

Paying Your Invoice

1. The bill-to person logs into their account at endocrine.org
 - Don't forget to let me know if the bill-to person on your account has changed!

The screenshot shows the endocrine.org website. At the top, there is a navigation bar with the Endocrine Society logo, menu items like News, Advocacy, Awards, Endocrine Topics, Education & Training, Practice Guidelines, and Journals, and a user account area with 'Hello, Please login Your Account & Tools' and a shopping cart icon. A dark overlay menu is open, displaying three columns: LEARNING (Claim credits, Plan your learning, Browse journals and articles, View sessions recordings), MEMBERSHIP (Renew membership, Attend ENDO 2020, Find other members, Become a member leader), and CAREER (Get published, Earn recognition, Develop your career, Promote your work). Below the menu are 'Join' and 'Login' buttons. The main banner features the text 'KNOW MORE, DO MORE' and 'Advancing endocrinology and improving public health'.

Sign In or Create an Account

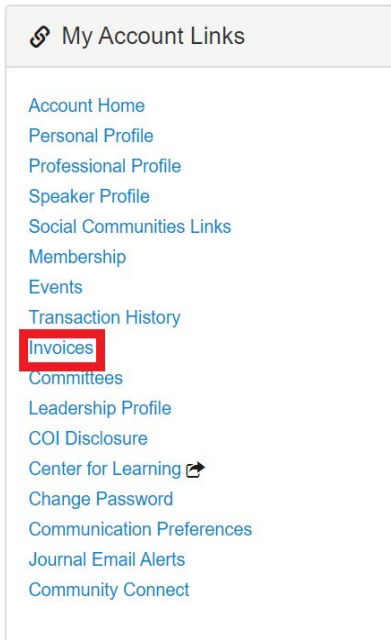
Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

The screenshot shows the login form on the endocrine.org website. It includes a 'Login' title, an 'Email' field with the value 'mgraham@endocrine.org', a 'Password' field with masked characters, a 'Remember me' checkbox, a warning 'Uncheck if on a public computer', a 'Login' button, and a 'Forgot your password?' link.

2. Go to **Your Account & Tools** in the upper righthand corner of the screen, underneath your name. Click **Manage My Account** in the left corner of this popup window

The screenshot shows the endocrine.org website with the 'Your Account & Tools' popup menu open. The menu has three columns: LEARNING, MEMBERSHIP, and CAREER, each with several links. At the bottom of the menu, there is a 'Manage Your Account' button with a gear icon, highlighted with a red box, and a 'Log out' button with an arrow icon. The background shows the same website banner as in the previous screenshot.

3. Click **Invoices** under “My Account Links”



4. Locate your invoice, listed under “Open Invoices”

- To pay online with a credit card, click **Add to Cart** and proceed through payment

My Invoices

[← Back to My Account](#)

My Open Invoices				
Invoice	Date	Total	Paid	Due
496058	05/27/2020	\$1,710.00	\$0.00	\$1710.00

[View Details](#) [Add to Cart](#)

- To pay by check, click “invoice details” and then **Print Invoice** to download a PDF— please submit a copy of your invoice with your check and allow 2-3 weeks for full processing.

Invoice Details

[← Go Back](#)

Invoice #: 496058
Invoice Date: 05/27/2020
Tracking #: - not available -

[Add to Cart](#)

[Print Invoice](#)

Invoice Total: **\$1710.00**
Paid: \$0.00
Due: \$1710.00

Line Items					
Product	Price	Qty	Shipped	Paid	Cancel Qty
Fellows Training Series - Premium	\$1710.00	1		No	0.00

- Please contact me for the correct address to mail the check to

Please contact Maggie Graham (mgraham@endocrine.org) if you have difficulty accessing or paying your invoice, or if the bill-to person for your program has changed.