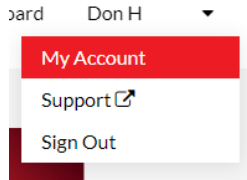


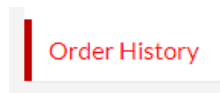
Receipts and Billing

- To find your receipts as well as update billing information, **click on your name** in the upper right and click on **My Account**



RECEIPTS

- For receipts of your purchases, click on **Order History** on the left.



- Click on the **order number** that you are looking for

Order History	
Order #	Date
ORD001007	10/01/2023
ORD001001	01/27/2023
ORD001000	01/27/2023

- The order details are show on the screen. Click **Print Receipt** to and then **Save as PDF**

Order details

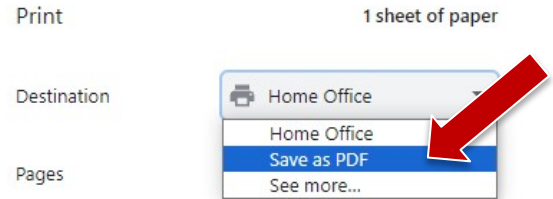
Order number	Total amount
ORD001007	\$0.00 CAD
Order status	Payment method
Complete	No Charge
Order date	Card
10/01/2023	N/A

Payment details

Date	Product	Type	Expires	Quantity	Amount	Tax	Total
10/01/2023	Optometry Standard Membership	Subscription		1	\$199.00	\$0.00	\$0.00
	renews every year						
	Coupon: Checkout Testing					-\$199.00	
Total Amount							\$0.00 CAD

Print Receipt

- In the windows the pops up, you can choose **"Save as PDF"** from the drop down.



BILLING

- To access your credit card information or subscriptions, click on **Billing**



- The Billing page has 3 sections:

Billing

Your Credit Card

You do not have a stored credit card.

Subscriptions

You do not have any subscriptions.

Payment Plans

You do not have any payment plans.

- Under **Your Credit Card**, you can remove or update your credit card information.
- Under **Subscription**, you can cancel your membership so it does not renew.
- Generally AOE doesn't use the payment plans.