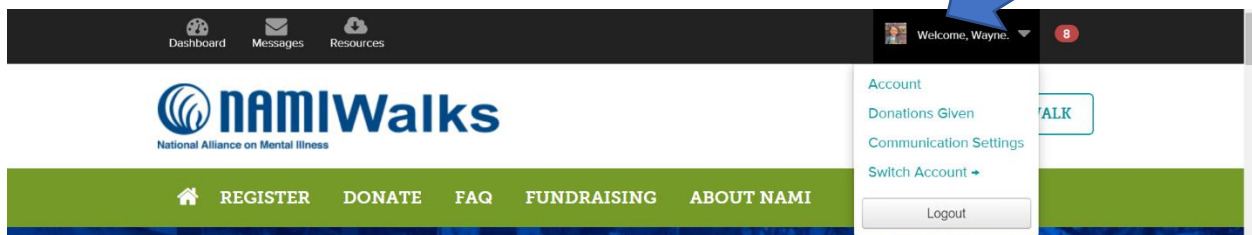
You will see a list of donations others have made to your team as well as the amount.



Step 2:

To view and get receipts for your own donations,

go to your Avatar and click on "Donations Given"



Step 3:

You will see a list of the donations you've made with a blue page icon on the far right. Click on this and it will open the details and give you access to download the receipt.

