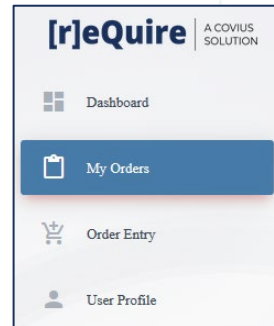
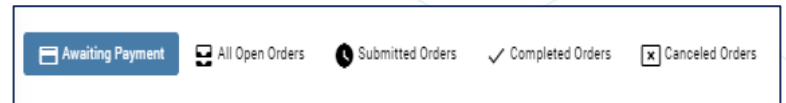



Viewing Order Details and Documents

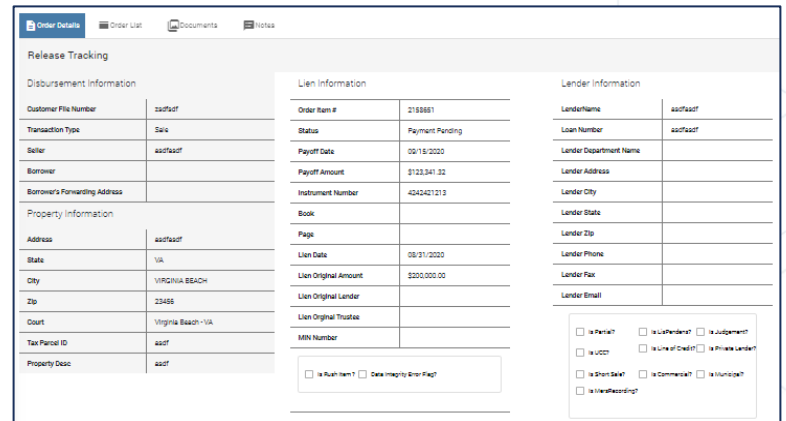
1 On the Main Menu, click **My Orders**.



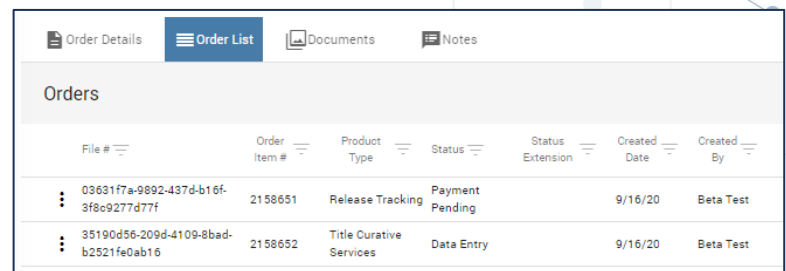
2 In the My Orders menu, click **Awaiting Payment, All Open Orders, Submitted Orders, Completed Orders, Canceled Orders** to view a queue of related orders.



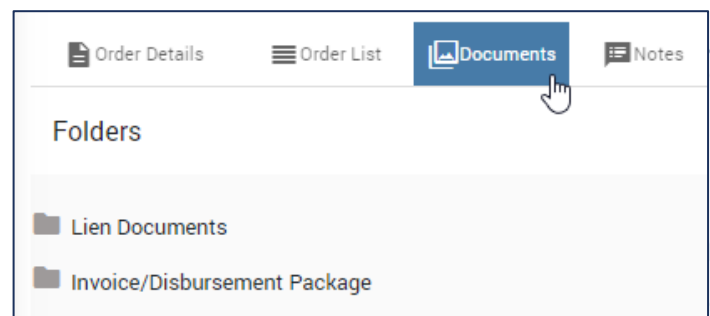
3 In the **Action** column, click the icon for an order,  to be brought to the **Order Details** page.



4 From the **Order Details** page, you can also select to view the **Order List**, which will display all items associated with the order.



5 If you select **Documents**, click on **Lien Documents** to view or upload order documents. Click on **Invoice/Disbursement Package** to view or print copies of your invoice and disbursement package



6 Selecting **Notes** will display all notes associated with the order.

