

## Quick Guide: How to Access Your Invoices and Receipts from the Member Portal

## Members can easily download both individual and company invoices/receipts directly from the Member Portal. Follow the steps below.

Log in to the portal and navigate to the left menu.



Click on My Invoices & Receipts.



## Access:

- Open Orders invoices that are pending payment.
- All Orders includes all past invoices and receipts.





