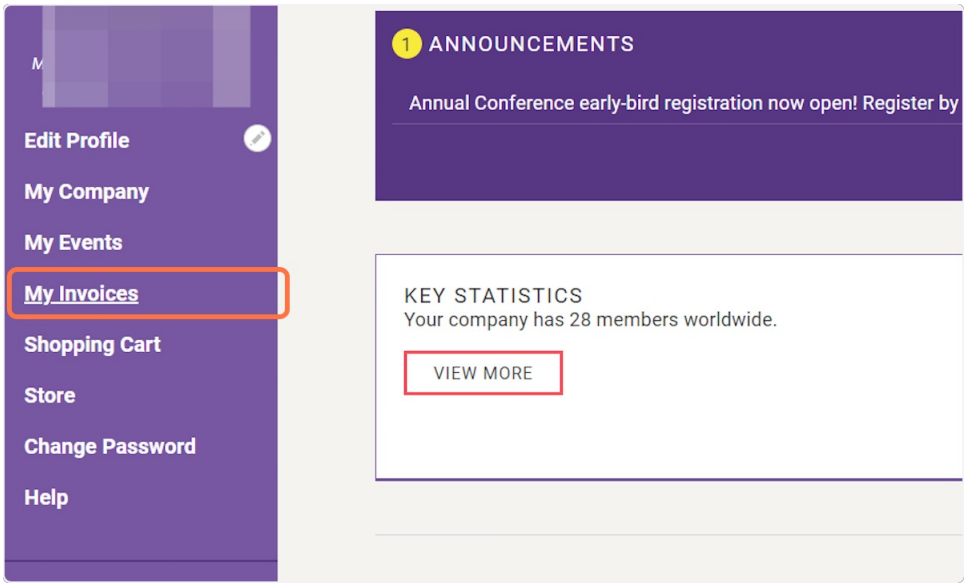
How to Access Receipts/Invoices

Last Modified on 06/10/2026 2:25 pm EDT

Tip #1: Invoices are automatically downloaded to your computer's **Downloads** folder after purchase. If you do not see your invoice in the **Invoice** tab right away, please allow up to **24 hours** for the purchase to appear in your account. Additionally, ensure you are logged into the correct profile associated with the purchase.

1. Click on My Invoices



2. Scroll down to the My Invoice History section. Click on the invoice you want to view.

My Invoice History

To open/view each invoice click on the line item below.

EXPORT ALL TO EXCEL

Balance Due	Invoice Date	Invoice ID	Name (click on a row to view details)	Total Amount
$0.00	08/01/2023	INV-396330-D8H8Z4	New	$0.00
$0.00	08/01/2023	INV-396282-J7L1C9	New	$0.00
€0.00	07/27/2023	INV-395954-J4F8C4	Meeting-Women Leaders and Self-Care Series: Prevention of Gynecological Cancers	€0.00
$0.00	07/26/2023	INV-395947-Z9G8H2	New	$0.00
$0.00	07/26/2023	INV-395946-W1B5K4	New	$0.00
$0.00	07/26/2023	INV-395945-P4K7B2	New	$0.00
$0.00	07/26/2023	INV-395944-V0H5W2	New	$0.00
$0.00	07/26/2023	INV-395943-R0Z9K7	New	$0.00
$0.00	07/26/2023	INV-395942-Q9B0M1	New	$0.00
$0.00	07/26/2023	INV-395941-J0P0V8	New	$0.00
$0.00	07/26/2023	INV-395938-V1Q1M6	New	$0.00
$0.00	07/26/2023	INV-395937-T1S5T1	Meeting-HBA Greater Rochester Networking: Walk With Mel	$0.00