**Exporting Contribution Data from Pushpay**

1. Sign in to Pushpay account
2. Click the **Transactions** tab or **Batch Reconciliation** tab
3. Select desired date range
4. Click **Export** and choose “CSV”
5. Save file where you can find it easily

**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 **Pushpay**
5. Click **Import Giving File**
6. Select **Click to Browse for File**
7. Choose your file (from step one) and **Open**
8. **Import Now**