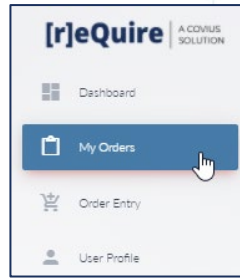
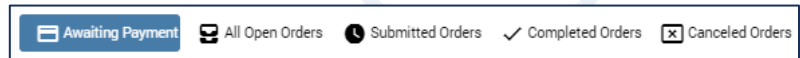



1 On the Main Menu, click **My Orders**.

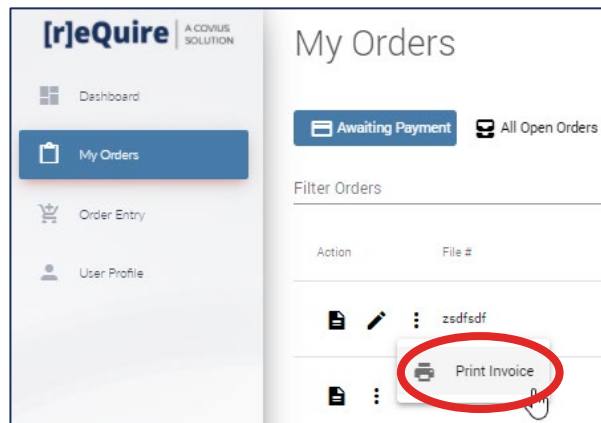



2 In the My Orders menu, click on **Awaiting Payment, All Open Orders**, or **Completed Orders** to view a queue of related orders.

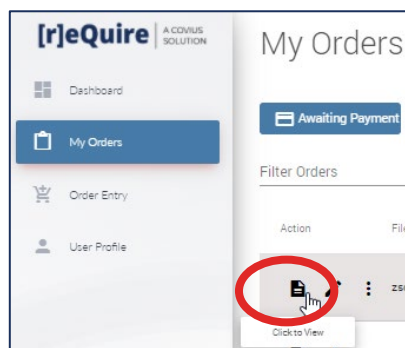


3 In the **Action** column, click the Options icon for an order, , and then click **Print Invoice**.

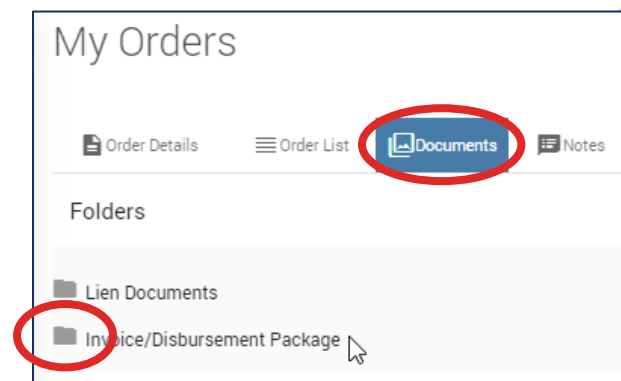
NOTE: Different browsers will download or prompt to print, depending on your settings. If you do not see a pop-up box to print, check your Downloads folder. Internet Explorer is not a supported browser for this application.



4 **OR:** In the **Action** column, click the Order Details icon  and then select **Documents**.

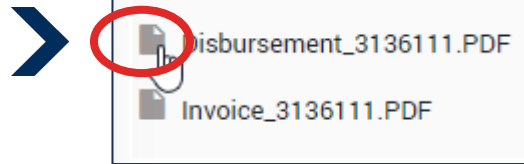



From the **Documents** tab, click the folder link  for the **Invoice/Disbursement Package**.

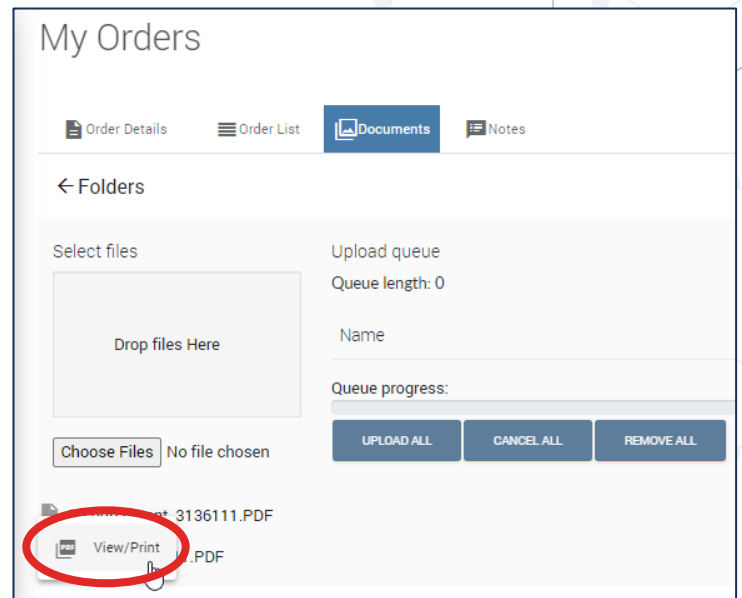


Printing an Invoice/Disbursement Package

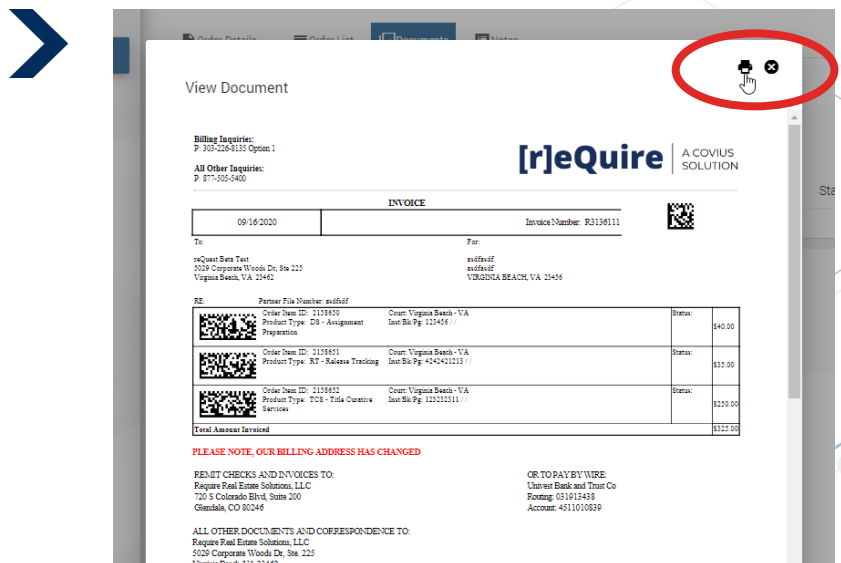
- 5 In the folder, you have the option to print or save the Disbursement Package and the Invoice.




Right click the file icon  to bring up the **View/Print** option. Click **View/Print** to bring up pop-up box to print document.



- 6 In the pop-up box, you can view, and print the invoice from the print icon in the upper right corner.



- 7 You can navigate back to the folder list by clicking the back arrow  or navigate to another page from the top menu.

