

How to View/Download/Pay your NEAFCS Annual Session Invoice

If you chose “Invoice Me” when you registered for the NEAFCS Annual Session, you can view and pay that invoice directly online by following these simple steps:

1. Log into <https://neafcs.memberclicks.net/login> with your username and password. (If you have forgotten this information, you can retrieve your information or reset it here.)
2. Once logged in, hover over “Member Center” at the top right-hand side of the website. In the menu that appears, choose “My Profile”.
3. On the Profile screen, there are 5 tabs: My Community, My Profile, Connections, My Features, and Inbox. Hover over “My Profile” and click on “Invoices”. A list of your invoices will appear.
4. Click on the ID number of the invoice you wish to view. This will open the invoice.
5. The ribbon at the top of the invoice will indicate if it is Open or Paid. You will see your information followed by the Transactions and Description. If anything has been paid on the invoice, you will see that in the Amount Paid section. The Amount Due section indicates any outstanding amount still left to be paid.
6. You can Pay Invoice or Download Invoice by using the buttons at the bottom of the invoice. You can also call the number on the screen and make your payment over the phone via credit card if you like.

How to View/Print your Confirmation Email

1. Log into www.neafcs.org and go to the Member Profile area (as outlined above).
2. This time, when you hover over the “Member Profile” tab, select "Message History".
3. A list of all messages sent to you through the MemberClicks system will appear. You can click on the title, in blue, to open any message and view the contents. Navigate your message history using the "First, Previous, Next, and Last" option buttons at the bottom right until you find the Confirmation Email for Annual Session. Click the title of the email to open it.
4. You can print, save, or copy the information in the email to use as needed.