Downloading Invoices and Receipts

1. Login to your account at: https://training.agendaforchildren.org/checkoutsigin.cfm
2. From the left-hand pane, click on **My Account**, then **View/Pay Invoices**.

3. The list will show all of your registrations AND how much is due.

- **To print an invoice (paid or unpaid):** You can select the print icon 📄 to print out an invoice. Note that if you need additional copies of a receipt to show that you’ve paid for a class, you can use the print function to do exactly that.
- **To pay an invoice:** If you have set up a private training, you can pay your invoices from here. Just select which invoice you would like to pay from the drop-down menu and click **Pay Now**.

4. Follow the instructions on the next page to enter your credit card information and hit Continue to make a payment.