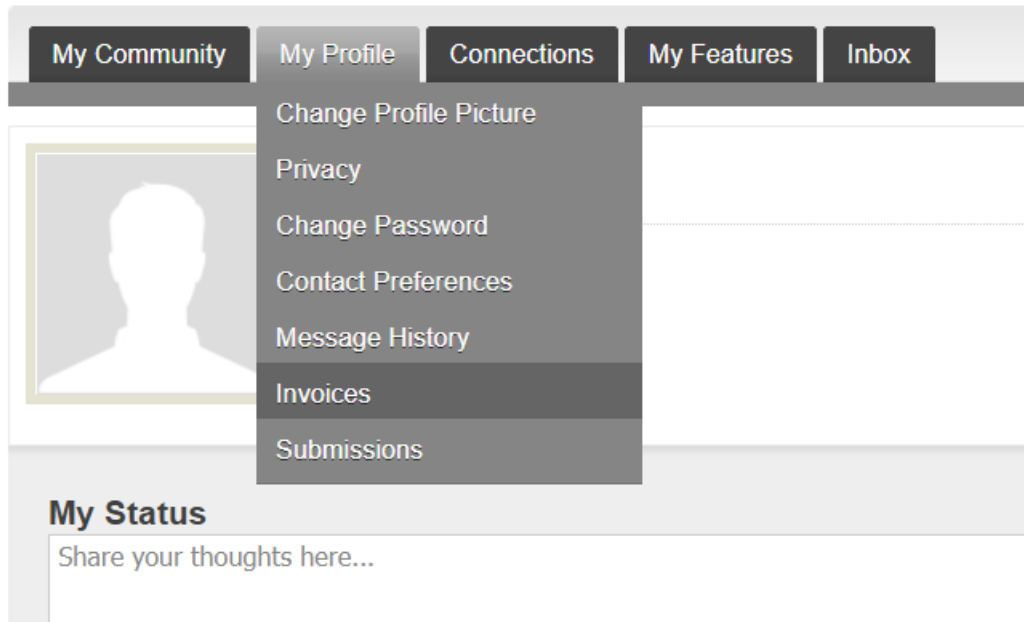
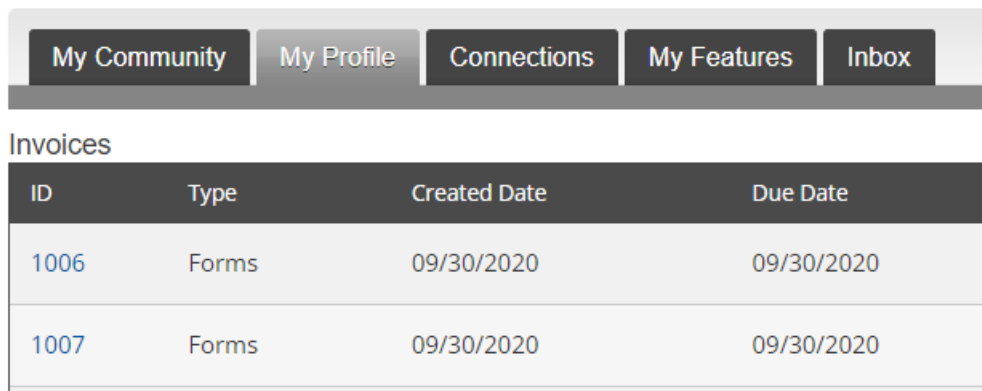


How to View, Print, Download, or Pay your Invoice:

1. Log into the website at <https://neafcs.memberclicks.net/login>
2. Select **My Profile** under the **Member Center** tab
3. Click on the **My Profile** tab and click **View Invoices** to view all of your invoices:



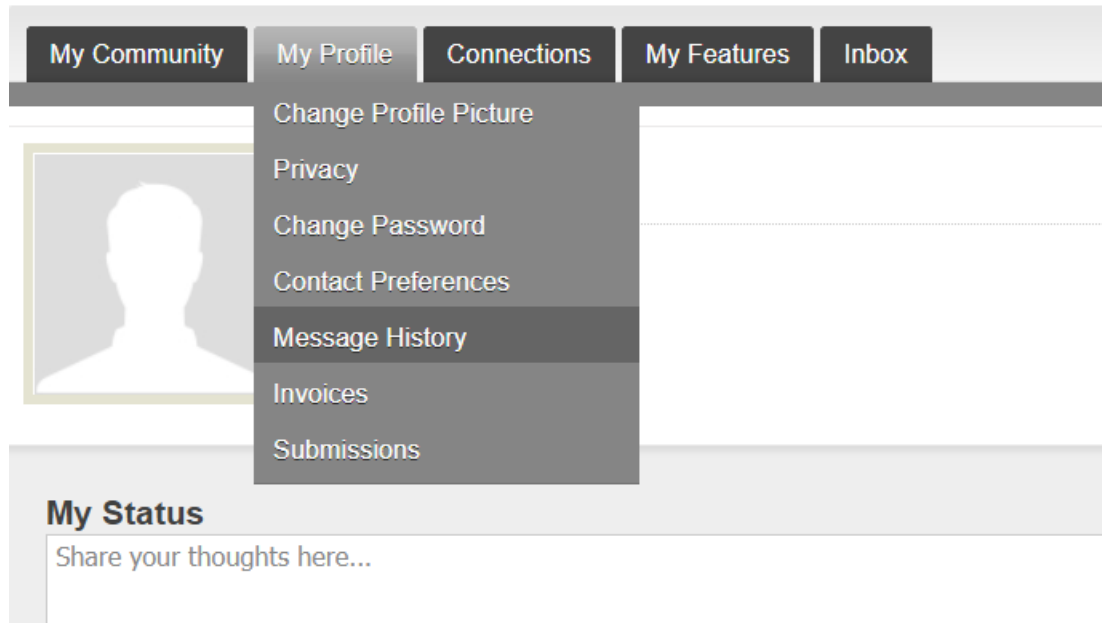
This will bring up a list of all of your invoices:

A screenshot of the 'Invoices' section of the web application. It shows a table with four columns: 'ID', 'Type', 'Created Date', and 'Due Date'. There are two rows of data. The first row has ID 1006, Type Forms, Created Date 09/30/2020, and Due Date 09/30/2020. The second row has ID 1007, Type Forms, Created Date 09/30/2020, and Due Date 09/30/2020. The ID numbers are highlighted in blue.

ID	Type	Created Date	Due Date
1006	Forms	09/30/2020	09/30/2020
1007	Forms	09/30/2020	09/30/2020

Click on the ID number (in blue) to view your invoice. Once you are viewing your invoice, you can choose to Pay it online, or Print/Download a copy.

4. Click **Message History** to view all messages sent to you.



Look for your confirmation email and click on the title of the email (in blue) to open and view it:

The image shows the 'Message History' page. At the top, there is a navigation bar with five tabs: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. Below the navigation bar is the title 'Message History'. The main content is a table with two columns: 'Subject' and 'From'. The table contains three rows of email entries.

Subject	From
2022 NEAFCS Annual Session Registration Submitted	NEAFCS
NEAFCS New Invoice Notification	NEAFCS
Awards & Recognition: Ceremony Committee - Awarc	NEAFCS