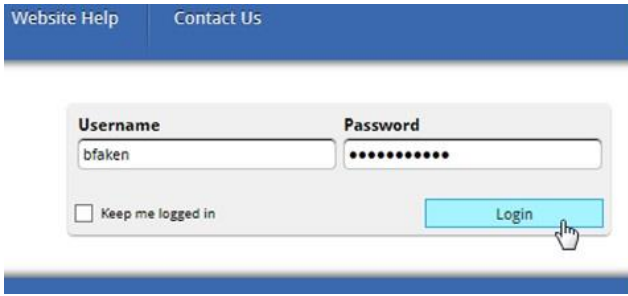
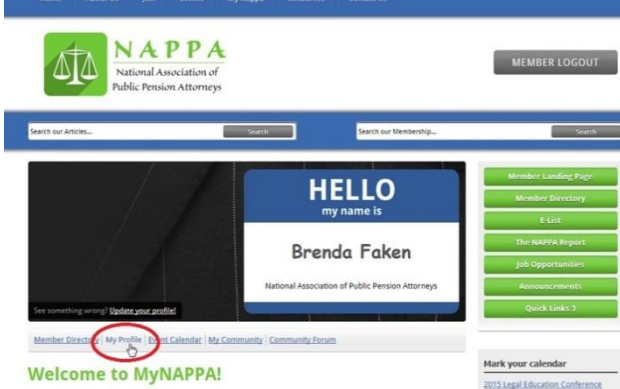


How to Locate Your NAPPA Transactions, Receipts and Invoices (A Feature of “My Profile”)

The “**My Profile**” page is part of the member’s-only portion of the website. This is where you can view recent transactions, such as registering for an event or renewing your membership and to check to see if you have paid for events or dues. You can also view and print invoices and receipts, among other things.

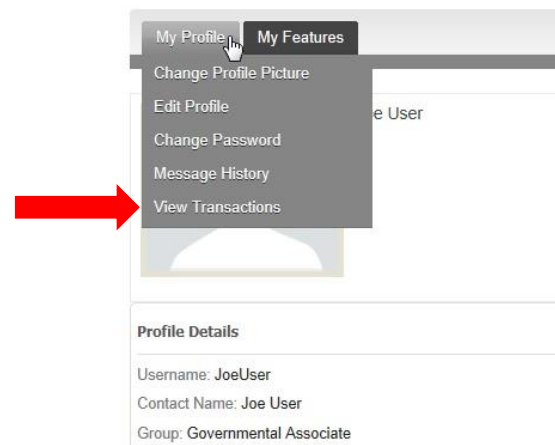
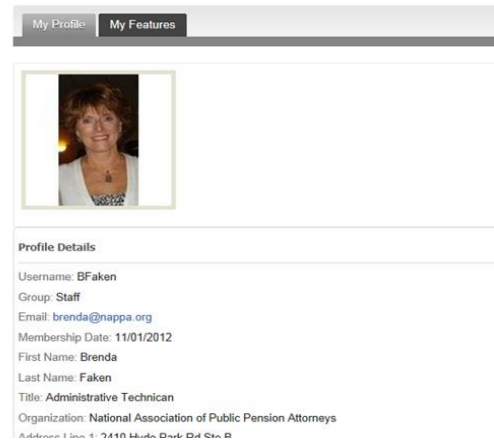


1. Go to www.nappa.org.
2. Log in with your current **Username** and **Password**.
3. If you have forgotten your password, see the instructions for “How to Login” located under the Website Help menu item.



1. When you see “Hello My Name Is ...” you have reached the “Member Landing Page.”
2. Click **My Profile**.

Your member profile will look similar to this. If NAPPA does not have your photo, you will see a placeholder for the photo.



1. Hover the mouse over the **My Profile** tab and the drop-down menu will appear.
2. Click **View Transactions** to see registrations, invoices and receipts.
3. You can also look at the **Message History** of messages sent automatically from the online system (in case you deleted your email).

1. From the **Transaction Detail** page you can locate the **Receipt** or **Invoice** for the **Form** (Registrations or Dues Renewal) you are searching for.

2. Click on **Invoice**.

View	Receipt ID	Form Name	Date	Payment Type	Total
Receipt Invoice	9680800	2016 Dues Renewal	09/01/2015 11:25:59 AM	Invoice Me	\$0.00
Receipt	9680562	2016 Dues Renewal	09/01/2015 11:04:29 AM	Credit Card	\$1.00

The screenshot shows a web interface for an invoice. At the top, three buttons are circled in red: "Pay Invoice", "Download", and "Return to Profile". Below the buttons, there is a header with the NAPPA logo and the text "National Association of Public Pension Attorneys". The invoice details are as follows:

Joe User 2410 Hyde Park, Suite B Jefferson City, Missouri 65109	INVOICE # 283 INVOICE Date 09/01/2015 INVOICE Due 10/01/2015 Amount Due 450.00
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Below the invoice details is a table with the following content:

Description	Amount
2015 Dues Renewal	450.00
Amount Due	450.00

At the bottom, there is a note: "All payments are due within 30 days unless otherwise noted. If you have any questions please contact NAPPA at 573-616-1895."

3. A copy of the **Invoice** will open.
4. If you need to print a copy of the **Invoice**, select **Download**.
5. Look for a notification pointing to a **PDF** version of the **Invoice** and click to open the **PDF**. Then you can print a copy.
6. You can also select to **Pay Invoice** by credit card.
7. Or you can select **Return to the Profile**.

The screenshot shows a "Payment Type" form. The "Invoice Details" section at the top contains the following information:

Invoice #	283
Invoice Date	09/01/2015
Amount Due	\$450.00

Below the invoice details are links: [Return To Invoice](#) and [Download Invoice](#).

The "Payment Type" section has a "Credit Card" button selected. The "Credit Card Information" section includes radio buttons for Visa, MasterCard, American Express, Discover, Diners Club, JCB, Carte Blanche, and enRoute. The "Billing Information" section has fields for:

- * Amount: 450.00
- * Card Number:
- * Security Code:
- * Exp Month: (2-digit month, e.g. '01' for January)
- * Exp Year: (four-digit year)
- * First:
- State:

1. If you select to **Pay Invoice**, a screen will open for you to enter your credit card information.
2. Enter all the information and click **Submit** at the bottom of the screen (not shown).
3. Or you can **Cancel** out of the window (not shown).

1. If you select to view the **Receipt** from the **Transaction Detail** window, a copy of the Receipt will open.
2. If this is a **Receipt** for conference registration you will be able to view the selections you previously made and edit them, if desired.
3. From here you can **Print Receipt** or **Return to Profile**.

2016 Dues Renewal (Receipt 9680562)

[Print Receipt](#) [Return to profile](#)

Payment Information

Payment Type	Date	Amount
Form Debit	09/01/2015 12:05:50	(\$1.00)
Credit Card - Authorize.Net	09/01/2015 12:05:50	\$1.00
• Credit Card Refund	09/02/2015 09:25:12	(\$1.00)
Form Credit	09/02/2015 09:28:18	\$1.00
Balance:		\$0.00

2016 Membership Renewal

Dues Gov Primary:
Dues Gov Associate:
Dues Non-Governmental:
Dues Other:
Dues Retired Full:
Dues Retired Social:
Refund 200:

Personal Information

First Name: Joe
Last Name: User
Suffix:
Title: test member for Brenda
Organization: NAPPA

Message History

Message Details Page 1 of 1

View	Sender	Subject	Received Date
	National Association of Public Pension Attorneys	2016 Dues Renewal Refund	09/02/2015 04:25:14 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/01/2015 07:26:32 AM
	Invoices	[REMINDER] Invoice due	09/01/2015 07:26:31 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/01/2015 07:05:54 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/31/2015 10:19:09 AM
	Invoices	[REMINDER] Invoice due	09/31/2015 10:19:08 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/31/2015 10:16:09 AM
	Invoices	[REMINDER] Invoice due	09/31/2015 10:16:09 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/31/2015 09:54:51 AM
	Invoices	[REMINDER] Invoice due	09/31/2015 09:54:51 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/31/2015 09:31:50 AM
	Invoices	[REMINDER] Invoice due	09/31/2015 09:31:49 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/31/2015 09:21:05 AM
	Invoices	[REMINDER] Invoice due	09/31/2015 09:21:05 AM
	National Association of Public Pension Attorneys	2016 Dues Renewal Form Submitted	09/31/2015 09:16:39 AM

1. Also from the **My Profile** tab you can select to view **Message History**.
2. The **Message History** contains copies of emails sent to you automatically, such as registration confirmations, reminders of outstanding invoices, etc.
3. Even though you may have deleted emails from your Outlook Inbox, a copy of the email can be found here. (This does not include emails from Survey Monkey, Constant Contact, or sent directly from staff.)