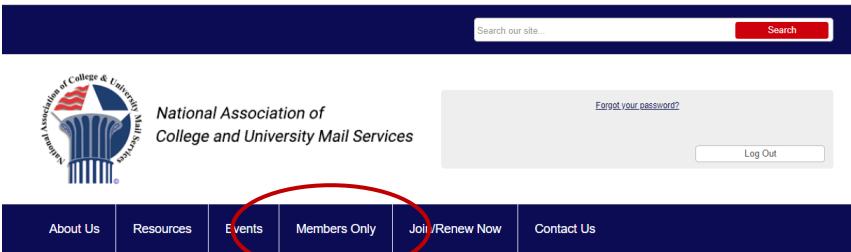


**STEP #1**

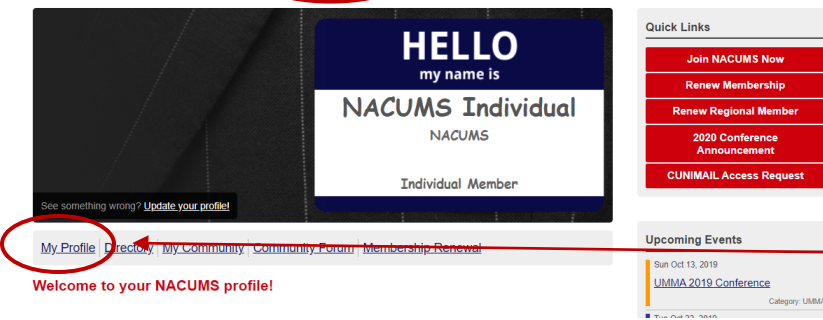
You must be logged in to access your Member Profile Information.

After you have logged in you will be taken to your profile page.



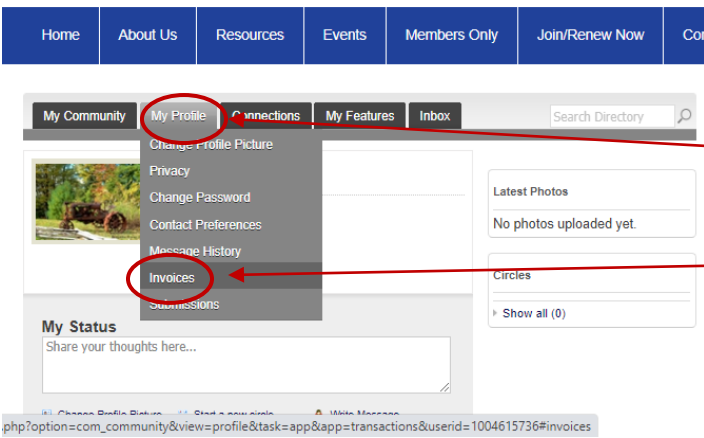
**STEP #2**

If you are not directed to this page, click on the Members Only tab, then click Your Member Profile



**STEP #3**

From your profile page click on the My Profile tab.



**STEP #4**

Hover your mouse over the My Profile Tab. Click on Invoices in the dropdown. Find the invoice you are trying to process and "click" on the ID # to open the invoice.

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
135	Renewal	04/30/2018	07/01/2018	Paid	\$0.00	\$0.00	\$0.00
440	Renewal	06/05/2018	07/01/2018	Paid	\$0.00	\$0.00	\$0.00
1141	Renewal	05/04/2019	06/29/2019	Void	----	\$0.00	----
1330	Forms	05/06/2019	06/29/2019	Paid	\$100.00	\$100.00	\$0.00
1035	Renewal	05/03/2019	07/01/2019	Paid	\$0.00	\$0.00	\$0.00
1937	Renewal	05/18/2020	06/29/2020	Void	----	\$0.00	----
2230	Renewal	07/31/2020	08/30/2020	Open	\$150.00	\$0.00	\$150.00

**STEP #4**

Find the invoice you are trying to process and "click" on the ID # to open the invoice.