

# How to View/Pay an invoice

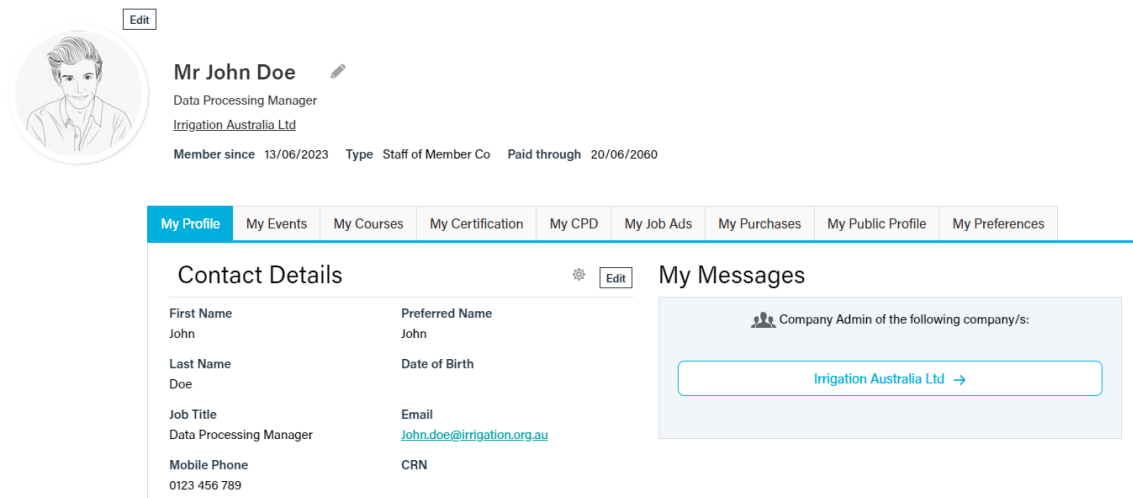
Log on to [irrigationaustralia.com.au](http://irrigationaustralia.com.au), using your email address as your username.

- If you are unable to login you may need to reset your password first.

1. On the top right, you will see Hi, [your name], followed by My Profile and Log out.

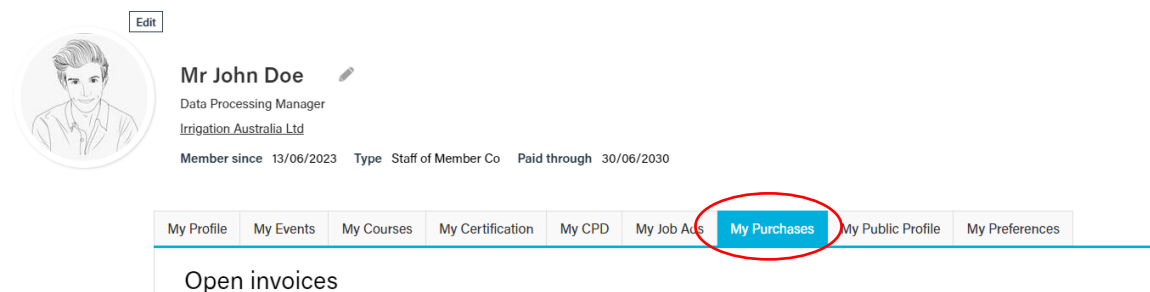
Select My Profile

2. The following page will open up



The screenshot shows the user profile page for Mr John Doe. It includes a profile picture, name, title (Data Processing Manager), company (Irrigation Australia Ltd), and membership details. A navigation bar at the top contains tabs for My Profile, My Events, My Courses, My Certification, My CPD, My Job Ads, My Purchases, My Public Profile, and My Preferences. The main content area is divided into Contact Details and My Messages. Contact Details includes fields for First Name, Last Name, Job Title, Mobile Phone, Preferred Name, Date of Birth, Email, and CRN. My Messages shows the user is a Company Admin for Irrigation Australia Ltd.



3. Select the My Purchases tab.




The screenshot shows the My Purchases page. The navigation bar at the top is the same as in the previous screenshot, but the 'My Purchases' tab is highlighted with a red circle. Below the navigation bar, the page title is 'Open invoices'.

- To view or download your invoice, scroll down to All Invoices, and select the associated icon.

### All Invoices

Invoice Number	Date	Type	Description	Amount	Balance	View Invoice
[REDACTED]	28/02/2023	Membership	Certified Meter Installer and Validator (CMI) Renewal for the period from 1 May 2023 through 30 Apr 2025	310.00	310.00	
[REDACTED]	13/05/2022	Membership	Membership Fees for the period from 1 Jun 2022 through 31 May 2023	160.00	160.00	

- When it opens up, select the Adobe icon  to view or download the invoice.

To pay an invoice, all open invoices will appear like this, select the "PAY" box and follow the prompts to the "cart" to finalise payment.


### Open invoices


Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
<input type="checkbox"/>	[REDACTED]	20/10/2022	New Member Fees		160.00	160.00
<b>Total balance due</b>						160.00
<b>Total selected</b>						0.00

[Add To Cart](#)

**NOTE:** If you are acting on behalf of a company, as a company administrator, select the company name first

(see below image)



**Mr John Doe** 

Data Processing Manager

Irrigation Australia Ltd

Member since 13/06/2023 Type Staff of Member Co Paid through 30/06/2030

My Profile
My Events
My Courses
My Certification
My CPD
My Job Ads
My Purchases
My Public Profile
My Preferences

For further assistance, please call the Irrigation Australia Team on 07 3517 4000 or send an email to [info@irrigation.org.au](mailto:info@irrigation.org.au).