

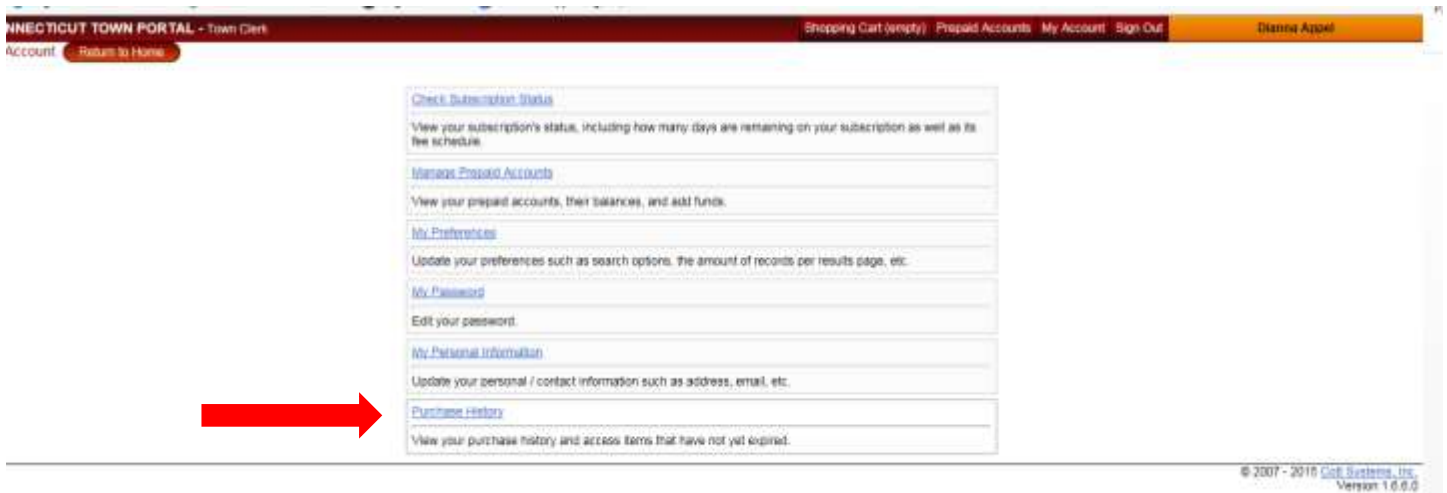
How to print images & receipts after they were purchased

(Windows 10 Edge browser is not supported at this time and will cause functionality problems)

Sign in to your account and then click on 'My Account'

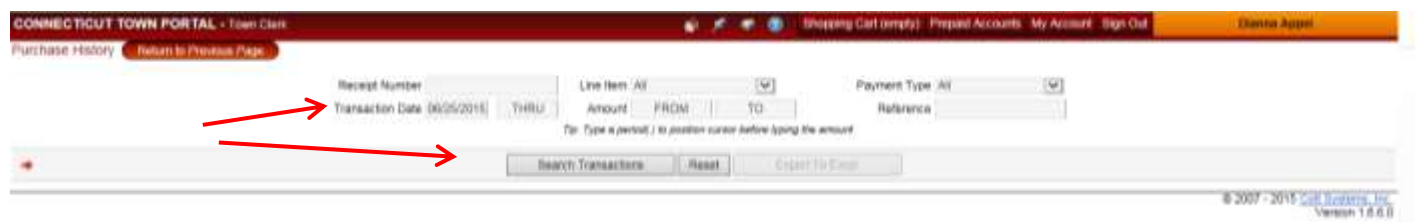


Then click on 'Purchase History'



If there is a date in the transaction date field please delete it and then click on 'Search Transactions'

Of course if you know the receipt number or transaction date etc. You can fill the information in then click on 'Search Transactions'



The History information comes up and on the right hand side you can view the images by clicking on 'Images', you can also print the receipt by clicking on receipt number on the left side of screen.

Receipt	Date / Time	Line Items	Payment	Account	Amount	Reference	Days Rem	Images
195203	5/3/2015 11:29 AM	Volume: 09 Page: 213 Sec: 1	Prepaid	Cott Prepaid	\$1.00		8	
195203	5/20/2015 4:19 AM	Book: 701 Page: 995 Sec: 1	Prepaid	Cott Prepaid	\$1.00		Expired	
195004	5/19/2015 3:04 PM	Volume: 140 Page: 859 File Number: 1007-00032224 Sec: 1	Prepaid	Cott Prepaid	\$1.00		Expired	
190016	4/29/2015 2:08 PM	Volume: 531 Page: 1188 Sec: 1 Pst Rate @ 9% (\$1.00 of applicable purchases x 0.09)	PayPal	PayPal	\$1.05		Expired	
188002	4/24/2015 2:35 PM	Vol: 185 Page: 803 Sec: 1	Prepaid	Cott Prepaid	\$1.00		Expired	
	4/14/2015 11:27 AM	** Adjusted PrePaid Amount **	by Mary (Cott) Training user cottadmin		\$5.00		N/A	

Then you click on Print above the thumbnail image on the left side.

