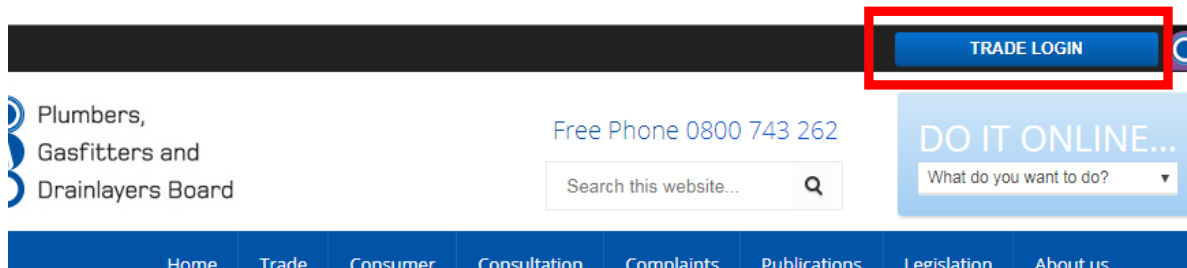
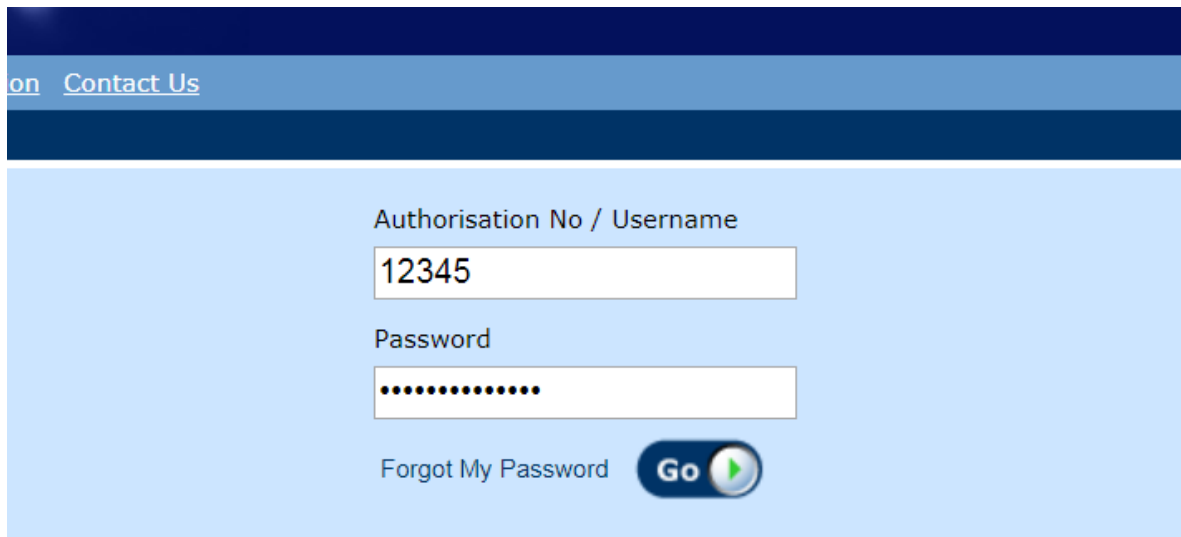


## How to download your receipt online

1. Click on '**Trade Login**' (located on the top right-hand side of the page) on our homepage [www.pgdb.co.nz](http://www.pgdb.co.nz)

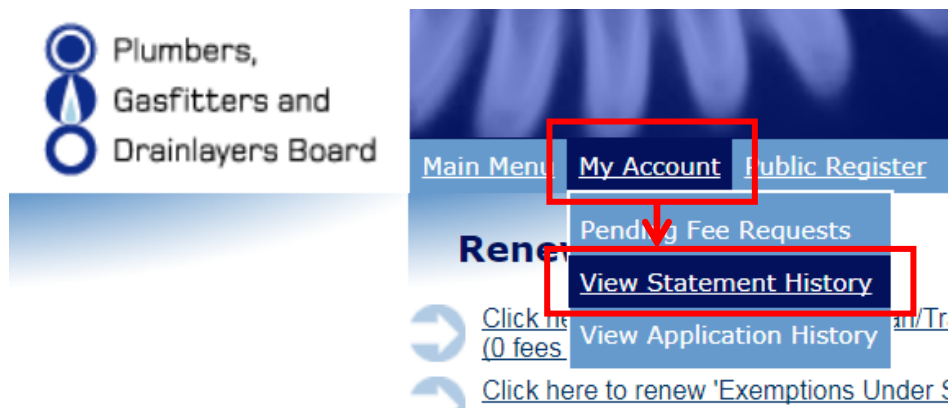


2. Enter your username and password. Click '**Go**'. (Note: Your username is your 5-digit authorisation number. If you can't remember your password, click 'Forgot My Password' and follow those steps).

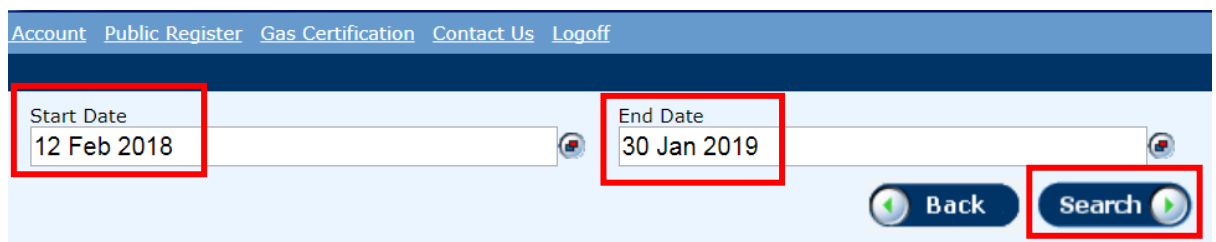


The screenshot shows the 'Trade Login' form on the PGDB website. The form is set against a light blue background. It contains two input fields: 'Authorisation No / Username' with the value '12345' and 'Password' with masked characters. Below the password field is a 'Forgot My Password' link and a 'Go' button with a green play icon.

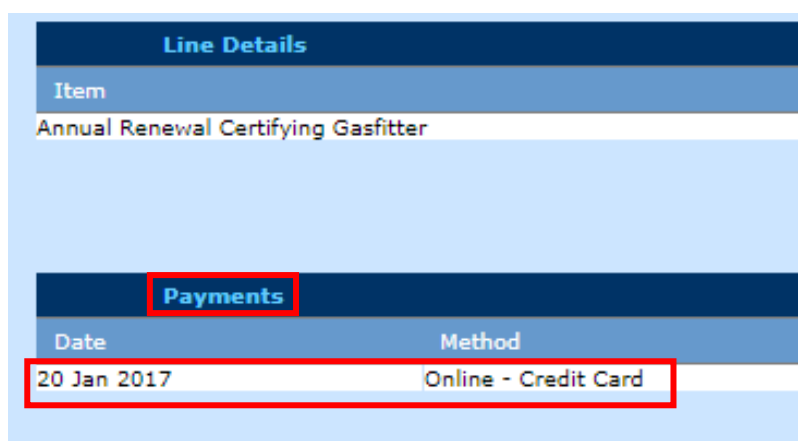
3. Once logged in hover on **'My Account'** and click on **'View Statement History'**



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 fee you wish to print a receipt for.
6. Underneath "Payments" click on the payment you see listed



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 your receipt.