

Finding Invoices/ Receipts and Financial details

Click on the Manage Profile Link in the My Profile box on the right side of the page.

This will take you to your profile menu.

To Find Invoices/Receipts: Click on the Invoices icon located under the Invoicing, Payments & History icon.

The screenshot shows the 'Manage Profile' page. On the right side, there is a 'My Profile' sidebar with a 'Manage Profile' link. Below the sidebar, there are sections for 'Information & Settings', 'Invoicing, Payments & History', and 'Content & Features'. The 'Invoicing, Payments & History' section contains an 'Invoices' icon and a description: 'View, print and pay your Invoices.'

It will take you to the page that lists all of your financial history and copies that you can print.

The screenshot shows the 'Invoices' page. At the top, there is a navigation bar with links for 'HOME', 'PROGRAMS', 'CALENDAR', 'RESOURCES', 'CAREER CENTER', 'MEMBER SEARCH', 'JOIN', and 'CONTACT'. Below the navigation bar, there is a search bar and a 'Print Page' link. The main content area is titled 'Invoices' and includes a filter dropdown set to 'Any Status'. Below the filter is a table with the following data:

Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
11/19/2015	Shipped/Closed	Adam Graves	Event Registration	\$15.00	\$0.00
11/19/2015	Open	Teresa McCall	Event Registration	\$195.00	\$195.00
11/3/2015	Processed	Monica Stutzman	Event Registration	\$0.00	\$0.00
8/13/2015	Shipped/Closed	Monica Stutzman	Event Registration	\$0.00	\$0.00
7/21/2015	Shipped/Closed	Monica Stutzman	Event Registration	\$0.00	\$0.00
7/20/2015	Shipped/Closed	Monica Stutzman	Event Registration	\$0.00	\$0.00
6/15/2015	Shipped/Closed	Monica Stutzman	Event Registration	\$0.00	\$0.00
6/4/2015	Shipped/Closed	Margie Marble	Event Registration	\$0.00	\$0.00

On the right side of the page, there is a 'My Profile' sidebar with a 'Manage Profile' link. Below the sidebar, there are sections for 'Latest News' and 'Calendar'.