

How To Print Your Invoice and Pay for an Event

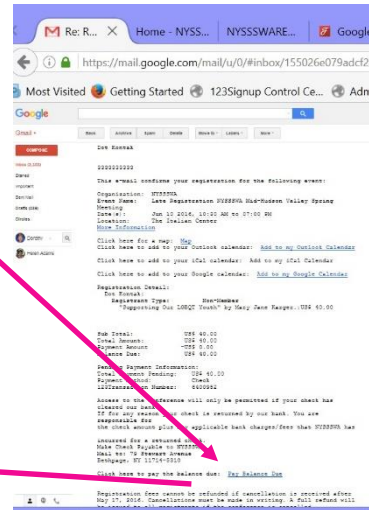
Pay by Paypal

1. If you have already registered for an event and now wish to pay by Paypal.
 - a. Look up your confirmation email from the day you registered.
 - b. It will include an option and direct link to pay by Paypal.

Pending Payment Information:
Total Payment Pending: US\$ 40.00
Payment Method: Check
Transaction Number: 6400952

Access to the conference will only be permitted if your check has cleared our bank. If for any reason your check is returned by our bank, you are responsible for the check amount plus any applicable bank charges/fees that NYSSSWA has incurred for a returned check. Make Check Payable to NYSSSWA. Mail to: 79 Stewart Avenue Beehpage, NY 11714-5310

Click here to pay the balance due: [Pay Balance Due](#)



Pay by Check If You Are a NYSSSWA Member

2. Please use the following link to access your Profile:
<https://www.123signup.com/profile?Org=nyssswa>
3. Enter your email address
 - a. **If you are not able to log in**, try a different email address. Locating your records is based on your email address.
4. Enter password
 - a. (If you do not remember or do not have a password, use the “Forgot Password” link to generate a random password to your email.
 - b. If you copy and paste this password, **please make sure there are no extra spaces** (leading or trailing) during input.)
 - c. Once logged in you can edit profile information as preferred. (including password)
5. Scroll to **the bottom of the page** where there is a **“Registration History”** link available for you to view past registrations and access your receipts and certificates.



6. Find Event that you attended and would like an invoice .

MEMBERSHIP Member Activity

NYSSSWA
79 Stewart Avenue, Bethpage, NY 11714-5310
Fax: 516-750-1452
info@nyssswa.org

For best results, please use the Back button within the form below to go back to a previous screen.

Dot Kontak
dkontak1@gmail.com
School Social Worker
Retired NYSSSWA Membership

Select a registration date and click the View Details button to review the details of the registration. Click the Print Certificate button to print a copy of your certificate. Use the arrow keys to navigate through the list of transactions. Click Done to return to the profile page.

If you want to view/print/save a receipt, invoice or certificate, you must have Adobe Acrobat Reader software installed on your computer. You must also turn off your pop-up blocker. [Click here](#) to download a free copy of Adobe Acrobat Reader.

Registration History 1-2 of 2

Start Date	Name	Contact Hours
<input checked="" type="radio"/> 04/08/2016	Collaboration and Inspiration: School Social Workers as Leaders, Advocates and Brokers for Change	5.0
<input type="radio"/> 03/28/2016	Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others	

Navigation: View Details, Print Receipt, Print Certificate, Done

7. Click on corresponding bullet.

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Navigation: View Details, Print Receipt, Print Certificate, Done

8. Click on "Print Invoice".

NYSSSWA
79 Stewart Avenue, Bethpage, NY 11714-5310
Fax: 516-750-1452
info@nyssswa.org

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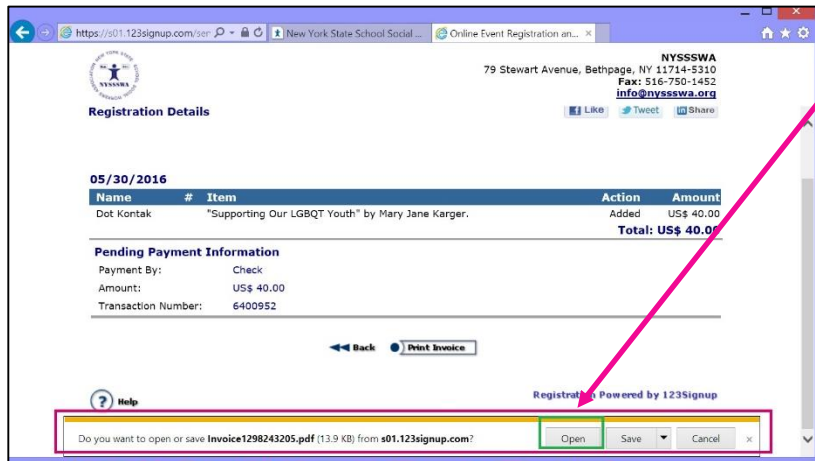
Registration History 1-1 of 1

Start Date	Name	Contact Hours
<input checked="" type="radio"/> 06/10/2016	Late Registration NYSSSWA Mid-Hudson Valley Spring Meeting	

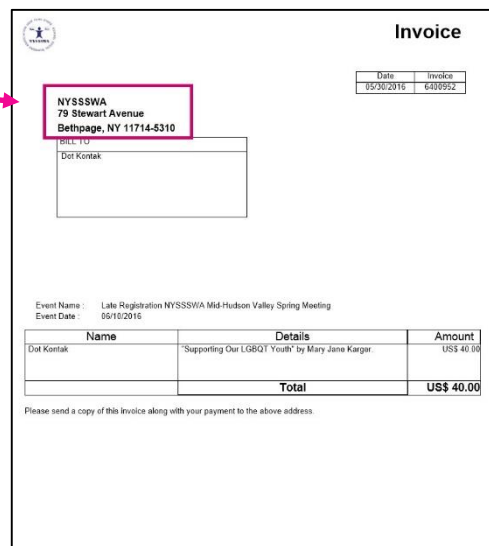
Navigation: View Details, Print Invoice, Done

Registration Powered by 123Signup

9. **BE SURE** to look for “Pop up” message (very top or bottom of your page) and click “Open” to see Invoice.

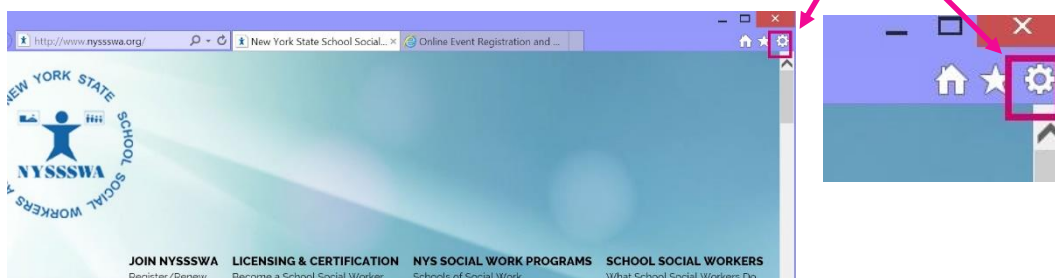


10. Send check to NYSSWA

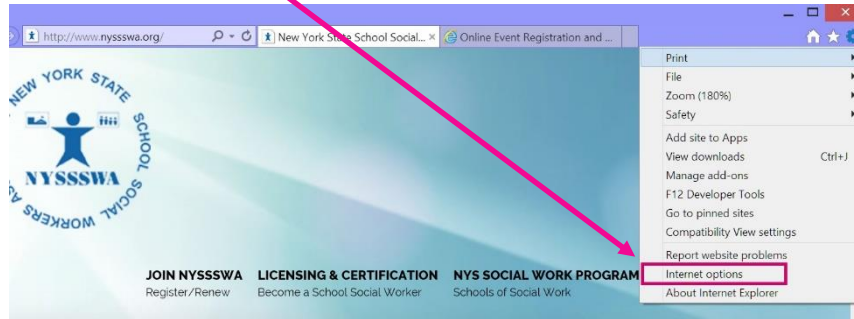


11. Still don't see Invoice? **BE SURE TO "ALLOW POP-UPS"**
 Please note that the Invoices will generate as PDF pop-ups. **Please check your browser settings to allow pop-ups from 123Signup.**

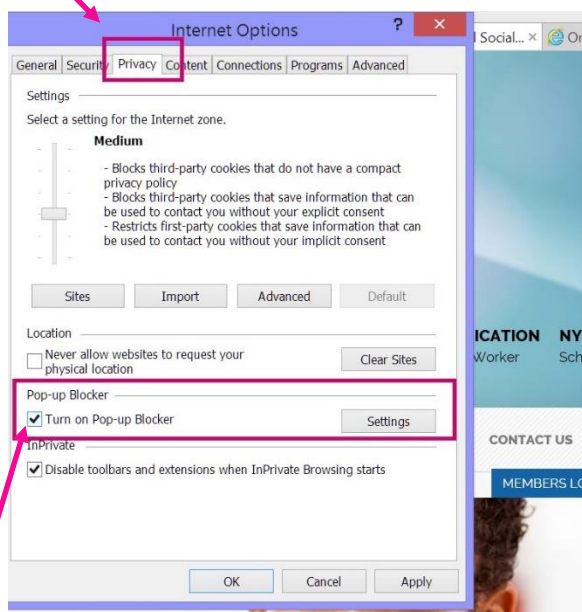
12. **How Do I Do That?** Look at top of your browser page and click on “Settings” icon.



13. Click on "Internet Options"



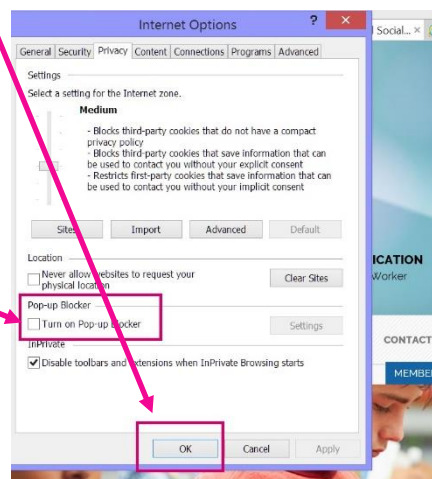
14. Click on "Privacy"



15. UNCHECK the "Turn on Pop-up Blocker"

16. Next click "OK" to save your changes.

(Box is unchecked.)



17. Go back to # 8 and try again to Print Invoice.

Still having technical problems? Contact info@nysswa.org or send an email to support@123signup.com for assistance.