



IHCA/INCAL

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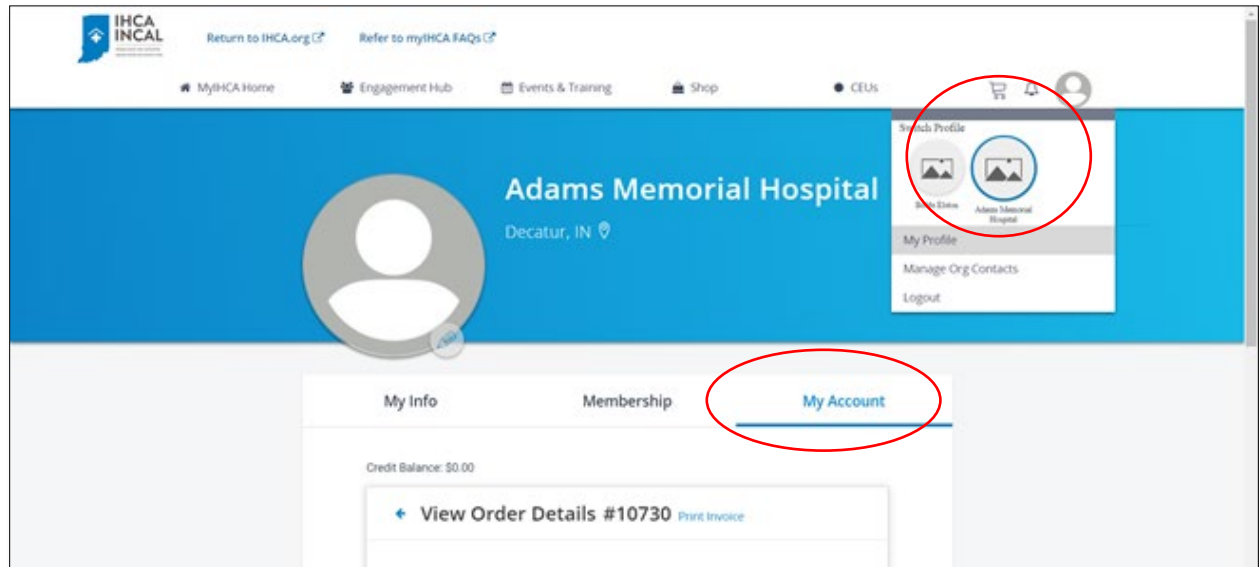
HOW TO ACCESS YOUR INVOICES/PAYMENT HISTORY

myIHCA TRAINING MODULE

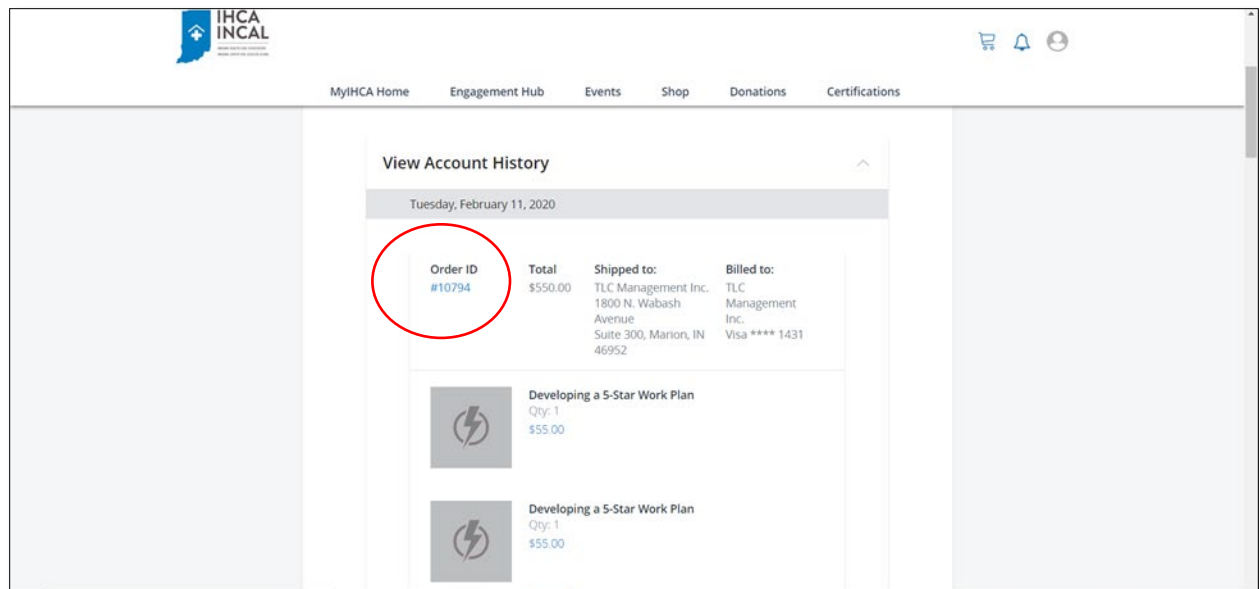
HOW TO ACCESS YOUR INVOICES/PAYMENT HISTORY

This training guide shows how to access your invoices and payment history. If you have questions about your invoice or payment history, please contact Erin Weliver at eweliver@ihca.org.

1. Log in and click on your Organization's profile icon > then My Profile
2. Click on My Account



3. Click on the Order Number



4. You can click on the 5 titles to see Summary Information, Line Items, Invoices, Payments and Installments. From here you can print an invoice. To see attendee information, click on Line Items

