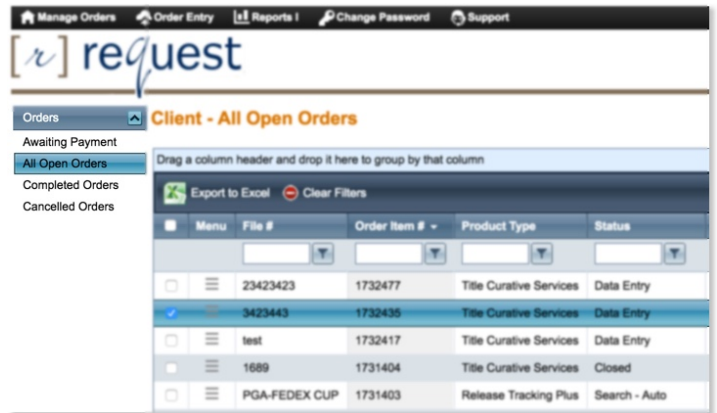



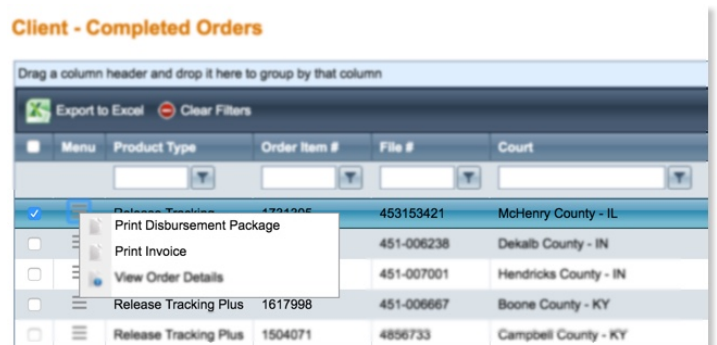
1 On the Main Menu, click **Manage Orders**.



2 In the **Orders** menu, click on **Awaiting Payment** or **All Open Orders** to view a queue of related orders.



3 In the **Menu** column, click the icon for an order,  and then click **Print Invoice** or **Print Disbursement Package**.



4 Double-click the **invoice** or **disbursement package PDF** to download and then print the file.

