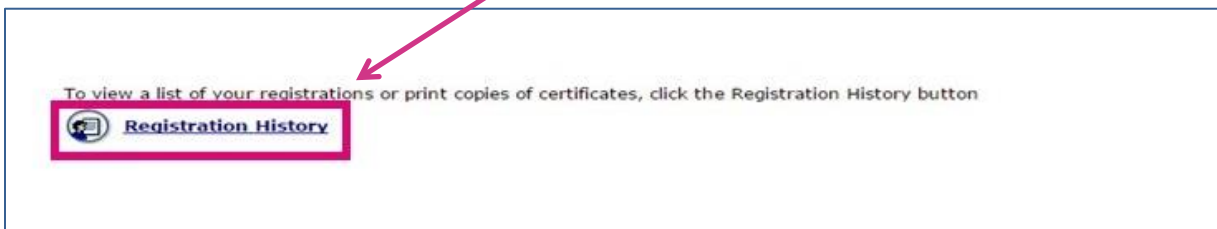


# How To Print Your Receipt

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

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

| 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: << 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.

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

| Start Date                                  | Name                                                                                              | Contact Hours |
|---------------------------------------------|---------------------------------------------------------------------------------------------------|---------------|
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| <input type="radio"/> 03/28/2016            | Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others                  |               |

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

8. "ALLOW POP-UPS"

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

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

*Still having technical problems?* Send an email to [support@123signup.com](mailto:support@123signup.com) for assistance.