



# SACNAS Member Online Community

## HOW TO VIEW YOUR MEMBERSHIP RECEIPT

1. Go to [membership.sacnas.org](https://membership.sacnas.org)
2. Log in to your account.
3. Click "Welcome, YOUR NAME" in the top right corner to open a drop down menu and select "Account + Settings".
4. Click "Payments & History".
5. Click "Membership".
6. Click the dollar icon to open a PDF of your receipt.

The screenshot shows the SACNAS Member Online Community interface. The top navigation bar includes a search bar and a user profile dropdown menu. The main content area is divided into several sections, with a sidebar on the left and a main content area on the right. The sidebar contains links for Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area shows a navigation menu with Invoices, Event Registrations, Membership, and Donation History. The Membership section is active, displaying a confirmation message and a table of membership transactions. A table with 8 columns (Options, Status, Transaction Date, Processed, Type, Membership, Amount, Balance) shows a single transaction for a Professional 1 year Membership. A dollar icon in the Options column is highlighted with a green box and a red circle labeled '6'. Other red circles labeled '3', '4', and '5' highlight the user profile dropdown, the Payments & History link, and the Membership link respectively.

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
	Closed	2/7/2019	2/7/2019	Credit Card	Professional 1 year Membership	\$65.00	\$0.00

**NOTE: You can also view all invoice types (i.e. gifting a membership) by clicking the invoices icon in STEP 5.**