






## To View SIG Memberships purchased *during* AIS membership Renewal Process

*Step 1. Login to member profile*

*Step 2. Select 'Invoices' from the Invoicing, Payments & History section*

### Invoicing, Payments & History

-  **Invoices**  
View, print and pay your invoices.
-  **Event Registrations**  
View and print existing registrations and view past events and photos.
-  **Membership**  
View your membership status and view membership renewal options.

*Step 3. Select the 'Dues' menu option and 'Closed' in the Filter by Status dropdown*

## Invoices

Filter by status: Closed

Store & Events **Dues**

<input type="checkbox"/>	ORDER DATE	STATUS	NAME ON INVOICE	INVOICE TYPE
<input type="checkbox"/>	4/26/2014	Closed	Doug Vogel	Membership Du
<input type="checkbox"/>	3/25/2013	Closed	Doug Vogel	Membership Du

**PAY SELECTED INVOICES**

*Step 4. Click the icon to view the most recent receipt, which will show the SIGs purchased*





**To View SIG Memberships purchased *between* AIS membership renewals.**


*Step 1. Login to member profile*

*Step 2. Select 'Invoices' from the Invoicing, Payments & History section*

### Invoicing, Payments & History

 **Invoices**  
View, print and pay your invoices.

 **Membership**  
View your membership status and view membership renewal options.

 **Event Registrations**  
View and print existing registrations and view past events and photos.

*Step 3. Select the 'Store & Events' menu option and 'Processed' in the Filter by Status dropdown*

## Invoices

Filter by status: Processed ▼

Store & Events Dues

	ORDER DATE	STATUS	NAME ON INVOICE	INVOICE TYPE	TOTAL	BALANCE
<input type="checkbox"/>	5/10/2014	Processed	Doug Vogel	Event Registration	\$675.00	\$0.00
<input type="checkbox"/>	10/4/2013	Processed	Doug Vogel	Event Registration	\$625.00	\$0.00
<input type="checkbox"/>	6/25/2013	Processed	Doug Vogel	Store Order	\$10.00	\$0.00
<input type="checkbox"/>	3/27/2013	Processed	Doug Vogel	Store Order	\$10.00	\$0.00
<input type="checkbox"/>	9/11/2012	Processed	Doug Vogel	Event Registration	\$1,050.00	\$0.00

*Step 4. Click the icon to view receipts with \$10 increments, which will show the SIGs purchased*