



**MOUNT ELIZA**  
SECONDARY COLLEGE

**Compass Parent Guide to Printing DGR receipts (tax deductible) and Curriculum Contribution receipts**

1. Parent log into Compass account
2. Click on circle with your initials on top right-hand corner next to settings cog
3. Select Contributions tab
4. Tick relevant receipt
5. Click on Generate receipt pdf
6. Enter date required
7. PDF receipt created which can be printed or saved
8. If contributions have been made to the Building Fund, a separate DGR (deductible gift recipient) receipt will be generated which can be used for tax deduction claims.