

NCCI – Procedures: HOW TO RETRIEVE YOUR INVOICES-OPEN, PROCESSED/PAID, etc.

Login to your profile. Go to Manage Profile. Find Invoices under Invoicing, Payments & History section

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Manage Profile

Profile Home

Information & Settings

- Edit Bio**
Update your information and choose privacy settings for individual fields.
- Preferences**
View and manage preferences and notification settings for your account.

Invoicing, Payments & History

- Invoices**
View, print and pay your invoices.
- Event Registrations**
View and print existing registrations and view past events and photos.

Content & Features

- Favorites**
Manage your favorites and share them with the community.
- Networks**
View and manage social/professional networks.

Click on Invoices and click on dropdown menu to show list of options; for paid receipts, choose Processed

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Invoices

Filter by status:

- Any Status
- Open
- Processed
- Shipped/Closed
- Pending
- Cancelled

Store & Events


There are currently 0 invoices of this Type and Status.

Pay Selected Invoices

Click on the icon to left of date to view the receipt

Filter by status: Processed ▾

Store & Events

<input type="checkbox"/>	Order Date	Status	Name on Invoice	Invoice Type	Total
<input type="checkbox"/> 	4/27/2017	Processed	Lee Baszczewski	Event Registration	\$775.00

Pay Selected Invoices

University of Virginia
 PO Box 400209
 Charlottesville, VA 22904-4209
 United States

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 PO Box 400209
 Charlottesville, VA 22904-4209
 United States

PAID

PO Number	Terms	Due Date
	Due on receipt	4/27/2017

Qty	Description	Price	Totals
1	Meeting Registration -	\$750.00	\$750.00
1	Discount (Early Registration)	(\$100.00)	(\$100.00)
1	Half Day Session - I	\$125.00	\$125.00
Sub-Total			\$775.00
Total			\$775.00

Payments/Adjustments

Qty	Description	Price	Totals
1	Payment via Credit Card (using card	(\$775.00)	(\$775.00)