

# Obtain a copy of your Statement

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Once your outstanding event balance is paid in full, a copy of your receipt is automatically emailed to the email on file.

## Locate Pay Page

1. Visit the campaign and sign in with your **Username** and **Password**.
2. Click **Pay**

Pending	
#105 Kohler Spa Package	\$300.00
#112 Apple Watch	\$125.00
Purchases	
#117 Nothing Bundt Cake	\$100.00
Payments and Credits	
VISA 9658 11-14-2019 9:21 PM	\$200.00
Summary	
Purchases	\$100.00
Transaction Fees	\$0.00
Tax	\$0.00
Total	\$100.00
Payments	\$200.00
Balance	\$-100.00

Your credit card statement will reflect charges from "Community Brands Demo Inactive MID"

Need a copy for your records?  
[View My Statement for Printing](#)

Would you like us to email you a statement?  
This may make it easier for you to download/print on another device at a later time.  
[Send Statement Link to My Email](#)

## View

Select **View My Statement for Printing** to view in an HTML format, which can be printed as well.

## Email

Select **Send Statement Link to my Email** to receive an email version of your statement to view in HTML format. If an email is not on file, you will be prompted to enter one to save and send.

**Tip:** To update the email on file, click your initials in the top right corner. **Select Profile**. Once updated, click **Save**.