

Instructions for obtaining an invoice to pay by check.

1. Log onto profile and make sure that all information is up to date.
2. Select Membership Information and choose "Securely renew your membership now"

Membership Information

Bill O'Hara
Active Member

Your membership is current through 7/10/2013.

[Send confirmation email »](#)

[Securely renew your membership now »](#) ←

3. When you get to Payment Information, select Check/Money Order

Payment Information

Payment Amount \$155.00

Payment Type*

Bill Me (Admin-only)

Check/Money Order ←

Credit Card




4. When finished, select Membership Information and click on the far left button that will enable you to view/print your invoice.

Membership Information

test user
Active Member

Your current membership has expired. It expired on 6/30/2013.

Please note: It appears you have a transaction that is still open (see below.) Your current membership and expiration may change once this transaction has been processed and closed by administration.

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
  	Open	11 minutes ago	N/A	Check/Money Order	Active Member	\$155.00	\$155.00