



New York State Office of the Attorney General

IPB ePayment User Guide

Version 1.0

3-9-2021

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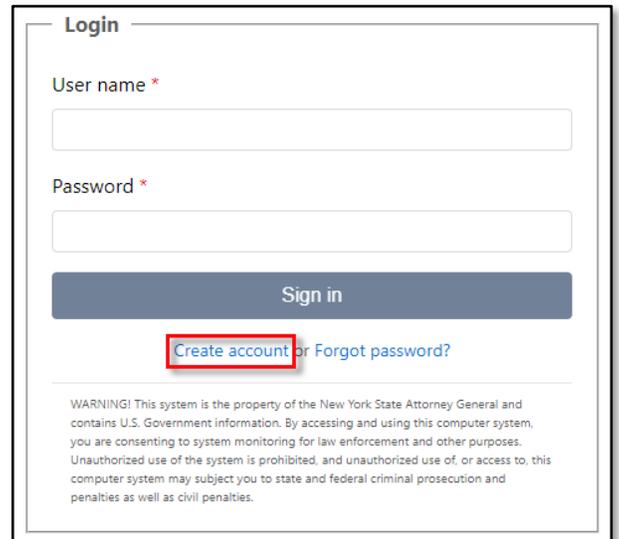
For New Users

The IPB ePayment application is used to make electronic payments for all available forms.

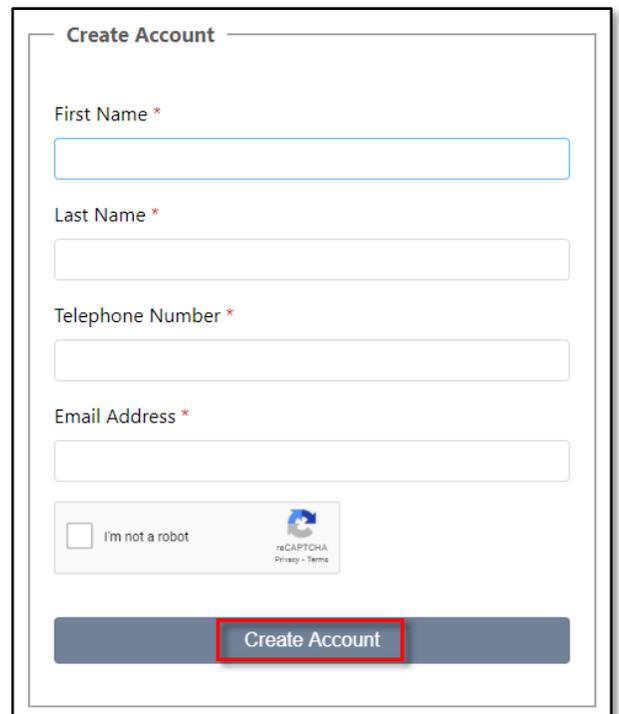
Creating an Account

If you are a new user of the IPB ePayment application, create an account by doing this:

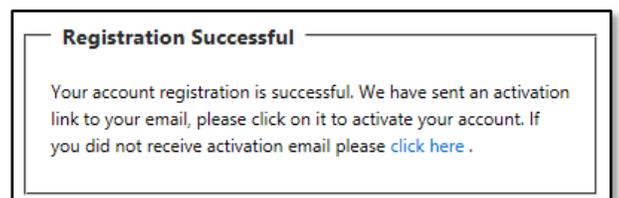
1. Go to the Investor Protection Bureau Login screen, enter your **User name** and **Password**.
2. Select **Create account**.



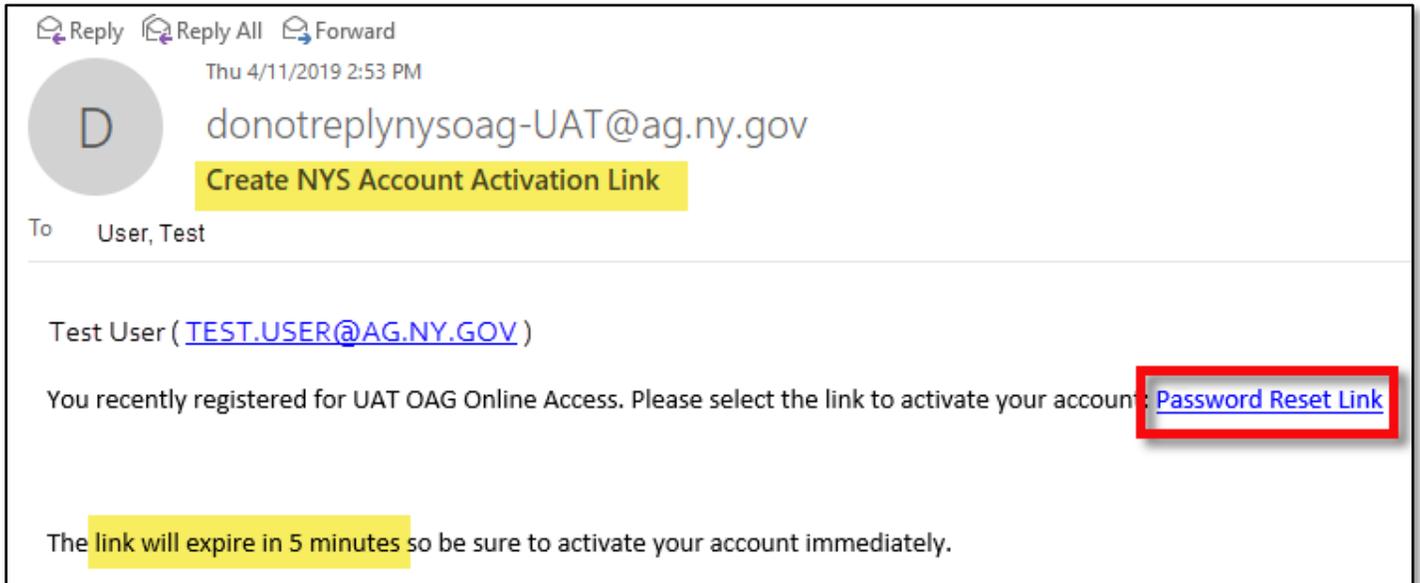
3. At the **Create Account** window, fill out the following fields:
 - **First Name**
 - **Last Name**
 - **Telephone Number**
 - **Email Address**
4. Check the **I'm not a robot** checkbox.
5. Select **Create Account**.



6. The **Registration Successful** screen appears.

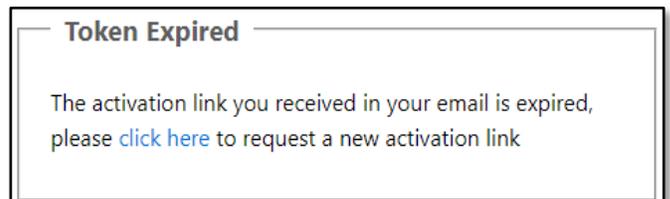


7. An activation link is emailed to the account you provided in **Step 3**. The email's subject line is **Create NYS Account Activation Link** and the message is:



8. In the email, select the **Password Reset Link**.

Note: The account activation link expires five minutes after it is sent. If you click it after more than five minutes have passed, you get an error message. You can click on the link in the error message to request a new link.



9. Change your password as described in [Changing Your Password](#).

General Tasks

Troubleshooting

If the procedures in this guide do not work, if you get an error screen, or if you have questions about how to do any task using the IPB ePayment application, please contact the Investor Protection Bureau by email

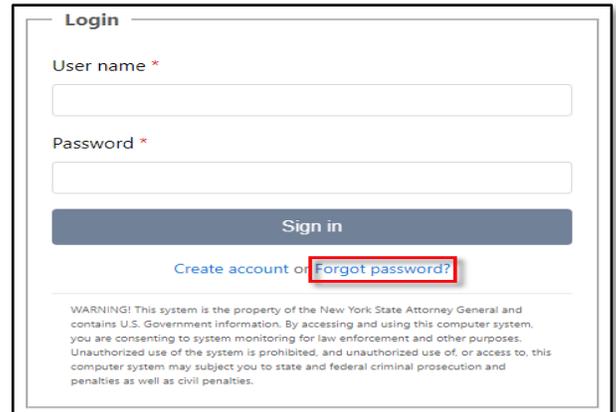
IPBEPAY@ag.ny.gov.

Changing Your Password

Users manage their own passwords.

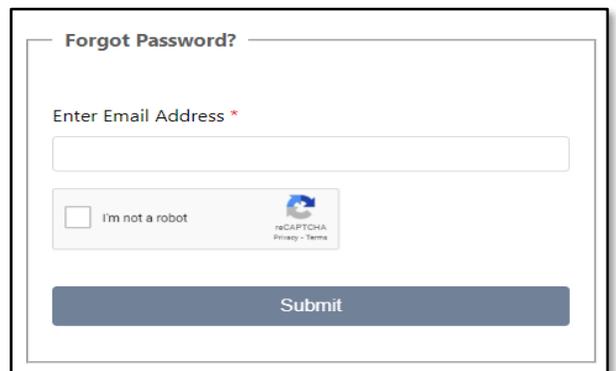
To change your password:

1. Go to the **Login** screen and click **Forgot password**.



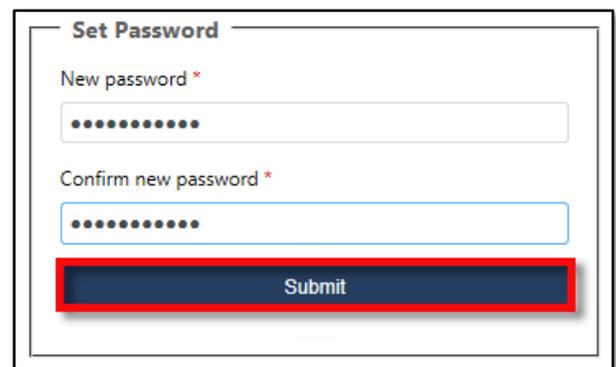
The screenshot shows the 'Login' page with fields for 'User name *' and 'Password *', a 'Sign in' button, and a 'Create account or **Forgot password?**' link. A red box highlights the 'Forgot password?' link. Below the form is a warning message: 'WARNING! This system is the property of the New York State Attorney General and contains U.S. Government information. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of the system is prohibited, and unauthorized use of, or access to, this computer system may subject you to state and federal criminal prosecution and penalties as well as civil penalties.'

2. Enter your **Email Address**.
3. Check the **I'm not a robot** checkbox.
4. Select **Submit**.



The screenshot shows the 'Forgot Password?' page with an 'Enter Email Address *' field, an 'I'm not a robot' checkbox, a reCAPTCHA widget, and a 'Submit' button. A red box highlights the 'Submit' button.

5. Enter your **New password** and **Confirm new password**.*
6. Select **Submit**.

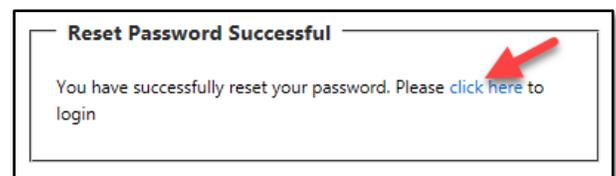


The screenshot shows the 'Set Password' page with 'New password *' and 'Confirm new password *' fields, and a 'Submit' button. A red box highlights the 'Submit' button.

***Note:** A password must meet the below requirements.

- **At least 8 characters long.**
- **At least one capital letter.**
- **At least one lower-case letter.**
- **At least one number.**
- **At least one special character.**

7. The **Reset Password Successful** message appears. Select the **click here** link to login.



The screenshot shows the 'Reset Password Successful' message: 'You have successfully reset your password. Please [click here](#) to login'. A red arrow points to the 'click here' link.

Logging In

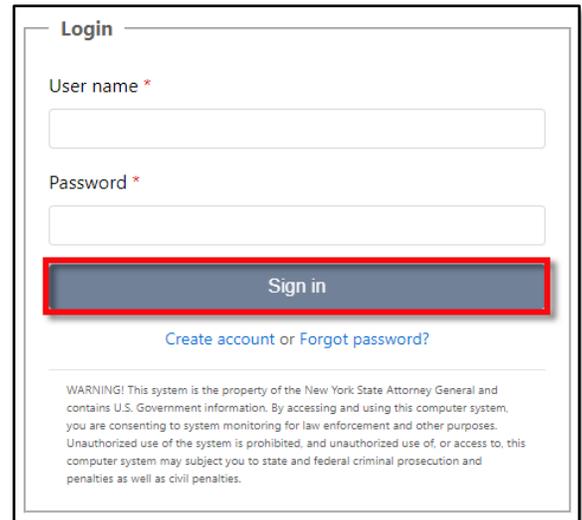
Go to the Internet Protection Bureau screen and select the **ePayment** field. The **Login** screen appears.

To login:

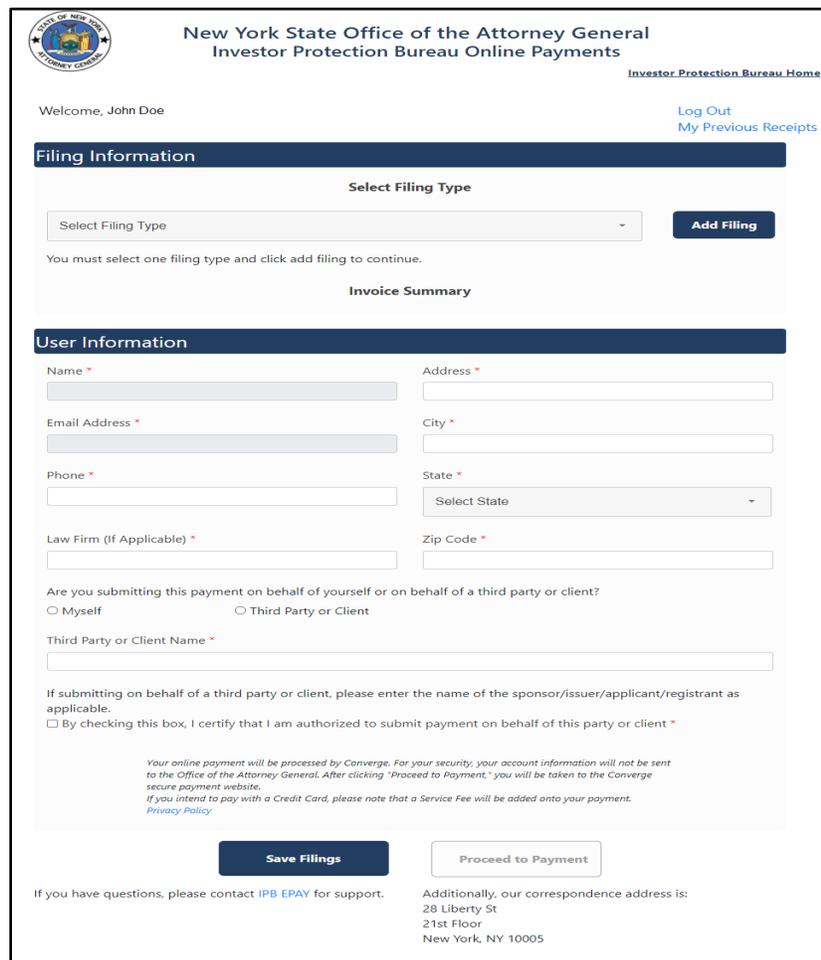
1. Enter your user name in the **User name** field.

Note: Your User name is the email address you used to create the account.

2. Enter your password in the **Password** field.
3. Select **Sign in**.



4. The IPB ePayments home page appears.



Logging Out

To log out of the IPB ePayment application, go to the **IPB Payment** screen and select **Log Out** near the top right of the screen.



The IPB ePayment Application Home Page

Once you log in, the **IPB Payment** home page displays. From this screen you can choose a filing to add, create and save a filing, or start the payment process.

This screen has two parts: The **Filing Information** section, where you can choose what kind of filing to create, and the **User Information** section which has some fields populated from the information associated with your login.

Adding a Filing

At the **Select Filing Type** field, select the dropdown menu, select the correct filing type, and select **Add Filing**, which takes you to a screen for that filing. See the procedures under [Submitting the Filing Types](#) for details.

Editing or Canceling a Filing

Before you click **Add This Filing** you can edit the filing fields, but once a filing is added to the invoice you cannot edit it.

If you want to cancel the filing instead of saving it, select **Cancel**. This loses whatever information you entered in the form and returns you to the **IPB Payment** homepage



Once added, you can also select the X in the invoice menu to remove a filing if you've made a mistake in the filing.

Invoice Summary		
Filing Type	Filing Fee	Remove
Broker-Dealers	\$1,200.00	

Paying for a Filing

Once you are done with creating a filing, select **Proceed to Payment**, and ePayment calculates the fee and takes you to the payment page. See the [Paying for a Filing](#) procedure below.

Selecting a Filing Type

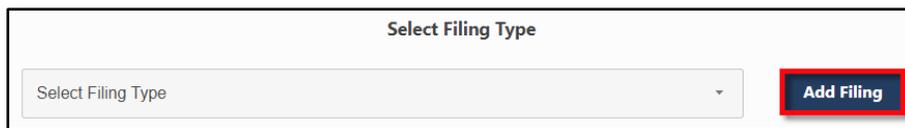
To select a filing type to create or change:

1. Click the **Select Filing Type** field in the **Filing Information** section, and select the appropriate filing type from the dropdown menu that appears:



A screenshot of a dropdown menu titled "Select Filing Type". The menu is open, showing a list of filing types: Broker-Dealers, Issuers Offering over \$500,000, Issuers Offering \$500,000 and under, Salesperson Registrations, Supplemental Filings, Dealer Exemption Request Filing, No Action Request, Franchise Initial Registration, Franchise amendment, exemption, broker, Commodity BD or Advisor - CMBD/CADV, CM-2 (Commodity Salespersons incl. re-employment), CM3/CM4- Amendment, and Other.

2. Click the **Add Filing** button to the right of the **Select Filing Type** field to go to a screen that lets you create or change the filing.



A screenshot of a form titled "Select Filing Type". It features a dropdown menu with the text "Select Filing Type" and a red "Add Filing" button to its right.

Note: Required fields in forms will be denoted with a red asterisk (*)

Submitting the Filing Types

Broker-Dealers

1. At the **Add Filing** screen for Broker-Dealers, select the proper form from the **Select Form** Drop Down Menu.

Note: The options for the **Select Form** Drop Down includes the options: **M-1**, **M-11**, **Form99**, **NF** and **Uniform Notice Filing – Tier 2**.

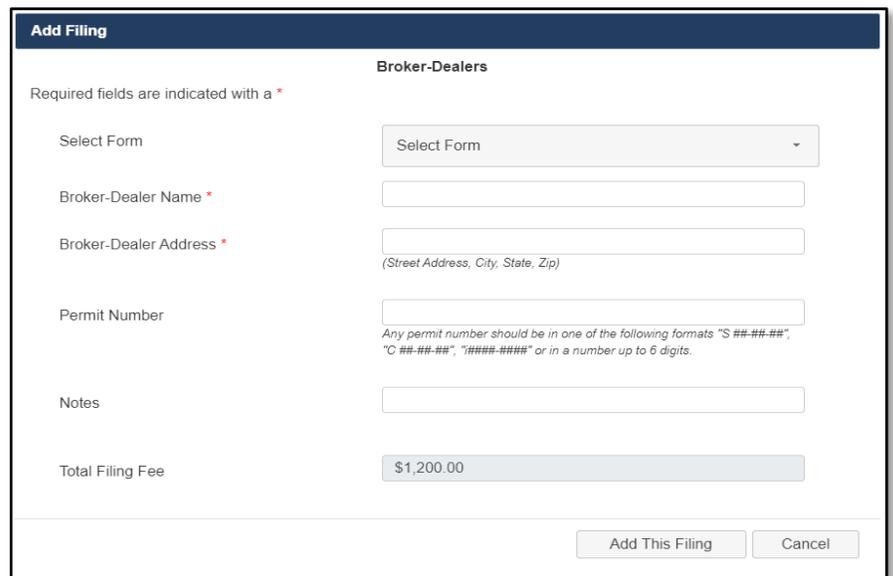


A screenshot of a dropdown menu titled "Select Form". The menu is open, showing a list of form options: M-1, M-11, Form99, NF, and Uniform Notice Filing - Tier 2.

2. Fill out the following fields:
 - **Broker-Dealer Name**
 - **Broker-Dealer Address**
 - **Permit Number (Optional)**
 - **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

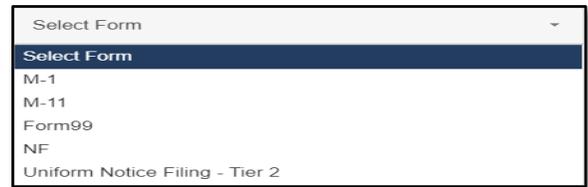
3. Select **Add this Filing**.



A screenshot of the "Add Filing" form for Broker-Dealers. The form has a dark blue header with the text "Add Filing" and "Broker-Dealers". Below the header, it says "Required fields are indicated with a *". The form contains several fields: "Select Form" (a dropdown menu), "Broker-Dealer Name *" (a text input field), "Broker-Dealer Address *" (a text input field with a note below it: "(Street Address, City, State, Zip)"), "Permit Number" (a text input field with a note below it: "Any permit number should be in one of the following formats 'S ###-###-####', 'C ###-###-####', '1#####-#####' or in a number up to 6 digits."), "Notes" (a text input field), and "Total Filing Fee" (a text input field with the value "\$1,200.00"). At the bottom right, there are two buttons: "Add This Filing" and "Cancel".

Issuers Offering over \$500,000

1. At the **Add Filing** screen for Issuers Offering over \$500,000, select the proper form from the **Select Form** Drop Down Menu.



Note: The options for the **Select Form** Drop Down includes the options: **M-1, M-11, Form99, NF** and **Uniform Notice Filing – Tier 2.**

2. Fill out the following fields:
 - **Issuer Name**
 - **Issuer Address**
 - **Permit Number (Optional)**
 - **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

3. Select **Add this Filing.**

Issuers Offering \$500,000 and under

1. At the **Add Filing** screen for Issuers Offering \$500,000 and under, select the proper form from the **Select Form** Drop Down Menu.



Note: The options for the **Select Form** Drop Down includes the options: **M-11, Form99, NF** and **Uniform Notice Filing – Tier 2.**

2. Fill out the following fields:
 - **Issuer Name**
 - **Issuer Address**
 - **Permit Number (Optional)**
 - **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

3. Select **Add this Filing.**

Salesperson Registrations

1. Fill out the following fields:

- **Broker-Dealer Name**
- **Broker-Dealer Address**
- **Permit Number (Optional)**
- **Salesperson Full Name**
- **Last 4 digits of Salesperson CRD, SSN, or Passport Number**
- **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

2. Select **Add this Filing**.

Add Filing

Salesperson Registrations

Required fields are indicated with a *

Broker-Dealer Name *

Broker-Dealer Address *
(Street Address, City, State, Zip)

Permit Number
Any permit number should be in one of the following formats "S ###-###-###", "C ###-###-###", "#####-#####" or in a number up to 6 digits.

Salesperson Full Name *

Last 4 digits of Salesperson CRD, SSN, or Passport Number *

Notes

Total Filing Fee \$150.00

Add This Filing Cancel

Supplemental Filings

1. At the **Add Filing** screen for Supplemental Filings, select the proper form from the **Select Form** Drop Down Menu.

Select Form

Select Form

- M-3
- M-4
- Amended M-11
- Amended Form99
- Amended NF
- Amended Uniform Tier 2

Note: The options for the **Select Form** Drop Down includes the options: **M-3, M-4, Amended M-11, Amended Form99, Amended NF** and **Amended Uniform Tier 2**.

2. Fill out the following fields:

- **Broker-Dealer Name**
- **Broker-Dealer Address**
- **Permit Number (Optional)**
- **Salesperson Full Name (Optional)**
- **Last 4 digits of Salesperson CRD, SSN, or Passport Number (Optional)**
- **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

3. Select **Add this Filing**.

Add Filing

Supplemental Filings

Required fields are indicated with a *

Select Form Select Form

Broker-Dealer Name *

Broker-Dealer Address *
(Street Address, City, State, Zip)

Permit Number
Any permit number should be in one of the following formats "S ###-###-###", "C ###-###-###", "#####-#####" or in a number up to 6 digits.

Salesperson Full Name

Last 4 digits of Salesperson CRD, SSN, or Passport Number

Notes

Total Filing Fee \$30.00

Add This Filing Cancel

Dealer Exemption Request Filing

1. Fill out the following fields:

- **Requestor Name**
- **Requestor Address**
- **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

2. Select **Add this Filing**.

The screenshot shows a web form titled "Add Filing" with a sub-header "Dealer Exemption Request Filing". A note states "Required fields are indicated with a *". The form contains the following fields: "Requestor Name *" (text input), "Requestor Address *" (text input with a placeholder "(Street Address, City, State, Zip)"), "Notes" (text input), and "Total Filing Fee" (text input with a value of "\$300.00"). At the bottom right, there are two buttons: "Add This Filing" and "Cancel".

No Action Request

1. Fill out the following fields:

- **Requestor Firm Name**
- **Requestor Firm Address**
- **Salesperson, if any (Optional)**
- **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

2. Select **Add this Filing**.

The screenshot shows a web form titled "Add Filing" with a sub-header "No Action Request". A note states "Required fields are indicated with a *". The form contains the following fields: "Requestor Firm Name *" (text input), "Requestor Firm Address *" (text input with a placeholder "(Street Address, City, State, Zip)"), "Salesperson, if any" (text input), "Notes" (text input), and "Total Filing Fee" (text input with a value of "\$225.00"). At the bottom right, there are two buttons: "Add This Filing" and "Cancel".

Franchise Initial Registration

1. Fill out the following fields:

- **Franchisor Name**
- **Franchisor Address**
- **Franchise Name**
- **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

2. Select **Add this Filing**.

The screenshot shows a web form titled "Add Filing" with a sub-header "Franchise Initial Registration". A note states "Required fields are indicated with a *". The form contains the following fields: "Franchisor Name *" (text input), "Franchisor Address *" (text input with a placeholder "(Street Address, City, State, Zip)"), "Franchise Name *" (text input), "Notes" (text input), and "Total Filing Fee" (text input with a value of "\$750.00"). At the bottom right, there are two buttons: "Add This Filing" and "Cancel".

Franchise Amendment, Exemption, Broker

- Fill out the following fields:
 - Franchisor or Franchise Broker Name**
 - Franchisor or Franchise Broker Address**
 - Franchise Name**
 - File Number (Optional)**
 - Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

- Select **Add this Filing**.

Add Filing

Franchise amendment, exemption, broker

Required fields are indicated with a *

Franchisor or Franchise Broker Name *

Franchisor or Franchise Broker Address *
(Street Address, City, State, Zip)

Franchise Name *

File Number
Any file number should be in the following format "###-####" and must only contain numbers.

Notes

Total Filing Fee \$150.00

Add This Filing Cancel

Commodity BD or Advisor – CMBD/CADV

- At the **Add Filing** screen for Commodity BD or Advisor – CMBD/CADV, select the proper form from the **Select Form** Drop Down Menu.

CMBD

CMBD

CADV

Note: The options for the **Select Form** Drop Down are **CMBD** or **CADV**.

- Fill out the following fields:
 - Community BD or Advisor Name**
 - Community BD or Advisor Address**
 - Permit Number (Optional)**
 - Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

- Select **Add this Filing**.

Add Filing

Commodity BD or Advisor - CMBD/CADV

Required fields are indicated with a *

Form CMBD

Commodity BD or Advisor Name *

Commodity BD or Advisor Address *
(Street Address, City, State, Zip)

Permit Number
Any permit number should be in one of the following formats "S###-###-###", "C###-###-###", "#####-#####" or in a number up to 6 digits.

Notes

Total Filing Fee \$100.00

Add This Filing Cancel

CM-2 (Commodity Salespersons incl. re-employment)

- Fill out the following fields:
 - **Broker-Dealer Name**
 - **Broker-Dealer Address**
 - **Permit Number (Optional)**
 - **Salesperson Full Name (Optional)**
 - **Last 4 digits of Salesperson CRD, SSN, or Passport Number (Optional)**
 - **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

- Select **Add this Filing**.

Add Filing

CM-2 (Commodity Salespersons incl. re-employment)

Required fields are indicated with a *

Broker-Dealer Name *

Broker-Dealer Address *
(Street Address, City, State, Zip)

Permit Number
Any permit number should be in one of the following formats "S ###-###-###", "C ##-###-##", "#####-#####" or in a number up to 6 digits.

Salesperson Full Name

Last 4 digits of Salesperson CRD, SSN, or Passport Number

Notes

Total Filing Fee \$25.00

Add This Filing Cancel

CM3/CM4 - Amendment

- Fill out the following fields:
 - **Community BD or Advisor Name**
 - **Community BD or Advisor Address**
 - **Permit Number (Optional)**
 - **Salesperson Full Name (Optional)**
 - **Last 4 digits of Salesperson CRD, SSN, or Passport Number (Optional)**
 - **Notes (Optional)**

Note: The **Total Filing Fee** field is automatically set and is not an adjustable field.

- Select **Add this Filing**.

Add Filing

CM3/CM4 - Amendment

Required fields are indicated with a *

Community BD or Advisor Name *

Community BD or Advisor Address *
(Street Address, City, State, Zip)

Permit Number
Any permit number should be in one of the following formats "S ###-###-###", "C ##-###-##", "#####-#####" or in a number up to 6 digits.

Salesperson Full Name

Last 4 digits of Salesperson CRD, SSN, or Passport Number

Notes

Total Filing Fee \$10.00

Add This Filing Cancel

Other*

1. Fill out the following fields:

- **Requestor Name**
- **Requestor Address**
- **Permit Number (Optional)**
- **Salesperson Full Name (Optional)**
- **Last 4 digits of Salesperson CRD, SSN, or Passport Number (Optional)**
- **Registrant Name**
- **Notes (Optional)**
- **Filing Fee**

Note: The **Filing Fee** field is adjustable for this filing type.

2. Select **Add this Filing**.

Add Filing

Other

Required fields are indicated with a *

THIS FILING TYPE SHOULD ONLY BE USED IN LIMITED CIRCUMSTANCES AFTER DISCUSSION WITH THE INVESTOR PROTECTION BUREAU. YOU MUST INCLUDE A DESCRIPTION OF THE REASON FOR YOUR PAYMENT. USE OF THIS PAYMENT METHOD WITHOUT PRIOR DISCUSSION MAY RESULT IN A NON-REFUNDABLE OVERPAYMENT.

If the Office of the Attorney General approves your using this payment option, they will inform you how to complete the below fields. You must complete those fields exactly as instructed.

Requestor Name *	<input type="text"/>
Requestor Address *	<input type="text"/> <small>(Street Address, City, State, Zip)</small>
Permit Number	<input type="text"/> <small>Any permit number should be in one of the following formats "S ##-##-##", "C ###-###", "#####-#####" or in a number up to 6 digits.</small>
Salesperson Full Name	<input type="text"/>
Last 4 digits of Salesperson CRD, SSN, or Passport Number	<input type="text"/>
Registrant Name *	<input type="text"/>
Notes	<input type="text"/>
Filing Fee *	<input type="text"/>

***Note:** This filing type should only be used in limited circumstances after discussion with the Investor Protection Bureau. You must include a description of the reason for your payment. Use of this payment method without prior discussion may result in a non-refundable overpayment.

Paying for a Filing

To pay for a filing, fill out the required information for that filing at the appropriate screen and click **Add This Filing**. ePayment calculates the fee and reverts to the **IPB Payment** screen. The **Invoice Summary** in the **Filing Information** section shows the information you submitted in this filing.

1. Complete the **User Information** fields:

- **Name**
- **Address**
- **Email Address**
- **City**
- **Phone**
- **State**
- **Law Firm (If Applicable)**
- **Zip Code**

2. To submit the payment, choose either the **Myself** or **Third Party or Client** option.

3. If you choose the **Third Party or Client** option, you will be prompted to provide more information: the name of the Third Party or Client, and a certification check box that you are authorized to submit payment for them.

Third Party or Client Name *

If submitting on behalf of a third party or client, please enter the name of the sponsor/issuer/applicant/registrant as applicable.

By checking this box, I certify that I am authorized to submit payment on behalf of this party or client *

4. Select **Save Filings**.

5. Select your payment method, either **Electronic Check, Credit or Debit Card**.

6. Select **Save and Continue**.

Note: If you click **Cancel**, you can see your work, but it hasn't been transmitted to the database. You can edit, correct, and then save it.

7. Verify the information you've entered. If the information is correct, select the **Proceed to Payment** option at the bottom right of the screen.

Filing Information

Select Filing Type

Select Filing Type

You must select one filing type and click add filing to continue.

Invoice Summary

User Information

Name * Address *

Email Address * City *

Phone * State *

Law Firm (If Applicable) * Zip Code *

Are you submitting this payment on behalf of yourself or on behalf of a third party or client?

Myself Third Party or Client

Your online payment will be processed by Converge. For your security, your account information will not be sent to the Office of the Attorney General. After clicking "Proceed to Payment," you will be taken to the Converge secure payment website.

If you intend to pay with a Credit Card, please note that a Service Fee will be added onto your payment.

[Privacy Policy](#)

If you have questions, please contact [IPB EPAY](#) for support. Additionally, our correspondence address is:
28 Liberty St.
21st Floor
New York, NY 10005

Save Invoice Information

Confirm Save

Please make sure you have selected the correct filing. There will be no refunds for overpayments or mistaken payments.

Note: If you are submitting multiple filings, please ensure they are related to one another.

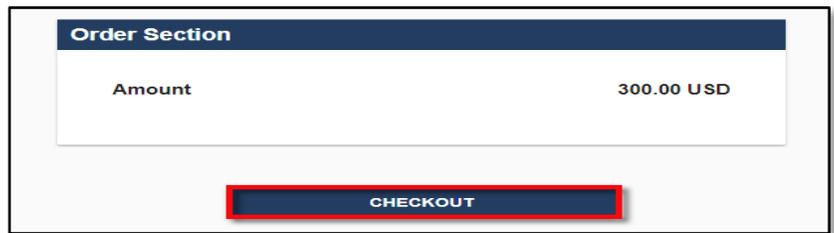
After your invoice information is saved, you will be able to proceed to the payment screen. Upon completion of the payment, a receipt for the payment will be sent to the email address you provided.

Select Payment Method Electronic Check Credit or Debit Card

If paying your filing fees via eCheck, please be sure that your bank account supports Automated Clearing House Electronic Clearance Service (ACH ECS) transactions.

Electronic Checks

8. The **Order Section** screen in the Payment system will appear, select **CHECKOUT**.

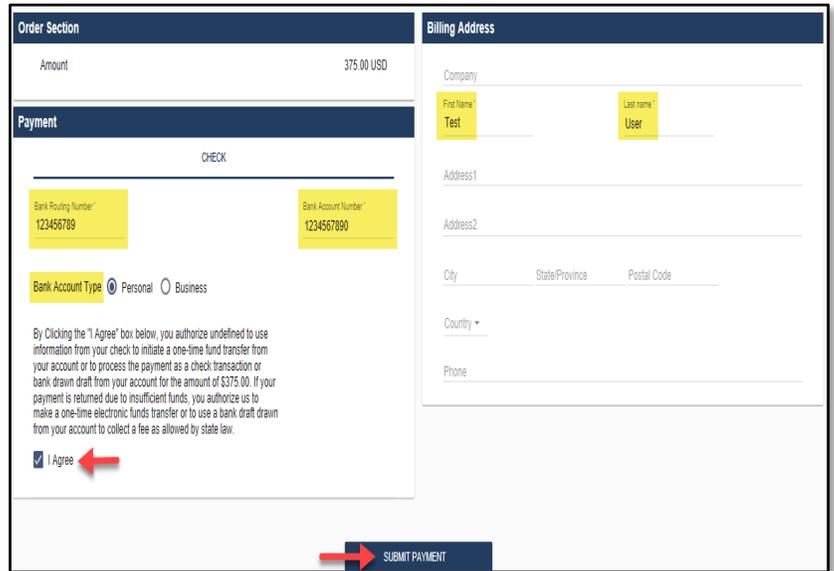


9. The **Order Section** screen adds the following fields to fill in.

- **Bank Routing Number**
- **Bank Account Number**
- **Bank Account Type**
- **First Name**
- **Last Name**
- **Billing Address**

10. Check **I Agree to the Terms and Conditions**.

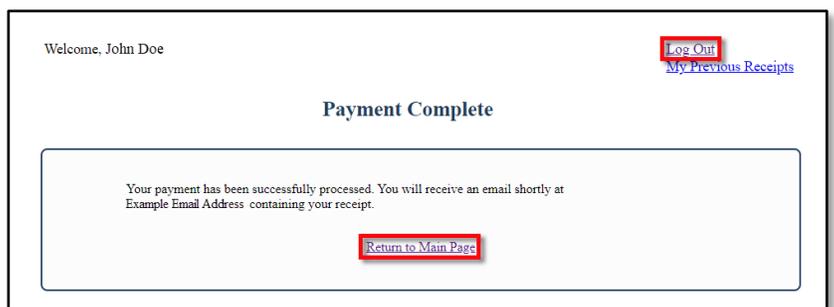
11. Select **Submit Payment**.



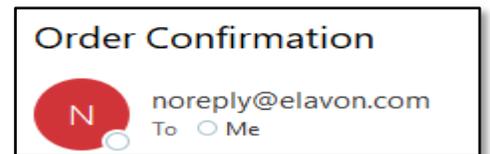
A message displays confirming the payment is complete.

12. If you're done, click **Log Out** at the top of the screen.

Note: If you have more filings to add, click **Return to Main Page** at the bottom of the screen.



When payment is complete, you receive an email from **noreply@evalon.com** noting the details.



Debit or Credit

8. The **Order Section** screen in the Payment system will appear, select **CHECKOUT**.

Order Section

This payment will be processed as two separate payments (for Amount and Service Fee)

Amount	225.00 USD
Service Fee (2.99%)	6.73 USD
Total of all charges and fees	231.73 USD

Service fee is non-refundable.

CHECKOUT

9. The **Order Section** screen adds the following fields to fill in.

- **Card Number**
- **Expiration Date**
- **CVV2**
- **Billing Address**
- **Shipping Address**

10. Check **I Agree to the Terms and Conditions**.

11. Select **Submit Payment**.

Order Section

Amount	225.00 USD
Service Fee (2.99%)	6.73 USD
Total of all charges and fees	231.73 USD

Payment

PAYMENT CARD

Card Number*

Expiration Date(MM/YY)* CVV2*

Billing Address

Company

First Name Last name

Address1

Address2

City State/Province Postal Code

Country -

Email Address

Phone

Shipping Address Same as billing

Ship to Company

Ship to First Name Ship to Last name

Ship to Address1

Ship to Address2

Ship to City Ship to State/Province Ship to Postal Code

Ship to Country -

Ship to Phone

[Terms and Conditions](#)

SUBMIT PAYMENT

A message displays confirming the payment is complete.

12. If you're done, click **Log Out** at the top of the screen.

Note: If you have more filings to add, click **Return to Main Page** at the bottom of the screen.

Welcome, John Doe [Log Out](#) [My Previous Receipts](#)

Payment Complete

Your payment has been successfully processed. You will receive an email shortly at Example Email Address containing your receipt.

[Return to Main Page](#)

When payment is complete, you receive an email from **no-reply@evalon.com** noting the details.

Order Confirmation

noreply@elavon.com
To Me

\$2.99 USD
02/26/2021 04:33:33 PM
DEMO

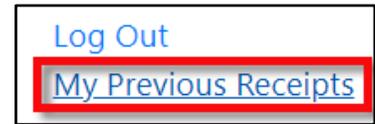
Your payment has been approved

Payment	VISA 40*****0002
Transaction ID	260221ED3-86CC3086-DECB-4829-819F-7B1DCE7329BF
Approval Code	043848
ECI	
Invoice Number	IP80048166

Checking Previous Receipts

You can view and download previous payment receipts.

1. At the top right of the **IPB Payment** screen, click **My Previous Receipts**:



2. A list of receipts will then be displayed.
3. Select **Download** to see a copy of the receipt. A PDF file containing the receipt will then be downloaded to your computer.



A screenshot of the 'Previous Receipts' window. The window title is 'Previous Receipts' and it contains a table of receipts. The table has four columns: 'Date Submitted', 'Total Fee', 'Plan ID', and 'Download Receipt'. The first row is highlighted in yellow, and a red arrow points to the 'Download' link in that row. Below the table is a 'Close' button.

Date Submitted	Total Fee	Plan ID	Download Receipt
04/18/2019	\$375.00		Download
04/18/2019	\$375.00		Download
04/18/2019	\$525.00	CP160033	Download
04/17/2019	\$60.00	CP160033	Download
04/17/2019	\$375.00		Download
04/17/2019	\$375.00		Download
04/15/2019	\$475.00	CP160033	Download
04/12/2019	\$375.00		Download