



Event Instructions – How to Print Your Invoice

From the registration site summary page (a link can be found under the desired conference picture from the ICPA Conference page at www.icpainc.org) scroll just below the conference title to the DETAILS sections. You will see a sentence regarding being registered already and a big **CLICK HERE** that will take you where you need to be.



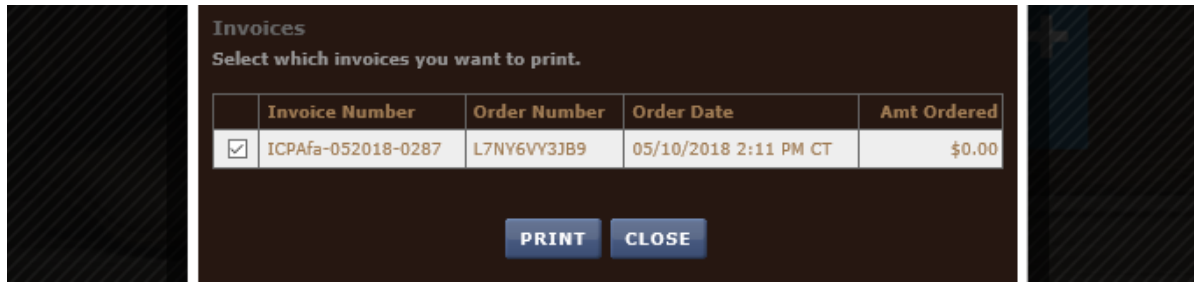
On this next page, enter your email address and the confirmation number that can be found in your confirmation email.

PLEASE NOTE: If you have lost your confirmation email, you can easily retrieve all your information through email.

You will then be navigated to a page where you can modify your registration, unregister, substitute registration (under “more options”) and print the invoice or agenda from the “print options” drop-down tab.



Selecting the “print invoice option” will create a pop-up box where you must select the Invoice you want to print. There should only be one option but you must select the box and then click “print”.



You will then get a pop up box at the bottom of your screen where you can either open or save the invoice. I recommend saving for future reference. Whatever you chose, once you open the file you should be able to print.

