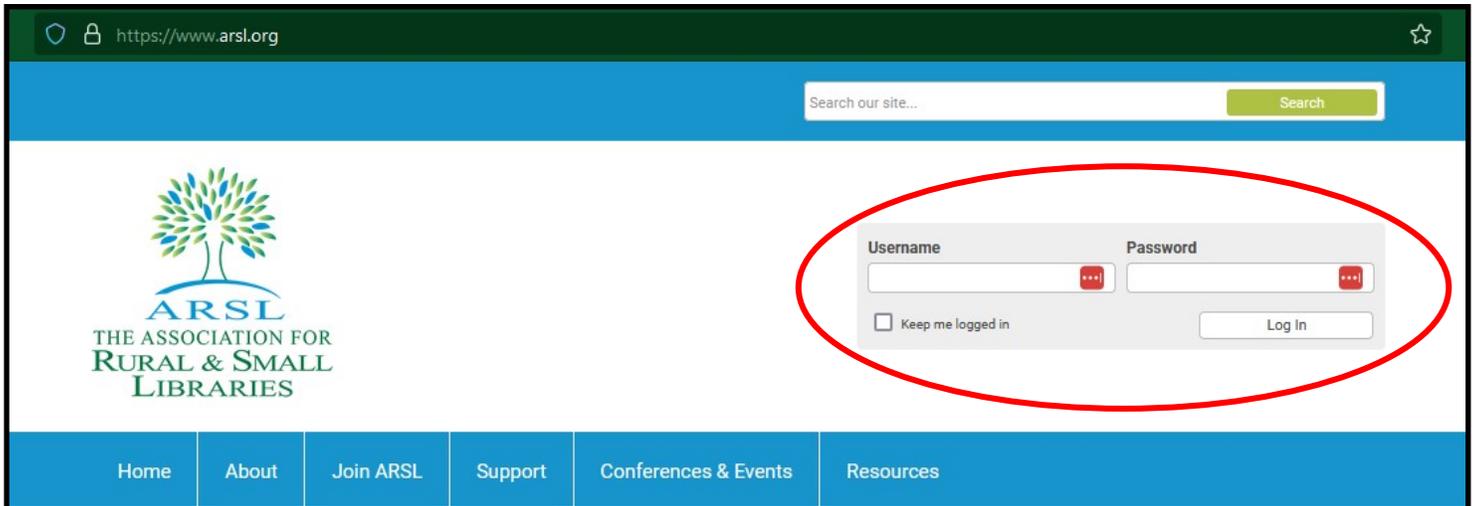


Accessing, Viewing & Paying Your Invoices

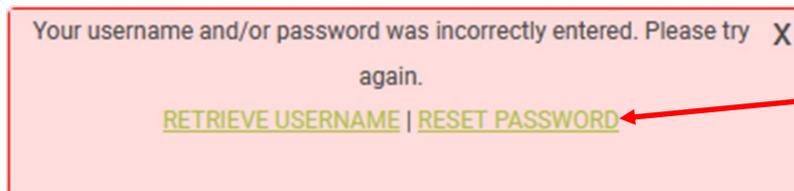
1. On the ARSL homepage (<https://www.arsl.org>) enter your ARSL Username and Password to log in to your member profile. Except in rare circumstances your Username will be the email address you used to establish your ARSL membership.



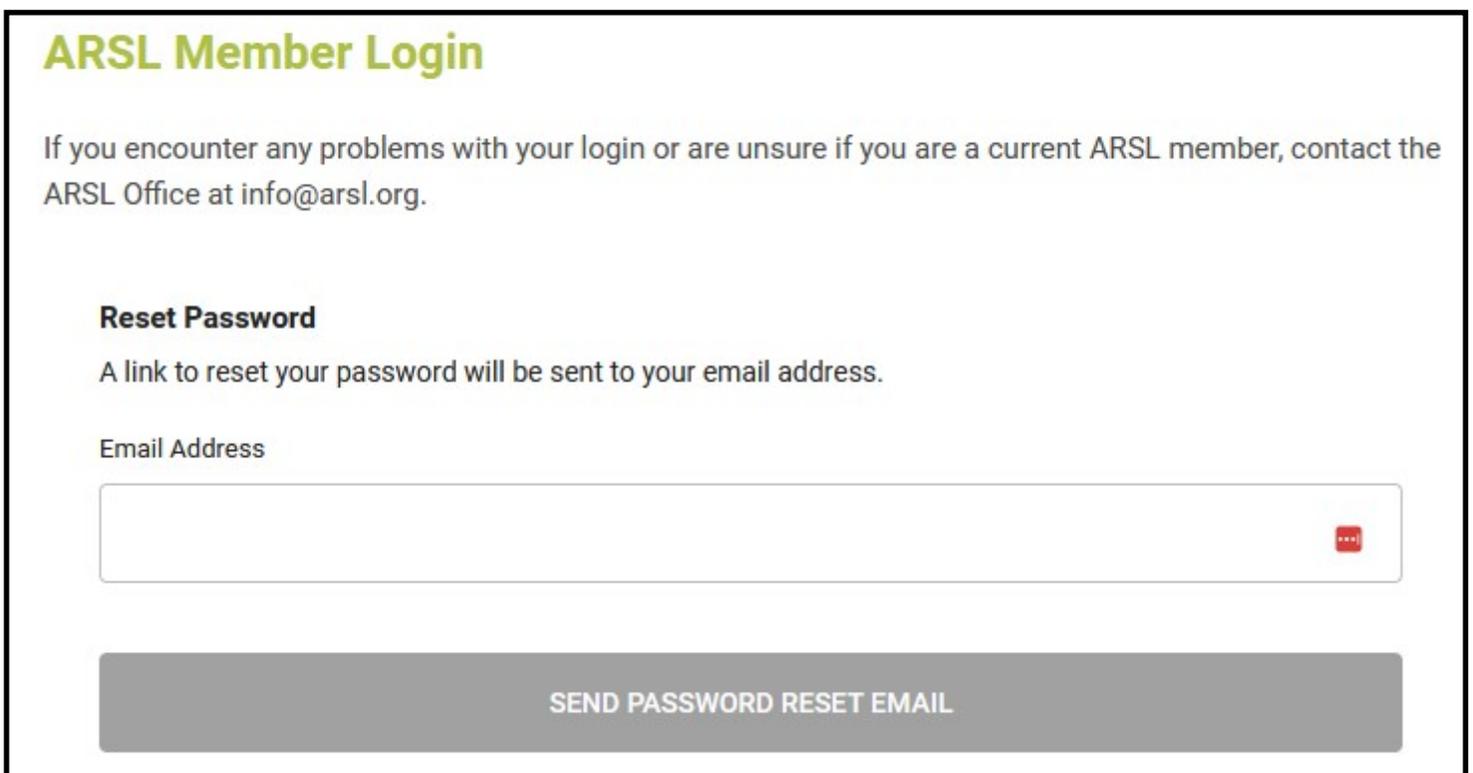
The screenshot shows the ARSL homepage with the following elements:

- Browser address bar: <https://www.arsl.org>
- Search bar: "Search our site..." with a "Search" button.
- ARSL Logo: "ARSL THE ASSOCIATION FOR RURAL & SMALL LIBRARIES"
- Login Form (circled in red):
 - Username field with a red eye icon.
 - Password field with a red eye icon.
 - Checkbox: "Keep me logged in"
 - Button: "Log In"
- Navigation menu: Home, About, Join ARSL, Support, Conferences & Events, Resources.

2. If you are unsure of your password, you can click the Log In button without entering anything in the Username or Password fields to access the Reset Password link. This link will also appear if you enter your password incorrectly. Click it to initiate the password reset process.



Your username and/or password was incorrectly entered. Please try X again.
[RETRIEVE USERNAME](#) | [RESET PASSWORD](#)



ARSL Member Login

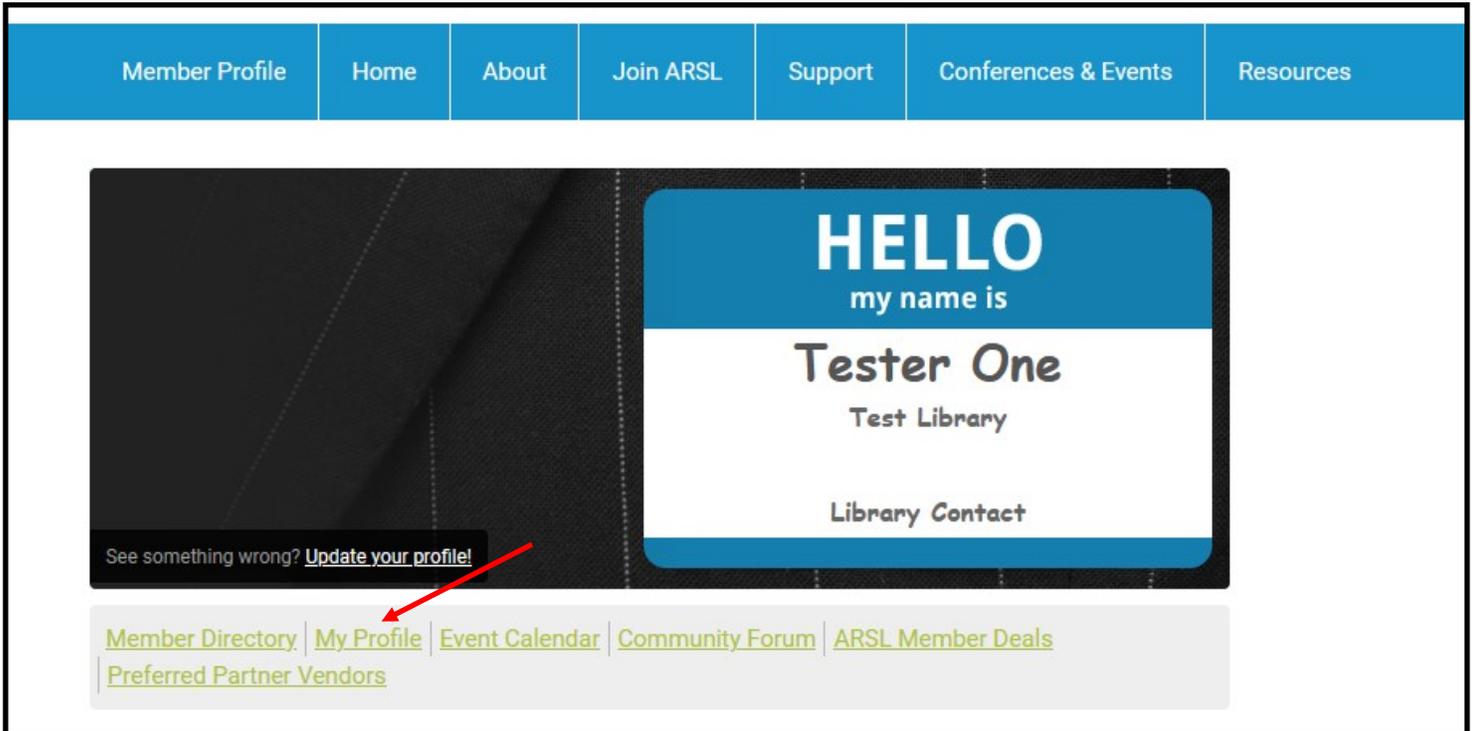
If you encounter any problems with your login or are unsure if you are a current ARSL member, contact the ARSL Office at info@arsl.org.

Reset Password

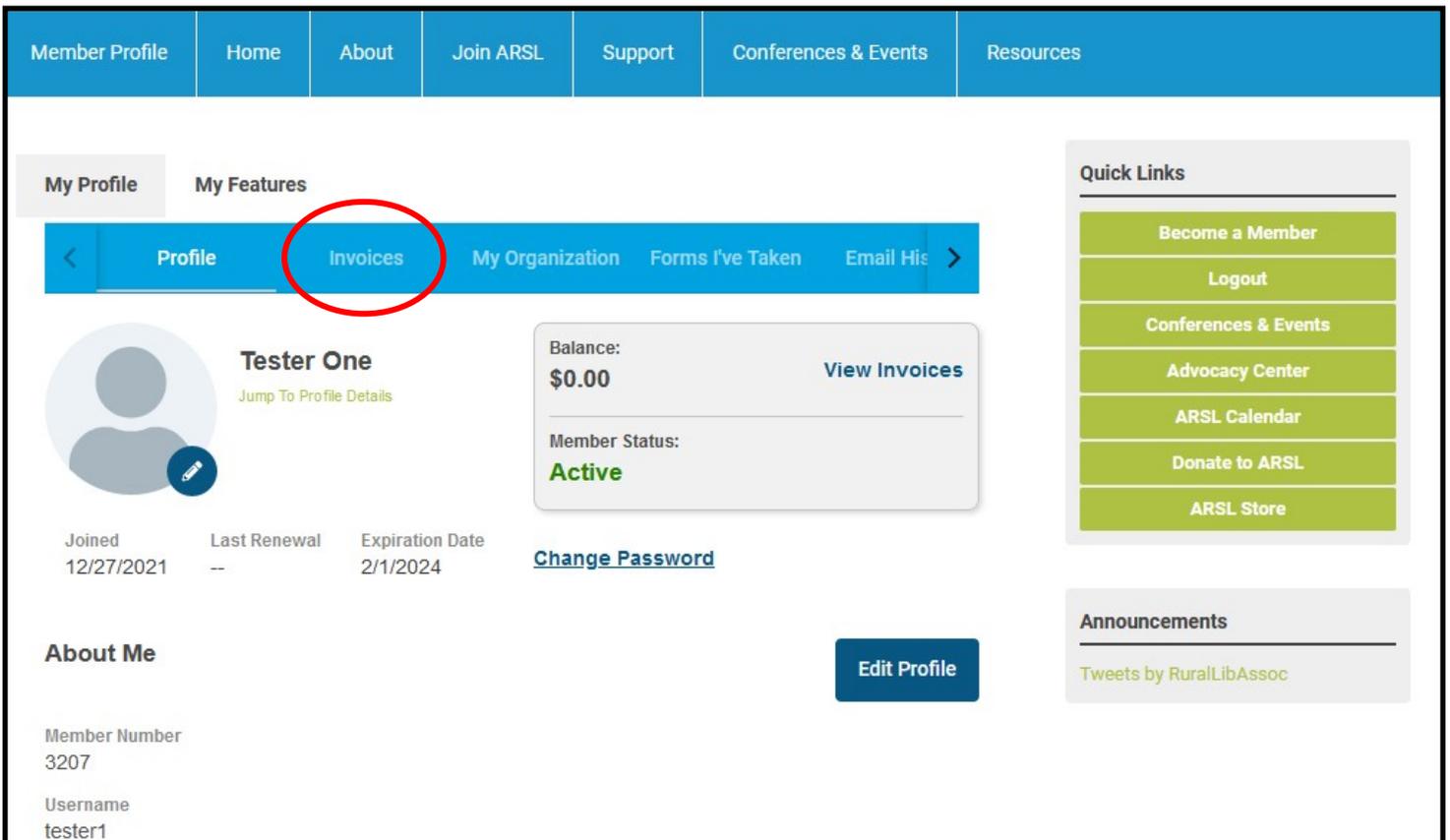
A link to reset your password will be sent to your email address.

Email Address

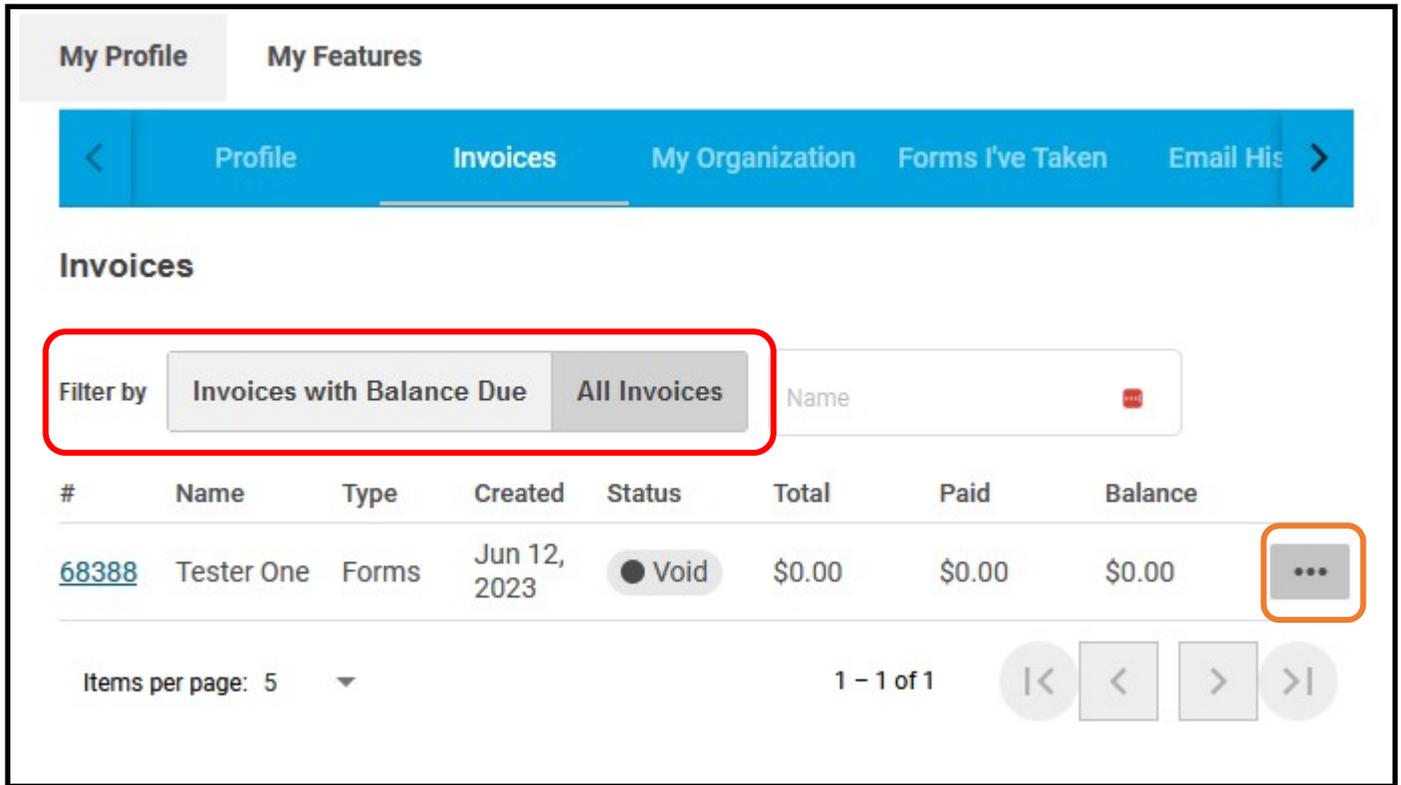
3. On the member landing page, click the green “My Profile” link to access your member profile.



4. Click the Invoices button in the blue My Profile menu to view invoices associated with your individual member profile.



5. Click the **“...” button** next to an invoice to View or Pay that invoice online.
- Use the **invoice filter buttons** to toggle between viewing all invoices and viewing only open invoices (invoices with outstanding balances currently due).
 - All ARSL invoices will have 30-day payment terms unless otherwise specified on the invoice.



The screenshot shows a user interface for managing invoices. At the top, there are tabs for 'My Profile' and 'My Features'. Below this is a navigation bar with links for 'Profile', 'Invoices', 'My Organization', 'Forms I've Taken', and 'Email His'. The main section is titled 'Invoices'. It features a 'Filter by' section with two buttons: 'Invoices with Balance Due' (highlighted with a red box) and 'All Invoices'. To the right of the filters is a search bar labeled 'Name'. Below the filters is a table of invoices with the following columns: '#', 'Name', 'Type', 'Created', 'Status', 'Total', 'Paid', and 'Balance'. The table contains one row for invoice #68388, named 'Tester One', of type 'Forms', created on 'Jun 12, 2023', with a status of 'Void' (indicated by a radio button), and a total of '\$0.00'. The 'Paid' and 'Balance' columns also show '\$0.00'. A '...' button (highlighted with an orange box) is located to the right of the invoice row. At the bottom of the table, there is a pagination control showing 'Items per page: 5' and '1 - 1 of 1' with navigation arrows.

#	Name	Type	Created	Status	Total	Paid	Balance
68388	Tester One	Forms	Jun 12, 2023	<input checked="" type="radio"/> Void	\$0.00	\$0.00	\$0.00

6. To download a copy of an invoice, open it in View mode using the **“...” button**, then click the **Download Invoice button** on the View Invoice page.



The screenshot shows the 'View Invoice' page. It displays the following information: 'Invoice Number: 68388' and 'Amount Due: \$0.00'. A 'Download Invoice' button is highlighted with a purple box.