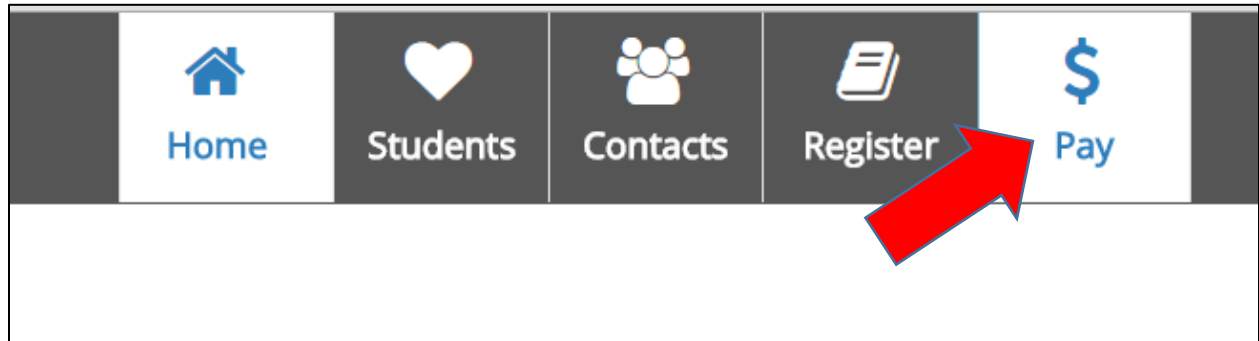


## HOW TO PRINT A RECEIPT

STEP 1: Login to your account at <http://cpo.cfisd.net/>. You will need to utilize the email that was used to register for Club Rewind. Only one email is associated with the account. Do not create a new account, as it will not be linked to the existing account.

STEP 2: Once logged in, click on the *PAY* tab located at the top of the page.



STEP 3: Once there, you will see a *Search Invoice* section. You will search by *Invoice Status - paid* and set the date range for the time frame that you request. This will bring up all the paid invoices within that period.

Search Invoice			
Invoice Status:	Open	Student:	Select One
From:	Start Date	To:	02/09/2016
<input type="button" value="Search"/>			



Search Invoice			
Invoice Status:	Paid	Student:	Select One
From:	08/01/2015	To:	12/31/2015
<input type="button" value="Search"/>			

This will bring up all the paid invoices on your account.

Invoice Status:	Paid ▾	Student:	Select One ▾	
From:	08/01/2015	To:	12/31/2015	
<b>Search</b>				
Display 10 ▾ records				
Payment History				
Invoice	Paid Date	Student	Program	Paid Amount
<a href="#">#071317051177009</a>	12/10/2015	Jacob Escalante	15-16 Club Rewind Before School Elementary	\$0.01
<a href="#">#130930493937011</a>	11/17/2015	Jacob Escalante	15-16 Club Rewind Before School Elementary	\$40.00
<a href="#">#130930493787009</a>	10/26/2015	Jacob Escalante	15-16 Club Rewind Before School Elementary	\$80.00
				Total: <b>\$120.01</b>
Showing 1 to 3 of 3 entries				Previous <b>1</b> Next

**Please note: You will need to click on the invoices and print each individual invoice. Please do not go based on the total at the bottom of the search, it may not be correct as changes or updates were made to each individual invoice. You will need to click on the invoice (it will be hyperlinked and in blue). This will give you detailed information as to what was paid.**

**If you are using this receipt for reimbursement purposes, some companies may not accept the receipt you provide to them. You are more than welcome to email [clubrewind@cfisd.net](mailto:clubrewind@cfisd.net) or bring a reimbursement form from the company and we are more than happy to sign the form.**

**Please call us at 281-807-8900 with any questions.**