

- **1.** Login to the ACCI **Member section by clicking on the Member Login** button at the top of the page (if you need help, please see "How to Login to ACCI Member site" Instructions
- 2. Click on the My Profile under the nametag graphic or click the Member Center drop down menu, then select My Profile



- 3. On the next screen, click on the My Profile drop down menu, then select Invoices.
 - a. On the next screen you will see a listing of all your invoices from transactions processed
 - **b.** Click on the Invoice number to download a copy

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