

# How To Print Your Receipt

1. Please use the following link to access your Profile:  
<https://www.123signup.com/profile?Org=nysswa>
2. 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.
3. 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)
4. 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.



5. Find Event that you attended and would like an invoice/receipt.

MEMBERSHIP Member Activity

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

View Details Print Receipt Print Certificate Done

6. Click on corresponding bullet.

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.

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Navigation: << Prev [View Details] [Print Receipt] [Print Certificate] [Done] Next >>

7. Click on "Print Receipt".

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.

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Navigation: << Prev [View Details] [Print Receipt] [Print Certificate] [Done] Next >>

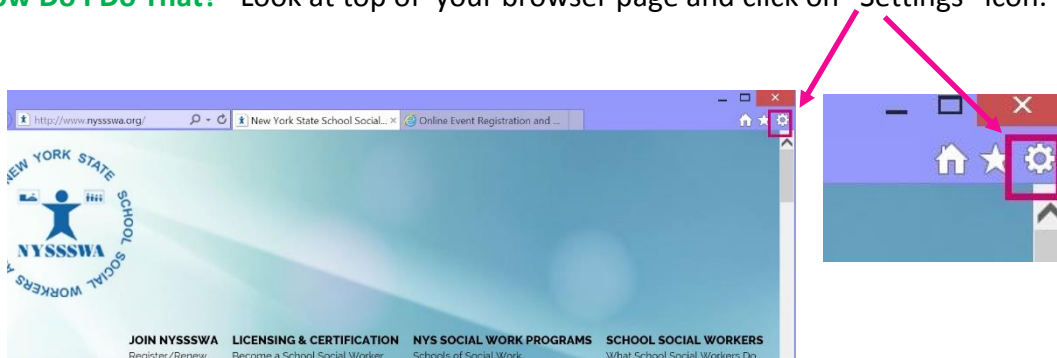
8. **BE SURE** to look for "Pop up" message (very top or bottom of your page) and click "Open" to see or Receipt.

The screenshot shows a web browser window displaying a registration details page for NYSSSWA. The page includes contact information, a registration table for 05/30/2016, and pending payment information. A pink arrow points from the 'Print Receipt' button in the previous screenshot to a pop-up message at the bottom of the page. The pop-up message asks: "Do you want to open or save Invoice1298243205.pdf (13.9 KB) from s01.123signup.com?" with buttons for "Open", "Save", and "Cancel".

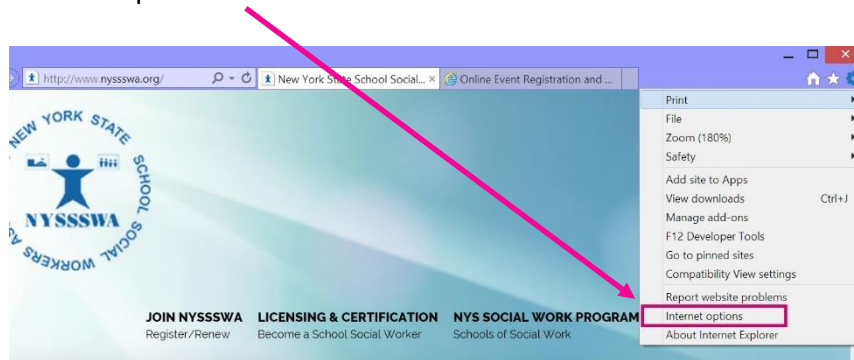
9. Still don't see Receipt? **BE SURE TO "ALLOW POP-UPS"**

Please note that the Invoices will generate as PDF pop-ups. **Please check your browser settings to allow pop-ups from 123Signup.**

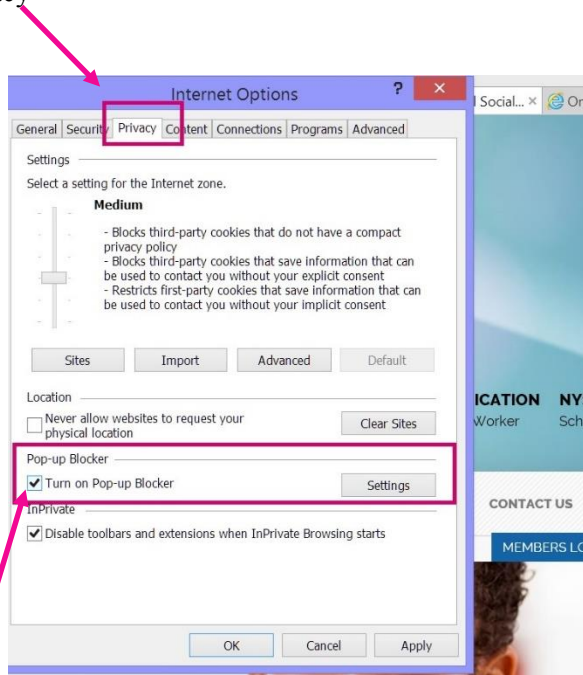
10. **How Do I Do That?** Look at top of your browser page and click on "Settings" icon.



11. Click on "Internet Options"

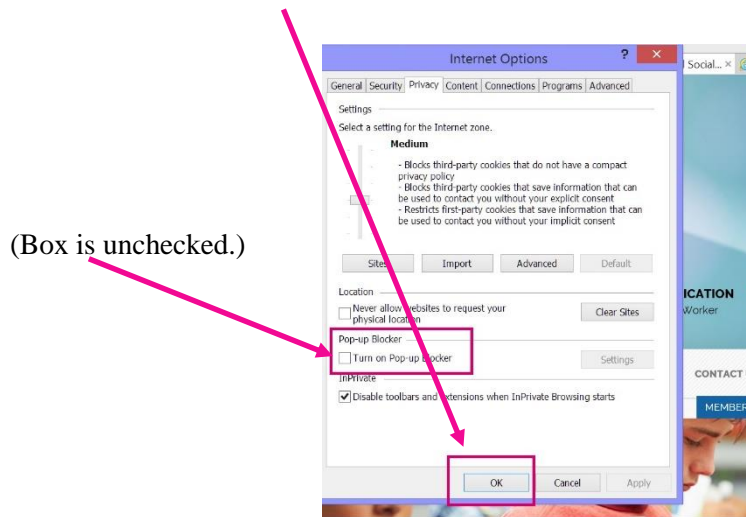


12. Click on "Privacy"



13. **UNCHECK** the "Turn on Pop-up Blocker"

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



15. Go back to # 7 and try again to Print Receipt.

**You're done!** This will be the process to access all future Receipts/Invoices & CEUs from NYSSSWA.

**Still having technical problems?** Contact [info@nyssswa.org](mailto:info@nyssswa.org) or send an email to [support@123signup.com](mailto:support@123signup.com) for assistance.