

## Chapter Member Payment Details

### 1. Select Chapter Portal



#### Members Only Menu

[My Profile](#) [View My Quartets](#) [+ Create a New Quartet](#) [Home Page](#)

[Donate Online](#) [Sweet Adelines Store](#)

[Chapter Portal](#) [Region Portal](#)

[Request Permission to Arrange](#) [Pay Permission to Arrange](#)

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### 2. Select Profile



[Redacted] Chapter

Southern Cross Region 34

[Profile](#) [Pay for Members](#) [Chapter Members](#) [Chapter Officers](#)

[Download Chapter Members](#)

### 3. Select Purchases

← My Chapters

## Chapter Profile

★ Overview Account Individuals **Purchases** Documents

- Organization Info
- Contact Info
- Additional Info
- Awards
- Chapters

Acronym: 3422

Name: ██████████ Chapter

Branch Name:

Web Site: ██████████

Employees Range: Employees Range

Show In Directory:

4. Go to Recent Payments and select Details next to the appropriate payment

← My Chapters

## Chapter Profile

★ Overview Account Individuals Purchases Documents

- Recent Orders
- Recent Invoices
- Recent Payments**
- Memberships
- Subscriptions
- Events

1 [1 to 1 out of 1 records]

Number	Amount	Payment Method	Payment Date	Canceled Date	Void Date	View
3252	\$200.00	Visa	6/18/2018			<a href="#">View</a> <a href="#">Details</a>

5. Scroll to the bottom of the page and click on the View button



9110 S. Toledo Avenue Tulsa, OK 74137  
800-992-SING (7464)  
communications@sweetadelines.com

▲ Paid By

Chapter

Payment Information

Method: Visa  
Amount: \$200.00  
Credit Card Number: [REDACTED]  
Transaction Date: 6/17/2018  
Created By: [REDACTED]  
Reference Number: AN0N0049E75A  
Authorization Code: 0057034;AN0N0049E757

Invoice

1 [ 1 to 1 out of 1 records ]

Number	Main Item	Total	Balance	Created On	Cancelled On	View
1591 <small>Purchased For: [REDACTED]</small>	Regular Membership	\$200.00	\$0.00	6/14/2018		<a href="#">View</a>

[Send Confirmation Email](#) [Print](#)

- In the upper right corner, you will see the order numbers for each payment made. When you click on the number, it will open the confirmation for each individual.

Invoice #1591

Order: 8270

Order: 14520

Transaction Date: 6/17/2018

	Charge Amount	Purchase Profile
	\$100.00	<a href="#">View</a>
	\$100.00	<a href="#">View</a>

- If you would like to print a copy for your records, scroll to the bottom and select print. Hit the back button on your browser to go back to the Invoice. Repeat step 6 for each order.



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Order #14520

Date: 6/14/2018

Transaction Date: 6/17/2018

Invoice: 1591

Customer:

[Redacted]

Billing:

[Redacted]  
Australia

Line Items

Item	Item Price	Charge Amount	Total	Purchase Profile
Regular Membership <a href="#">Membership</a>	\$100.00 (Regular)	\$100.00	\$100.00	<a href="#">View</a>

Total: \$100.00  
Payments: \$100.00  
Balance: \$0.00

[Setup Auto Paym](#) [Print](#) [Send Confirmation Email](#)