How to print images & receipts after they were purchased

Sign in to your account and then click on 'My Account'

CONNECTICUT TOWN PORTAL - Town Clerk Your subscription is still active with 229 days remaining. Iome	y 🛷 🕐 Shopping Cart (emply) Prepaid Acco	ounts My Account Sign Out	Dianna Appel
Then click on 'Purchase Hist	cory'		
NNECTICUT TOWN PORTAL - Town Clerk	Shopping Cart (empty) Prepaid Acc	counts My Account Sign Out	Dianna Appel
	Manage Prepaid Accounts View your prepaid accounts Wanage Prepaid Accounts We your prepaid accounts, their balances, and add funds. My Preferences Update your preferences such as search options, the amount of records per results page, etc. My Presonal Information Update your prepaid information such as address, email, etc. Purchase History View your purchase history and access items that have not yet expired.		

007 - 2015 Cott Systems, Inc. Version 1.6.6.0

If there is a date in the transaction date field please delete it and then click on 'Search Transactions'

Of course if you know the receipt number or transaction date etc. You can fill the information in then click on 'Search Transactions'

CONNECTICUT TOWN PORTAL - Town Clerk				\$	\$ 🛷 📀	Shopping Cart (empty)	Prepaid Accounts	My Account Sign Out	Dianna Appel				
Purchase History Return to Previous Page													
	Receipt Number		Line Item	All	~	Payment Type	All	×					
	Transaction Date 06/25/2015	Amount	FROM	то	Reference								
Tip: Type a period() to position cursor before typing the amount													
Search Transactions Reset Export To Excel													
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The History information comes up and on the right hand side you can view the images by clicking on 'Images', you can also print the receipt by clicking on receipt number on the left side of screen.

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			Receipt Number Line Item All Transaction Date FROM THRU Amount FROM TO Tire a period/Line packing current here no Tire a period/Line packing current here no Tire Tire	Payment Type All Reference	V										
			Search Transactions Reset	Export To Excel											
_			* Days Rem indicates the number of days remaining that the images as	sociated with a transaction can be accessed	i.										
	Receipt	Date / Time	Line Items	Payment	Account	Amount Referenc	e Days Rem *								
1	<u>198408</u>	6/3/2015 11:29 AM	Volume: 69 Page: 213 Seq: 1	Prepaid	Cott Prepaid	\$1.00	8	Images							
2	195203	5/20/2015 4:19 AM	Book: 701 Page: 985 Seq: 1	Prepaid	Cott Prepaid	\$1.00	Expired								
3	195054	5/19/2015 3:04 PM	Volume: 140 Page: 899 File Number: 1987-00002224 Seq: 1	Prepaid	Cott Prepaid	\$1.00	Expired								
4	<u>190016</u>	4/29/2015 2:08 PM	Volume: 531 Page: 1188 Seq: 1 Pct Rate @ 5% (\$1.00 of applicable purchases x 0.05)	PayPal	PayPal	\$1.05	Expired								
5	188932	4/24/2015 2:35 PM	Vol: 185 Page: 803 Seq: 1	Prepaid	Cott Prepaid	\$1.00	Expired								
6		4/14/2015 11:27 AM	** Adjusted PrePaid Amount **	by Mary (Cott) Training user cottadmin		\$5.00	N/A								

Then you click on Print above the thumbnail image on the left side.

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