**Exporting Contribution Data from EasyTithe**

1. Sign into EasyTithe, (https://www.easytithe.com/cp)
2. Navigate to Reports > Canned Reports
3. Under \*Other\*, click the Custom Report By Date Range link
4. Set the From and To date range to the dates you want to export for
5. \*Organize Report by\* date
6. Click Search
7. Click Create Export
8. Save CSV file where you can locate it

**Importing Contribution Data to Breeze**

1. Sign in to your Breeze account
2. From the dashboard, navigate to **More** > **Bulk Tasks**
3. Select **Import Giving**
4. Bottom right, from the **format** dropdown, select **EasyTithe**
5. Click **Import Giving File**
6. Select **Click to Browse for File**
7. Choose your file (from step one) and **Open**
8. **Import Now**