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Reviewing or downloading a copy of your domain order receipts

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Overview:

You can review and download a PDF copy of any historical domain order receipts that are in your Domain Panel account.

Method:

- 1. Log into <u>Domain Panel</u> (NB: if you're unsure, you can <u>follow the information here</u>).
- 2. Click on the "Account" tab on the left-hand panel.
- 3. Click on the "**Receipts**" tab (NB: this sub-category will appear under the "Account" tab when clicked).
- 4. Find the receipt you would like to download a copy of and click on the "**Receipt ID**" which will open a details box.
- 5. Click on the receipt name at the top of the details box and a PDF will open in a new tab. You can download a copy of the PDF using the "**Download**" button on the top right-hand side of the PDF viewer.