

Login to naggl.org
Go to Manage Profile
Select Invoices icon (click)

The screenshot shows the 'Manage Profile' page. A green arrow points to the 'Invoices' icon in the 'Invoicing, Payments & History' section. The page layout includes a 'Manage Profile' header, a 'Profile Home' sub-header, and several sections: 'Information & Settings' (Edit Bio, Preferences), 'Invoicing, Payments & History' (Invoices, Event Registrations), 'Content & Features' (Favorites, Networks, Blogs, Pages, Photo Gallery, Files & Links, Professional Development, Member Suggestion Box), and 'Community' (Messaging, Groups). A 'My Profile' sidebar on the right contains links to Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, and Connections. A 'Keyword Search' box is located at the top right.

Takes you to invoice record page: OPEN invoices show by default, BUT – if you need to print a paid invoice (receipt) for expense reporting purposes, etc., Use the Filter by status drop-down menu.

The screenshot shows the 'Invoices' page. A green arrow points to the 'Filter by status' dropdown menu, which is currently set to 'Open'. The page header includes the 'NATIONAL ASSOCIATION OF GOVERNMENT GUARANTEED LENDERS' logo and navigation links (Home, Membership, In the News, Advocacy, Conferences, Training, Member Resources, About NAGGL, Job Bank). A 'Keyword Search' box is at the top right. The 'Invoices' section contains a table with columns: Order Date, Status, Name on Invoice, Invoice Type, Total, and Balance. A 'Pay Selected Invoices' button is located below the table. A 'My Profile' sidebar on the right contains links to Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, and Connections.

Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
7/9/2015	Open	[REDACTED]	Event Registration	\$1,120.00	\$1,120.00

Filter by Status options will help you locate all transactions attached to your profile (since 2/2015):

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Invoices

Filter by status: **Open** (dropdown menu open showing: Open, Any Status, Open, Processed, Shipped/Closed, Pending, Cancelled)

Status	Name on Invoice	Invoice Type	Total	Balance
Open	[Redacted]	Event Registration	\$1,120.00	\$1,120.00

7/9/2015

Pay Selected Invoices

Keyword Search: Enter search criteria... [Search]

My Profile

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections

PAY an OPEN Invoice [or print an open invoice for check payment]:

Select the invoice you want to pay by checking the box & clicking Pay Selected Invoices and complete the credit card payment information form and hit Submit Payment.

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Invoices

Filter by status: Open

Store & Events

Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
7/9/2015	Open	[Redacted]	Event Registration	\$1,120.00	\$1,120.00

Pay Selected Invoices

Keyword Search: Enter search criteria... [Search]

My Profile

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections