How to Print an Invoice Receipt

1. Login to your membership account. Click on “Invoices” on the left side of the page, under Invoicing, Payments & History.

2. There may be two tabs. One for “Store & Events” and one for “Dues.” Click on the tab you need to print an invoice for.

3. Change the Filter by status dropdown to “Any Status.”

4. You should then see your invoices. Hover over the icon to the left of the invoice that you want to print.

5. Click on the icon to view and print your invoice receipt.