Q: I need an invoice/receipt so my employer can pay for my membership, how can I print my invoice/receipt?  
A: Once you are logged into your personal member portal, please click on my account → view account history. This section will list any payments that have been made; you will need to click on the order you want to print. On the top right-hand side, you will see “Print Invoice”.

![Invoice screenshot]

- **My Account**
- **My PedsCE**
- **My Events**
- **TeamPeds Volunteer**
- **Shop**
- **Make a Donation**

**Outstanding Balances**

- Invoice #42041  (View)
- Date: 10/16/2020
- **Balance Due: $683.00**
- **Amount To Pay**
  - $ 683

- **View Account History**

**Saved Payment Options**
View Account History

Friday, October 16, 2020

<table>
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<tr>
<th>Order ID</th>
<th>Total</th>
<th>Shipped to</th>
<th>Billed to</th>
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<tbody>
<tr>
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<td>$683.00</td>
<td>Daniela Weitzman</td>
<td>Daniela Weitzman</td>
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</tbody>
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**NAPNAP Preferred Active**

- Qty: 1
- $173.00

**SIG Dues: Pediatric Emergency Care**

- Qty: 1
- $30.00
**View Order Details #44451**

**Bill To**
Daniela Weitzman  
5 Hanover Sq Rm 1401  
New York, NY  
10004-2697

**Ship To**
Daniela Weitzman

**Order Info**
Order ID: 44451  
Date: 10/16/2020  
Ship Date:  
P/O #:  

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<tr>
<th>Summary Information</th>
<th>Line Items</th>
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<tbody>
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