PRINTING RECEIPTS

Quick Tips to Get You Started

Duplicate receipts are available in the My Account area of ICLE’s website for all transactions including seminar registrations, book and supplement purchases, renewal payments, and invoice payments. To access the receipt, you must be logged in with the username and password of the person who made the purchase or payment. If you don’t know this information, go to www.icle.org/forgot-info to have it e-mailed to you or call ICLE at 877-229-4350.

Print a List of All Transactions in a Specified Date Range

1. After login, click My Account.
2. Click Transaction History.
3. Enter the date range for which you would like to see transactions.
4. Click Submit.

A list will appear of all the payments made and the amounts of those payments during the indicated time period. You can print the list by clicking Print.

Print a Receipt for a Specific Seminar Registration

1. After login, click My Account.
2. Click Seminar Registrations.
3. Click the icon under the Receipt/Confirm column for the seminar title for which you want a receipt.

Your receipt/confirmation will open in a new window ready to be printed.

Print a Receipt for a Specific Product or Service

1. After login, click My Account.
2. Click Products & Services.
3. Click on the icon under the Receipt/Confirm column for the product or service for which you want a receipt.

Your receipt/confirmation will open in a new window ready to be printed.