How to Access My Payment History

To view your Payment History and download or print your Invoice:

- 1. Click on the Home or Courses tab in the tabs along the top of the screen.
- 2. Locate the My Courses channel and click the Learning Opportunity button.



3. On the My Learning Opportunity page, click on My Payment History.

My Learning Opportunities My Learning Opportunities				
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	My Payment History			

- 4. On the **Payment History** page, click on the **Invoice Number** for your item.
- 5. On the View Invoice page, click on Print Invoice to download a pdf of your receipt.



