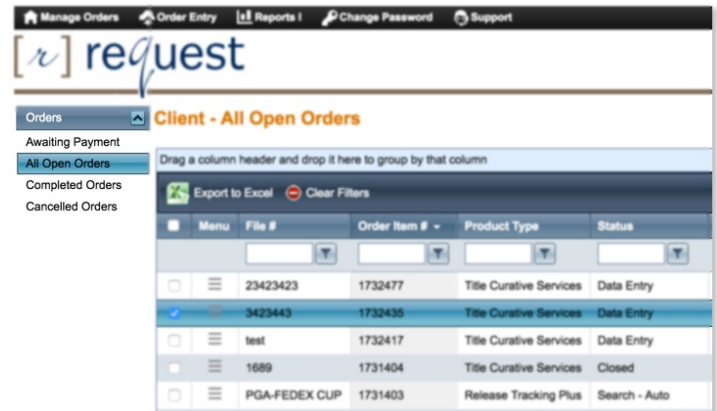



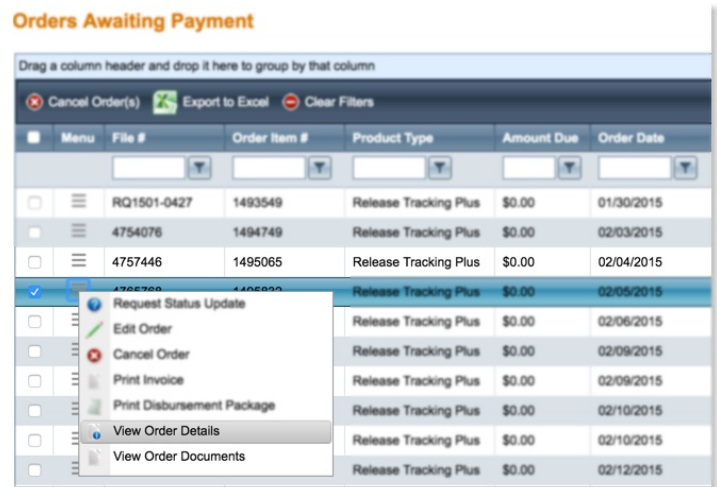
1 On the Main Menu, click **Manage Orders**.



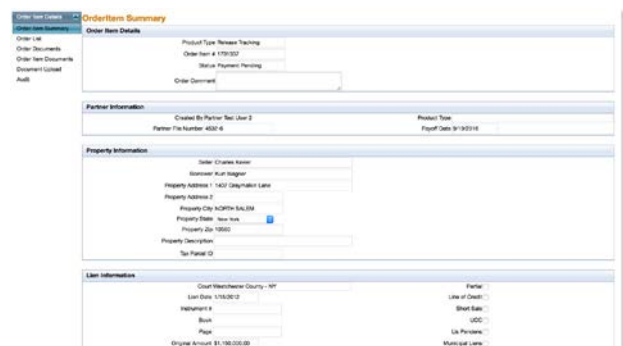
2 In the **Orders** menu, click **Awaiting Payment** or **All Open Orders** to view a queue of related orders.



3 In the **Menu** column, click the icon for an order,  and then click **View Order Details** or **View Order Documents**.



4 If you selected View Order Details, view a summary of order information on the **Order Item Summary** page.



If you selected View Order Documents, double-click the **document name** on the **Order Documents** page to download and view the file.

