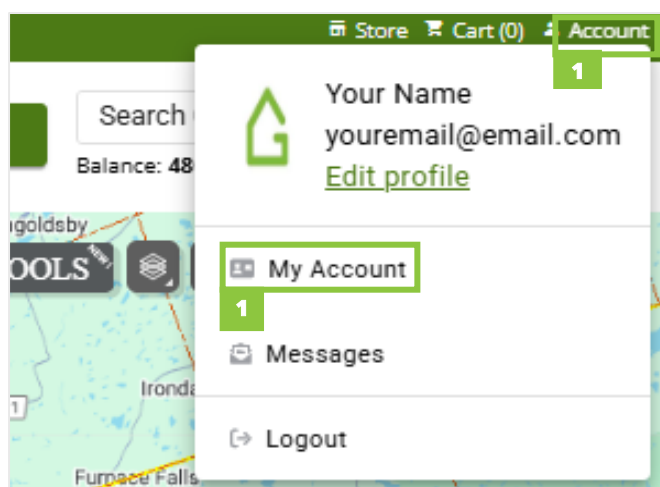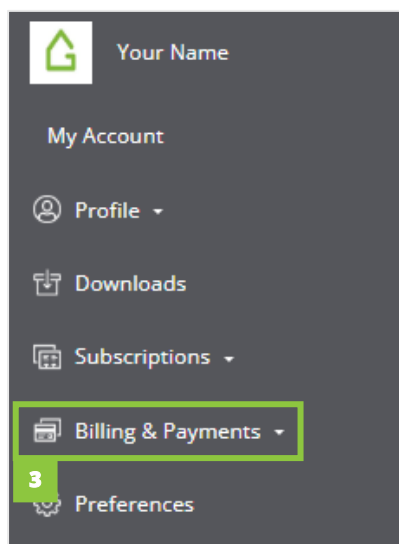July 2025

Tips For Success

How to Generate a Summary of Your Payment History

Follow the steps below to view and export your payment history into Excel for easy reference.

1. Click **Account** in the top right corner of the window and select **My Account** from the dropdown.

2. Navigate to **Billing & Payments.**

3. In the **Billing & Payments** window, select **All Purchases** on the right side.
4. Highlight all purchase entries and copy them (you can use the standard copy method as you would in other programs, such as Ctrl+C or right-click > Copy).
5. Open the Excel program on your computer and create a new blank workbook.
6. Paste the copied information into Excel (use the standard paste method like Ctrl+V or right-click > Paste).

Billing & Payments My Account > Billing & Payments

Recent Purchases **3** All purchases

Date	Price	# of Products	Product Details	Transaction ID
Dec 5, 2018 | 10:31 am		2	INSTRUMENT IMAGE, INSTRUMENT IMAGE	830782
Dec 5, 2018 | 10:23 am		2	INSTRUMENT IMAGE, INSTRUMENT IMAGE	830777
Nov 28, 2017 | 11:33 am		1	PARCEL REGISTER ACTIVE	648793
Nov 23, 2017 | 4:26 pm		1	PARCEL REGISTER ACTIVE	647338
Nov 23, 2017 | 3:49 pm		1	PARCEL REGISTER ACTIVE	647313

4