



**Q: I need an invoice/receipt so my employer can pay for my membership, how can I print my invoice/receipt?** A: Once you are logged into your personal member portal, please click on My Profile → My Account → View Account History → Click on Order ID → Payments → . This section will list any payments that have been made; you will need to click on the order you want to print.

The screenshot shows the member portal interface. At the top left is the organization's logo and name. On the right, there are icons for a shopping cart, a notification bell, and a user profile with the text "Hi, Daniela Weit...". Below this is a navigation bar with links: "My Profile", "My PedsCE", "My Events", "TeamPeds Volunteer", "My Abstracts", and "Make a Donation". The "My Profile" link is underlined and has a black arrow pointing to it. Below the navigation bar is a blue header area containing a circular profile picture of Daniela Weitzman, her name "Daniela Weitzman", and her location "New York, NY". Below the header is a sub-navigation bar with "My Info", "Membership", and "My Account". The "My Account" link is underlined and has a black arrow pointing to it. Below this sub-navigation bar, there is a section for "View Order Details #78997" with a "Print Invoice" link and a green button showing "Credit Balance: \$0.00". At the bottom, there is a table with three columns: "Bill To", "Ship To", and "Order Info".

Bill To	Ship To	Order Info
Daniela Weitzman 5 Hanover Square Suite 1401, New York, NY 10004	Daniela Weitzman 5 Hanover Square Suite 1401, New York, NY 10004	Order ID: 78997 Date: 09/07/2022 Ship Date: P/O #:



My Profile

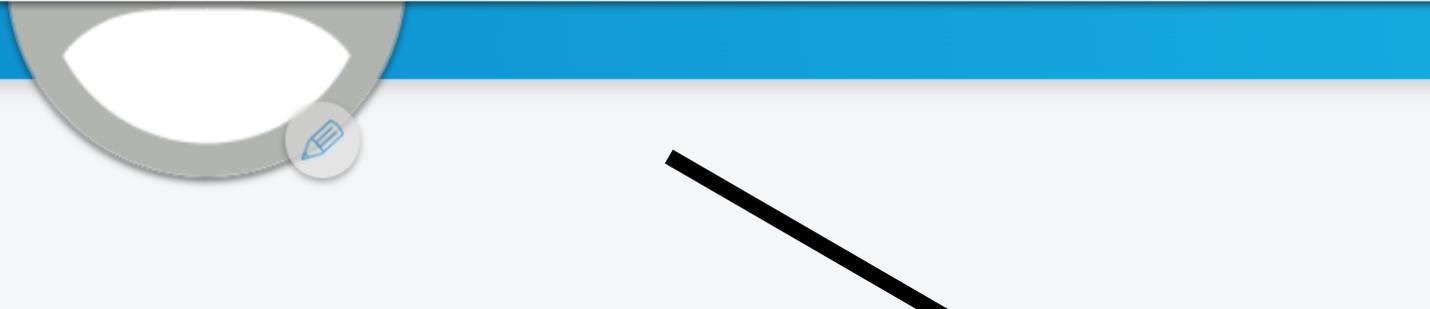
My PedsCE

My Events

TeamPeds Volunteer

My Abstracts

Make a Donation



My Info

Membership

My Account

View Account History



Saved Payment Options



All past orders will be listed. Click on the specific order you want the payment receipt for.

My Info

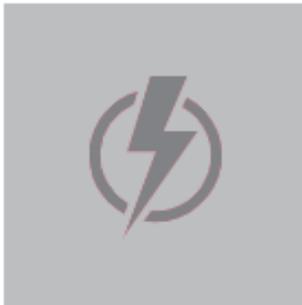
Membership

My Account

## View Account History

Wednesday, September 7, 2022

Order ID	Total	Shipped to:	Billed to:
<a href="#">#78997</a>	\$15.00	Daniela Weitzman 5 Hanover Square Suite 1401, New York, NY 10004	Daniela Weitzman

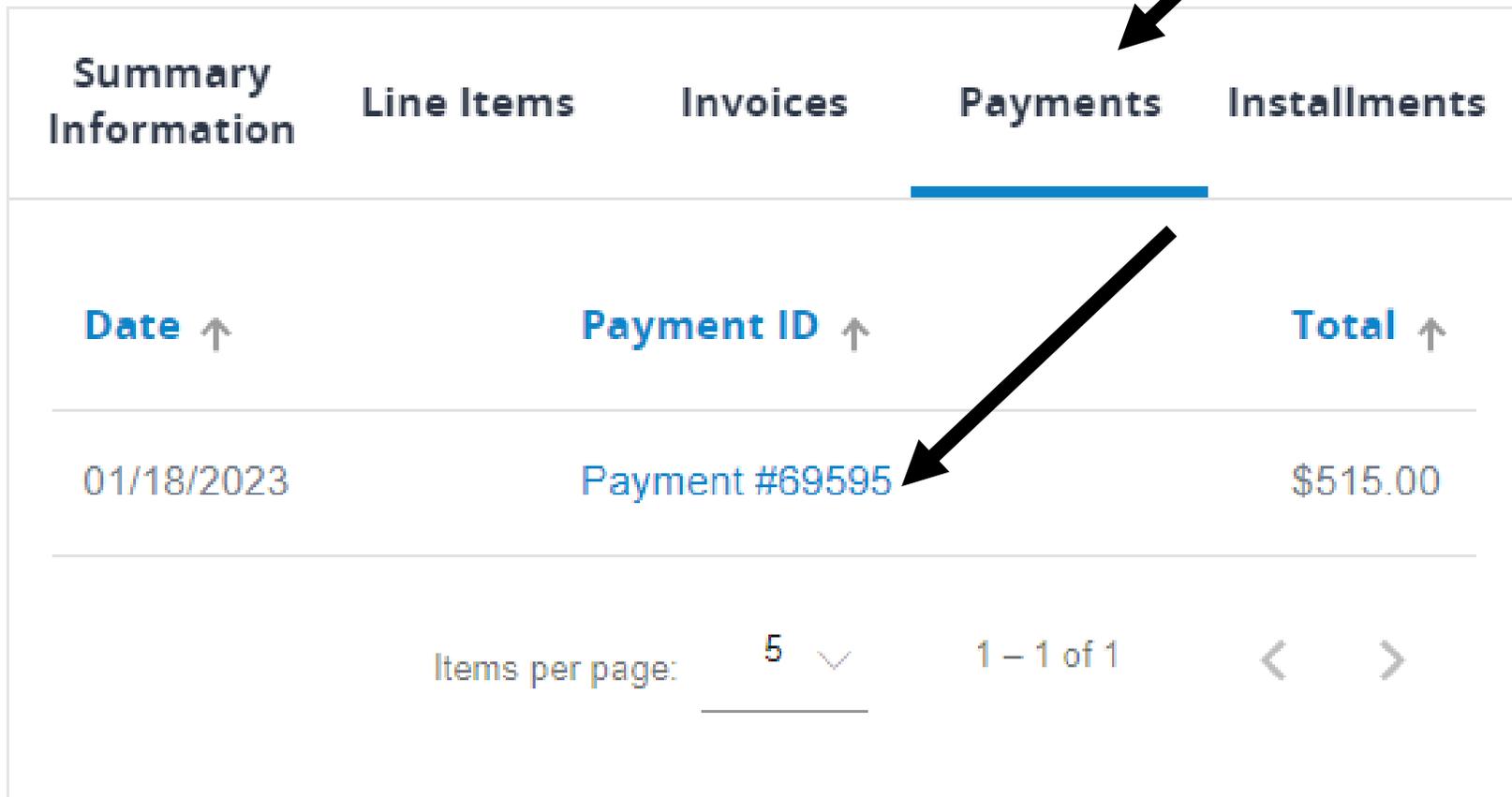


CEU's: Individual Approval

Qty: 1

\$15.00

After you click on payments, click on the Payment ID to print your payment receipt.



The screenshot shows a web interface with a navigation bar at the top containing five tabs: 'Summary Information', 'Line Items', 'Invoices', 'Payments', and 'Installments'. The 'Payments' tab is selected and highlighted with a blue underline. Below the navigation bar is a table with three columns: 'Date', 'Payment ID', and 'Total'. The first row of data shows the date '01/18/2023', the payment ID 'Payment #69595', and the total amount '\$515.00'. At the bottom of the table, there is a pagination control showing 'Items per page: 5' with a dropdown arrow, '1 - 1 of 1', and navigation arrows for previous and next pages. Two black arrows are overlaid on the image: one points to the 'Payments' tab, and the other points to the 'Payment #69595' link in the table.

Summary Information	Line Items	Invoices	Payments	Installments
<b>Date</b> ↑		<b>Payment ID</b> ↑		<b>Total</b> ↑
01/18/2023		<a href="#">Payment #69595</a>		\$515.00

Items per page: 5 ▾ 1 - 1 of 1 < >