

## Directions for Printing an Invoice


If you need a copy of the invoice for your membership you can create one using NAASLN Shop Online. You will have to complete the billing information but you will not have to submit your actual payment online.

1. Go to **NAASLN Shop Online** by clicking [here](#) .
2. **NAASLN Shop Online:** Once you are on the **NAASLN Shop Online** website, select the membership option you want by clicking on the **Add to Cart** button below the description of the membership type you wish to purchase.

The screenshot shows the NAASLN Shop Online website. The navigation bar includes links for "Return to NAASLN website", "Store Home", "Shopping Cart", "Sign In", and "Register". The main content area displays "Our Products >> Membership Registration". There are two membership options listed: "Individual Member" and "Lifelong Member". Each option includes a NAASLN logo and a description of benefits. The "Add To Cart" button for the "Individual Member" option is circled in red. On the right side, there is a "Featured Item" section for a webinar titled "Spelling or Spelling: Why is it so hard?" with an "Add To Cart" button.

3. **Your Shopping Cart:** On the next screen, review your order and edit as needed. Once satisfied with your order, click on the **Checkout** button.

The screenshot shows the NAASLN Shop Online website's shopping cart page. The navigation bar is the same as in the previous screenshot. The main content area displays "Your Shopping Cart" with a table of items. The table has columns for "Items", "Item Price", "Qty", and "Price". One item is listed: "Individual Member" with a price of \$35.00 and a quantity of 1. Below the table, there is a "Subtotal: \$35.00" and a "Checkout" button circled in red. There is also a "Continue Shopping" button.

Items	Item Price	Qty	Price
 <b>Individual Member</b> Item #: INDV <a href="#">Remove</a>	\$35.00	1	\$35.00

Subtotal: \$35.00

4. **Check out:** Fill in your **Billing Address Information** and click on the **Continue** button. Notice that fields that have a small red asterisk are required. Also you must enter your phone number in the following format (xxx) xxx-xxxx.

**Billing Information**

\* Marked fields are required.

First Name:\* Middle Initial: Last Name:\*

Address Line 1:\*

Address Line 2 :

City:\*

State/Province:\* Postal Code:\*

Select... (99999 or 99999-9999)

Phone Number: \* Extension:

((480)555-5555)

E-mail Address:\*

Shipping Information same as Billing Information

**Continue** Cancel

5. **Payment:** Once you have completed you billing information click on the **Next** button.

Shopping Cart >> **Address Information** >> **Payment** >> Order Completed

**Quick Search**

Go!

Advanced Search

**Our Products**

Archived Video Webinars

Membership Registration

Membership Renewal

**Coupons**

If you have a coupon or promotional code you may enter it here.

Coupon Code:

Apply Coupon

**Special Instructions**

**Payment Method**

**PayPal**

What is PayPal?  
The NAASLN store will send your order information to PayPal, where you will enter payment information. PayPal offers a variety of payment options.

**Place Order**

By clicking the Next button, you are agreeing to the purchase of items from this web-site. In accordance with the [Terms and Conditions](#), you are required to pay the full amount specified on your order summary.

**Next** Cancel

**Have a Login?**

E-mail Address:

Password:

Sign In

Register

**Order Summary**

1 Individual Member	\$35.00
Subtotal	\$35.00
Tax	\$0.00
Order Total	\$35.00

Edit Items

**Billing Information**

nell test Eckersley  
39 Broadway  
Lincoln, NY 10006  
NellE@lacnyc.org  
[Change Address](#)

**Shipping Information**

nell test Eckersley  
39 Broadway  
Lincoln, NY 10006  
[Change Address](#)

6. On the next screen will say "**Please complete your payment.**"

PayPal payment

**Please complete your payment**

Click the Place Order button to complete your payment on the PayPal site.  
[Learn more about PayPal](#)

**PayPal**

MasterCard VISA DISCOVER BANK

**Place Order**

**NAASLN NATIONAL ASSOCIATION FOR ADULTS WITH SPECIAL LEARNING NEEDS**

NAASLN Shop Online

Invoice# 000002001  
Invoice Date: 01/10/2015 16:48:31

You do **NOT** need to click on **Place Order**

7. Scroll to the bottom of this page to see where you can print the invoice for your order.

Items				
Qty	Item #	Description	Price Each	Total
1	INDV	Individual Member	\$35.00	\$35.00
			Subtotal:	\$35.00
			Tax :	\$0.00
			Total:	\$35.00
			Balance Due:	\$35.00

If you have any questions concerning this invoice, contact us immediately:  
Phone: 1-888-5NAASLN  
FAX: 614) 392-1559  
E-mail: youremail@yourdomain.com  
Website: shop.naasln.org  
Thank you for your business!

[Print Invoice](#) [Continue Shopping](#)

8. The online component of your order is now complete. **Do NOT click on Place Order** button, just print out the invoice

For registration or payment questions or concerns please contact [info@naasln.org](mailto:info@naasln.org).