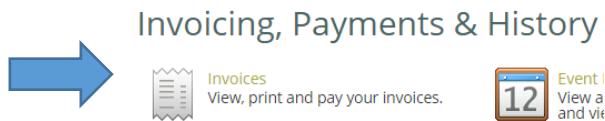




How to Print an Invoice Receipt

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.

Invoices

To view and print your paid invoices, please change the status: "processed" or "any status". If you have any additional questions, contact membership@adaa.org.

Filter by status:

Store & Events **Dues**

There are currently no invoices in this Type and Status.

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


To view and print your paid invoices, please change the status: "processed" or "any status". If you have any additional questions, contact membership@adaa.org.

Filter by status:

Store & Events **Donations**

	Order Date	Status	N
<input type="checkbox"/>	10/30/2017	Shipped/Closed	Li:
<input type="checkbox"/>	10/9/2017	Shipped/Closed	Li:

PAY SELECTED INVOICES

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.