

How to View Invoices and Financial Information on Play Your Way Online Account

VIEWING INVOICES

- Select **Invoices** on the top menu bar
- Once selected you can view invoices and make a payment online for any outstanding balances
- You can also print a receipt for invoices from this screen
- To search invoices you can use the date range or invoice status to filter all invoices

Family Member Detail

[← Back to Client List](#) [Edit](#) [Manage Login](#) [Add Family Member](#) [Invoices](#) [Buy Membership](#)

My Profile [Schedule](#)

Filters [Reset](#)

Search [Reset](#)
invoice# or keyword

Date range [Reset](#)
-

Invoice status [Reset](#)
Status

× Scheduled
× Active

[← Back](#)

Invoices

[Make payment](#) [Receipt](#)

Due soon **\$0.00** Balance due **\$0.00**

Invoice/Item	Customer	Payer	Status/Type	Invoice Date	Paid	Balance	Total	Trans/Item ID
items per page 10								
No items to display								

ADDING A CREDIT CARD OR EFT INFORMATION TO YOUR PROFILE

- Scroll to bottom of client screen and select **Financial Info** and select the green **New** button
- Your credit card or Electronic Fund Transfer (EFT – your personal bank account information) info can be saved to your account (see below)
- Complete all fields, anything marked with an * is a mandatory field
- Click **Save** once complete

› Schedules

› Activity Outcomes 0

› Transactions

› Finance Info [New](#)



Finance Info

Detail

*Type: Credit Card
Default:
Times Failed: 0
Notes:

*Holder Name:
Status: Valid

Credit Card Detail

*Credit Card Type: Visa
*Credit Card Number:
*Card Verification Value:

*Expiry Month: --None--
*Expiry Year: --None--
Billing Address: [Copy Address from Parent](#)
Street:
City:
Canada
Ontario Zip/Postal Code:

HOW TO VIEW TRANSACTIONS

- Scroll to the bottom of client screen and select **Transactions**
- Any transactions on the account will display here

> Schedules

> Activity Outcomes 0

> **Transactions**

> Finance Info [New](#)