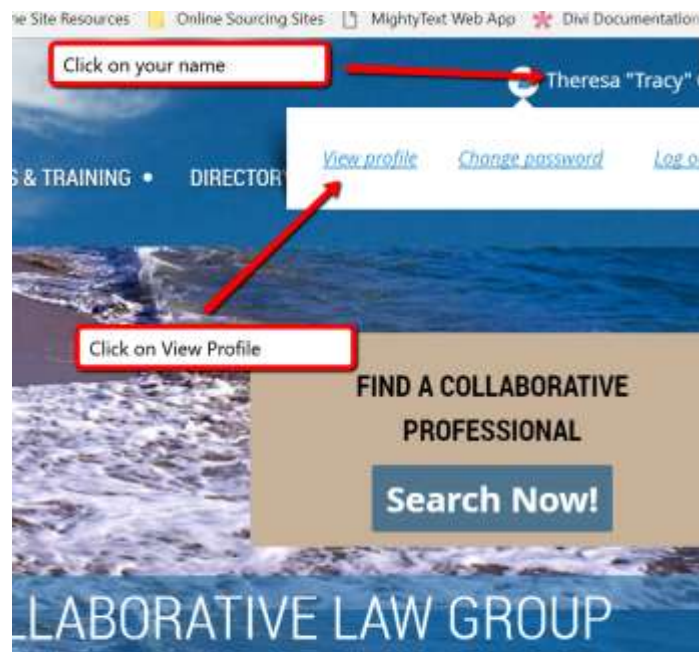


Applying Credits to Unpaid Invoices and Using Credits When Registering for An Event.

When you believe you have a credit, login to your account to see how much it is.

If you wish to use your credit to pay for an event, register for the event and then click the Invoice Me button. You can then use your credit to apply to the invoice.

While logged in, click on your name to open the white menu. Then click View Profile from the White menu.



Next click Invoices and Payments.

My profile

[Edit profile](#) [My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Membership details

Membership level **Annual Membership - \$250.00 (USD)**

Subscription period: 1 year, on: January 1st

No recurring payments

Click Invoices and Payments

Membership status **Active**

Member since April 27, 2016

Renewal due on January 01, 2018

[Renew to January 01, 2019](#)

User ID: 32458759

Photo



Then you will see if you have a balance due or a credit. Under that there will be a list of your invoices and payments. If there are unsettled payments you can pay them with your credit and then use a credit card if there is more due.

My profile

[Edit profile](#) [My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Search: [] Records found: 24

Date	Transaction	Balance due
October 24, 2017	General PayPal Express Checkout	\$37.00 Settled Invoice #00202
October 24, 2017	Event registration Advisory Can Help Keep the Home Out of Your Collaborative Care	\$37.00 Settled Paid Invoice 06/2017
June 10, 2017	General PayPal Express Checkout	\$50.00 Settled Invoice #00210
June 10, 2017	Event registration SUMMER ESCAPE MEETING - Must Register / NO Show Up	\$50.00 Settled Paid Invoice 06/2017

Your balance due or credit total will appear here Balance: \$0.00

Any open invoices will appear in the list and there will be a settle button to use to settle them with any credits you have.