

How do I print/email invoices?

Michael C. - 2021-02-23 - Dues & Billing

When invoices have been generated, click View Individual Invoices:

- Click View/Print to the right of the members name to either View or Print the invoice.
- Once opened, the invoice can be printed by using your web browser.
- To email an invoice, click **Select All** than **Email Selected Invoices**.
- To email an individual invoice, click **Email**, located to the right of the members name.

Invoice Summary Report

1st Quarter Bill

Created: Nov 2 2011
Owner: Sarah Sunset
Status: Closed
Due Date: Dec 2 2011
Comments:

To email your invoices individually, click on the "Email" link beside each member.
Alternatively, click on "Email Selected Invoices" button.

[Email Selected Invoices](#)

 Active ([Sort By First Name](#)) [Select All](#)

Description	Qty	Unit Price	Amount
Dues	1	250.00	250.00
Total:			250.00

☐ Barrett, Gail [View/Print](#) [Email](#)

Description	Qty	Unit Price	Amount
Dues	1	250.00	250.00
Total:			250.00

☐ Campbell, Barry [View/Print](#) [Email](#)

Related Content

- [VIDEO: Dues and Billing with Zach W.](#)
- [How do I resend invoices to selected members?](#)
- [How do I print member invoices?](#)
- [How do I view the Dues & Billing email archive?](#)
- [How do I specify a preferred email address for dues & billing?](#)
- [Dues & Billing configuration settings](#)
- [How can I prevent an ex-member from receiving invoices?](#)