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Where can I find receipts for previous payments?

Michael B. - 2019-05-23 - in Payments

You can now access previous payment receipts from within the Client Control Panel(CCP) located on the [My Account page](#). Log in to the client control panel using your account username (p1234567) and password. Upon logging into the CCP, you will see your current subscription information and a link to access your previous payments.

Welcome UserName Sign Out

Subscribed since: April 22, 2019 19:09 (Yearly payment)
Your subscription renews in: 366 days
Payment method: Credit Card
Next billing: April 22, 2020 - \$71.88 - [Previous payments](#)

By clicking the **Previous payments** link, you will be able to view information about past orders including payment dates, subscription information and amounts paid. To the right of each transaction, you'll see a yellow button that will allow you to download receipts for each of these transactions.

< Back to my account

Welcome UserName

Subscribed since: April 22, 2019 19:09 (Yearly payment)
Your subscription renews in: 366 days
Payment method: Credit Card
Next billing: April 22, 2020 - \$71.88

Previous payments

Order No	Payment date	Payment method	Details	Paid amount	
54	Apr 22, 2019	Credit Card	Priorate payment - Plan upgrade to Yearly plan	\$61.93	
53	Apr 22, 2019	Credit Card	Subscription payment - Monthly plan	\$9.95	

The example below includes the type of information that will be included in the downloaded document.



LONDON TRUST MEDIA, INC.
4643 S Ulster Street, Suite 1120
Denver, CO 80237 United States

Order number: 53
Payment date: Apr 22, 2019
Payment method: Credit Card

Receipt

Details

Subscription payment - Monthly plan

Price

USD \$9.95

TOTAL (USD): \$9.95

This receipt can be kept for your records should you find yourself in need of employer reimbursement or any other reason.

Tags

Client Control Panel

Invoice