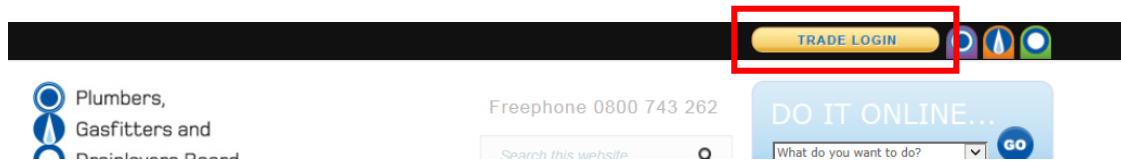


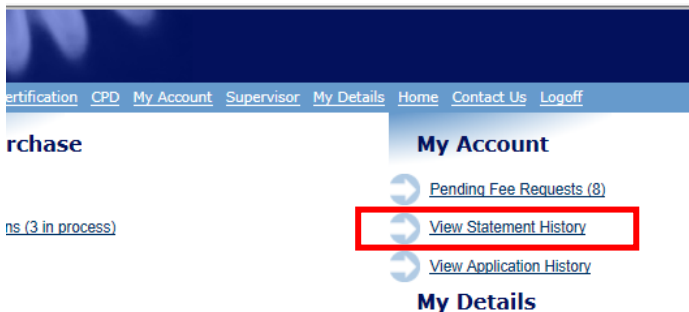
How to download your receipt online

1. Click on "Trade Login" (located on the top right-hand side of the page) on our homepage www.pgdb.co.nz

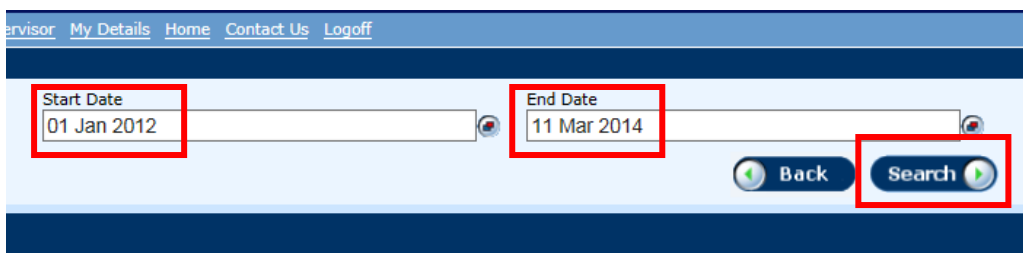


2. Enter your username and password*

3. Once logged in see "My Account" and click on "View Statement History"

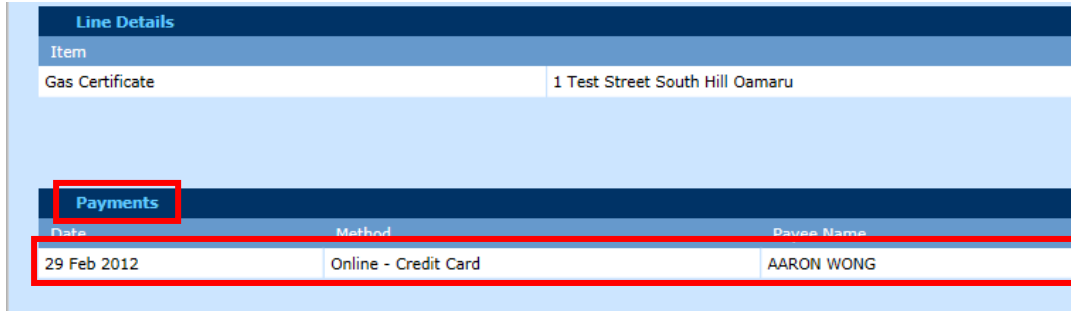


4. Change the start and end dates to cover the time period you wish to print a receipt from and click "Search". This will list all fees paid within this time period



5. Click on the item you wish to print a receipt for.

6. Underneath "Payments" click on the payment you see listed



Line Details		
Item		
Gas Certificate	1 Test Street South Hill Oamaru	

Payments		
Date	Method	Payee Name
29 Feb 2012	Online - Credit Card	AARON WONG

7. A pop up box on your screen will ask if you wish to open or save the file, click "Open" to view your receipt

8. Print the receipt as you would any other document.

**Note: Your username is your 5-digit authorisation number. If you require a password please email licensing@pgdb.co.nz*