



### **How to download your receipt online**

1. Click on "Log In" located on our homepage (in the purple, orange and green boxes)
2. Click on "Practitioner Log On"
3. Enter your username and password\*
4. Once logged in see "My Account" and click on "View Statement History"
5. Change the start and end dates to cover the time period you wish to print a receipt from and click "Search"
6. This will list all fees paid within this time period
7. Click on the item you wish to print a receipt for
8. Underneath "Payments" click on the payment you see listed
9. A pop up box on your screen will ask if you wish to open or save the file, click "Open" to view your receipt
10. Print the receipt as you would any other document if required.

*\*(Note: Your username is your 5-digit authorisation number. If you require a password please contact the Board to obtain one. Likewise if you have forgotten your password we will issue you with a new one).*