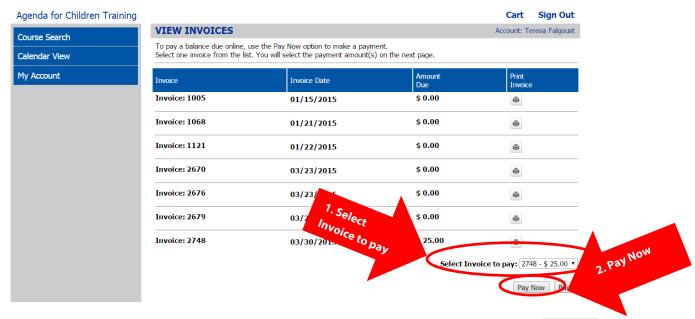
Downloading Invoices and Receipts

- 1. Login to your account at: https://training.agendaforchildren.org/checkoutsignin.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.