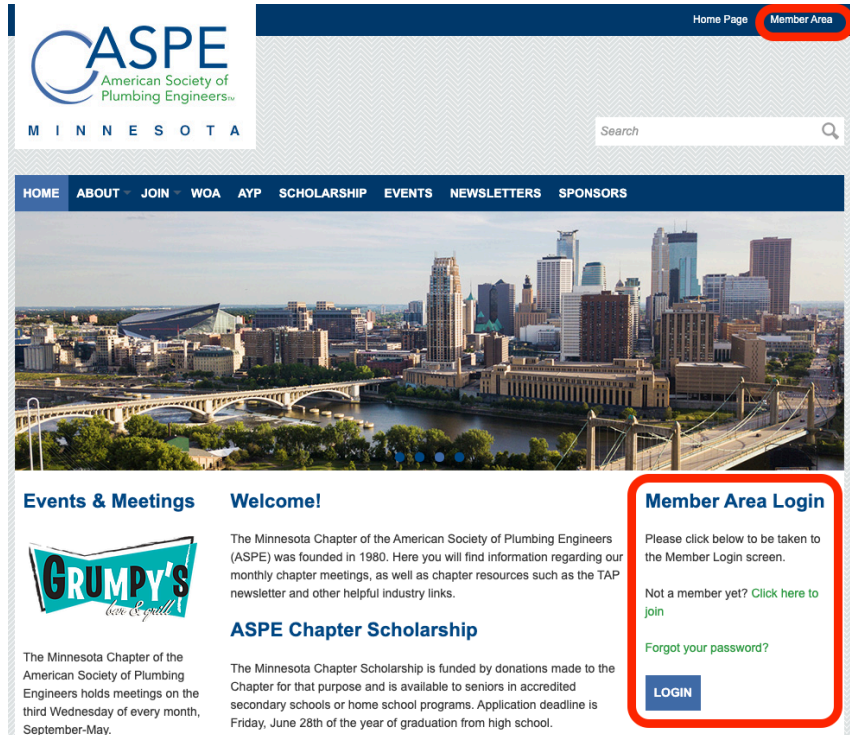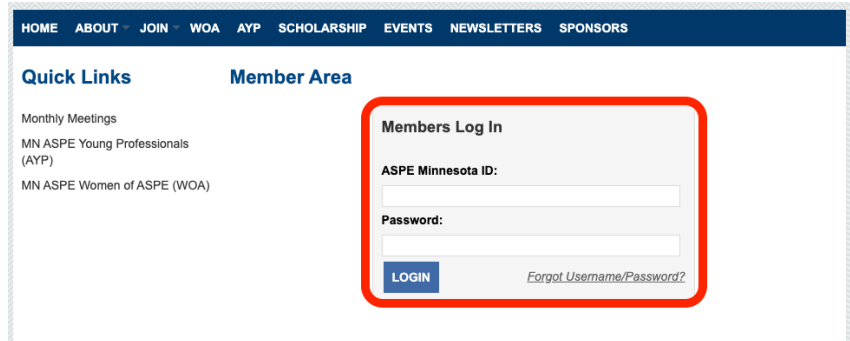# How to Print Receipts (Members Only):

Step 1:
If you would like to print off a receipt for an event please go to our website: minnesotaaspe.org and login to the Member Area.

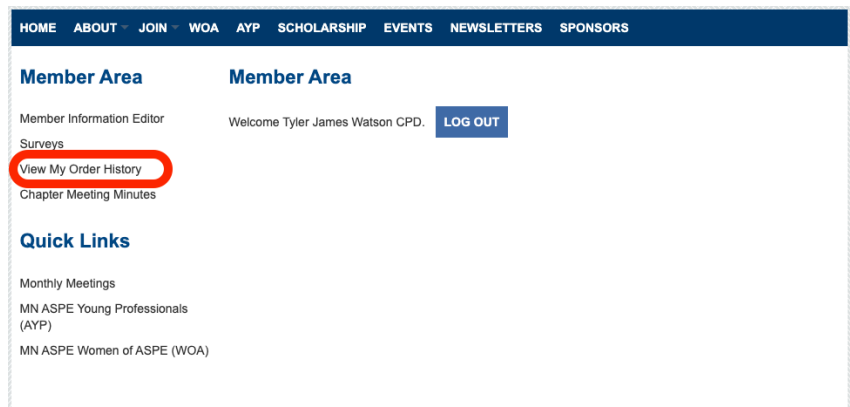You can login to the member area in one of two ways (see image on the right)

Step 2:
At the Login Screen it will ask for an ASPE Minnesota ID, this is the same login you use to register for our monthly meetings, most likely your email address.

Step 3:
Click on view my order history.

Step 5:
Click on the receipt you
want printed

Step 6:
Print your receipt