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.

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.

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

6. On the next screen will say "**Please complete your payment.**"
7. Scroll to the bottom of this page to see where you can print the invoice for your order.

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**.