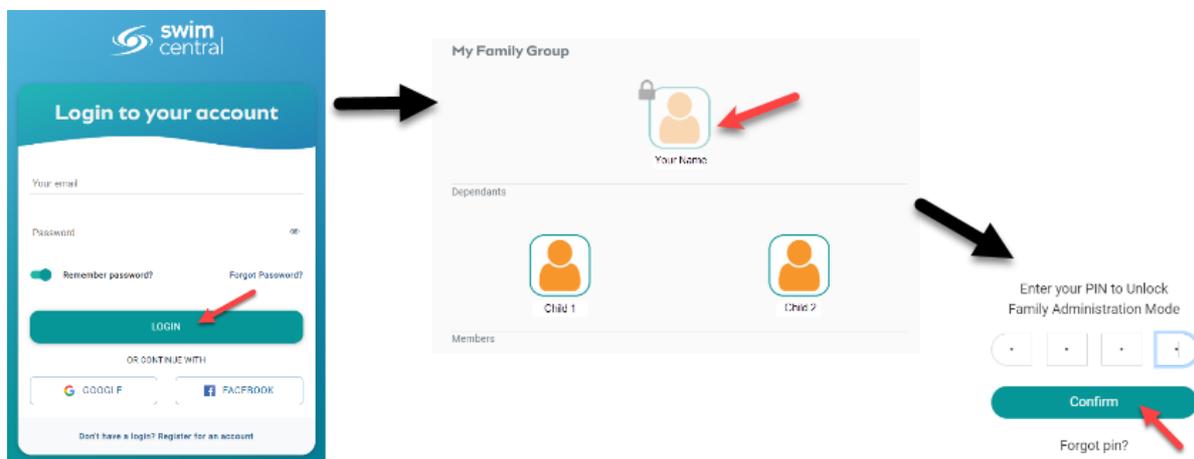


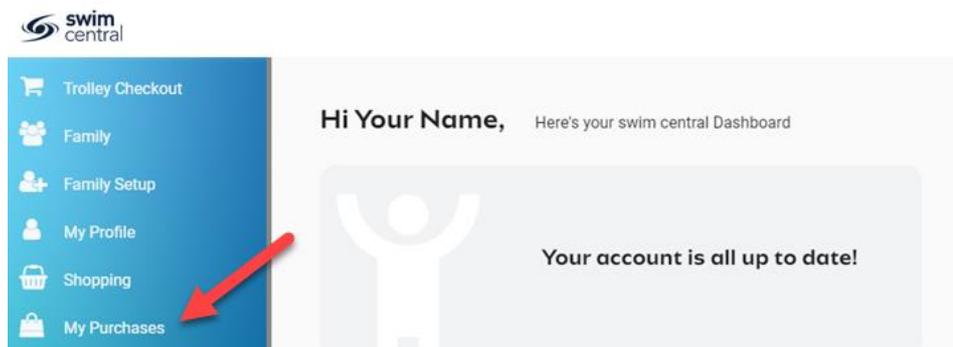
HOW TO DOWNLOAD MY INVOICE

After making a purchase in Swim Central, invoices are directly emailed to the principal profile e-mail. However, at times you may need to download the invoice again. This help guide is for downloading an invoice after a completed purchase.

Login to Swim Central and **Unlock** your individual profile (by selecting your profile within your family group and entering your family PIN).



Select **My Purchases** from the left-hand navigation panel



You will then see a comprehensive list of all purchases made by you for your family group within Swim Central. You have the option to filter the list on a date range or on purchase status (Payment Pending, Approval Pending, Complete).

My Purchases

Purchases

From Date: 01/01/2017 To Date: 25/05/2020 Purchase Status: 

Date	State	Total incGST
23-09-2019  23-09-2019	Completed	\$12.18
23-09-2019  23-09-2019	Completed	\$60.90
02-09-2019  02-09-2019	Completed	\$73.08

Select the **Invoice** of interest to see details on the right.

PO# 190721012511 Products

Transactions  Invoice 

Q Search

Product Name	exGST	Qty	incGST
North-West Aquatic Short Course State Qualifying Meet: SC Womens 400M Free Fnl 32-32  North-West Aquatic  Child 1 Name	\$12.18	1	\$12.18
Grand Total	1	\$12.18	
GST Component		\$0.00	
Transaction Fee*		\$0.18	

* included in total
^ after voucher redemption

Select the **Invoice** button on the top right to download the detailed invoice.