**How to Print a Registration Receipt**

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| **Step 1:**  Log in to the web site with your member username and password. |  |
| **Step 2:**  Select the tab My Profile, which can be found under the Member Center tab. |  |
| **Step 3:**  Select the View Transactions tab, which can be found under the My Profile tab. |  |
| **Step 4:**  Select the button Receipt next to your Annual Session Registration. |  |
| **Step 5:**  After you select the Receipt button, your receipt will appear, and you can print it from the Print link in the upper right corner. |  |

**If you have any problems viewing your receipt, please try a different computer, internet browser, or upgrade your browser level.**