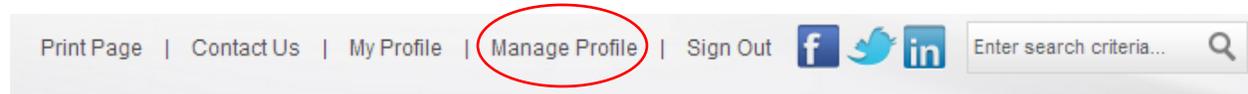


How do I pay or print outstanding invoices?

If you wish to update your profile information, log in to your membership profile. Select **Manage Profile** from the top navigation menu that appears after logging in.



Under the **Invoicing, Payments & History** section, click on **Invoices**.

Invoicing, Payments & History



Invoices

View, print and pay your invoices.



Membership

View your membership status and view membership renewal options.

This will take you to the invoicing, payments, and receipts portion of your membership profile. Once in this section you can filter invoices by open balances, closed invoices (receipts), and any status. To do this, select the appropriate dropdown option in the **Filter by status:** area at the top of the page.

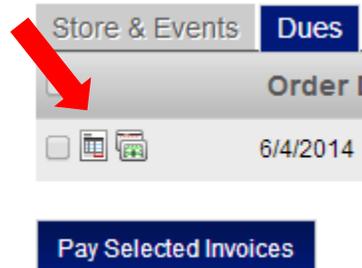


Filter by status:

To view your membership invoice and/or receipt, click on the **Dues** tab. To view invoices and/or receipts for conference registration and Rockower Award payments, click on the **Store & Events** tab.



To print a receipt: Select the **Filter by status:** to the "Any Status" or "Processed" option; it will automatically default to "Open" Invoices. The "Processed" option is will display all paid invoices. To print the invoice, select the icon next to the Invoice you wish to print and it will open the paid invoice in a new window for you to print and save.



If there is an outstanding balance for your account, a blue circle will be seen in the bottom left hand corner of the invoice icon, in the **Manage Profile** section, with the number of outstanding invoices you have on record.

Invoicing, Payments & History



Invoices
View, print and pay your invoices.



Membership
View your membership status and view membership renewal options.

To pay invoices with a credit card, click on **Invoices**. Select either 'Store & Events' to pay for conference registration or Rockower Award fees, or select 'Dues' to pay membership dues. Select the **Filter by status**: "Open" option, which is the second option down. This will display all unpaid invoices. Select the invoice you would like to pay and click **Pay Selected Invoices**.

Invoices

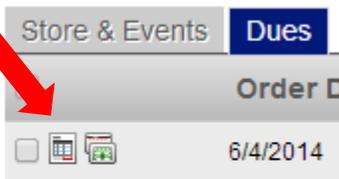
Filter by status:

Store & Events **Dues**

<input type="checkbox"/>	Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
<input checked="" type="checkbox"/>  	6/4/2014	Open	Cathy Herring	Membership Dues	\$50.00	\$50.00

Pay Selected Invoices

To print the invoice select the icon next to the Invoice you wish to print and it will open the paid invoice in a new window for you to print and save.



  **Dues**
Order D
6/4/2014

Pay Selected Invoices