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Member Account Manager QuickStart Guide: How to Print your Receipts

How to Print Your Receipts

You may print from any screen offering the option once you have made a payment. If you would like to access your invoice/receipt at any other time, use the following steps.

- Go online to our website www.EncoreLearning.net
- Under **QUICK LINKS** on the right, select **Member Account Manager**.
- Select the **Login** link at the upper right side of the page.
- On the Login page, enter your email address and password in the fields on the right under **Returning Members** then select **Login** button.
- On the **My Account** page, open **My Billing Info** tab.
- You may print any invoice by selecting the print link beside its **InvoiceID**.
- If you are finished, select **Log Out** link at the upper right side of the page.