


## 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**.

The screenshot shows the website's navigation menu on the left. The 'My Account' and 'View/Pay Invoices' options are circled in red. Two red arrows point to these options with the text '1. My Account' and '2. View/Pay Invoices'. The main content area features a search banner with the text 'Agenda for CHILDREN training opportunities' and a background image of a child in a classroom. Below the banner is a 'Course Search' section.

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**.

The screenshot shows the 'VIEW INVOICES' page. A table lists several invoices with columns for Invoice, Invoice Date, Amount Due, and Print Invoice. The last row, Invoice 2748, is highlighted. A red arrow points to the 'Print Invoice' icon for this row with the text '1. Select Invoice to pay'. Below the table, a dropdown menu is open, showing 'Select Invoice to pay: 2748 - \$ 25.00'. A red arrow points to the 'Pay Now' button with the text '2. Pay Now'.

Invoice	Invoice Date	Amount Due	Print Invoice
Invoice: 1005	01/15/2015	\$ 0.00	
Invoice: 1068	01/21/2015	\$ 0.00	
Invoice: 1121	01/22/2015	\$ 0.00	
Invoice: 2670	03/23/2015	\$ 0.00	
Invoice: 2676	03/23/2015	\$ 0.00	
Invoice: 2679	03/23/2015	\$ 0.00	
Invoice: 2748	03/30/2015	\$ 25.00	

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