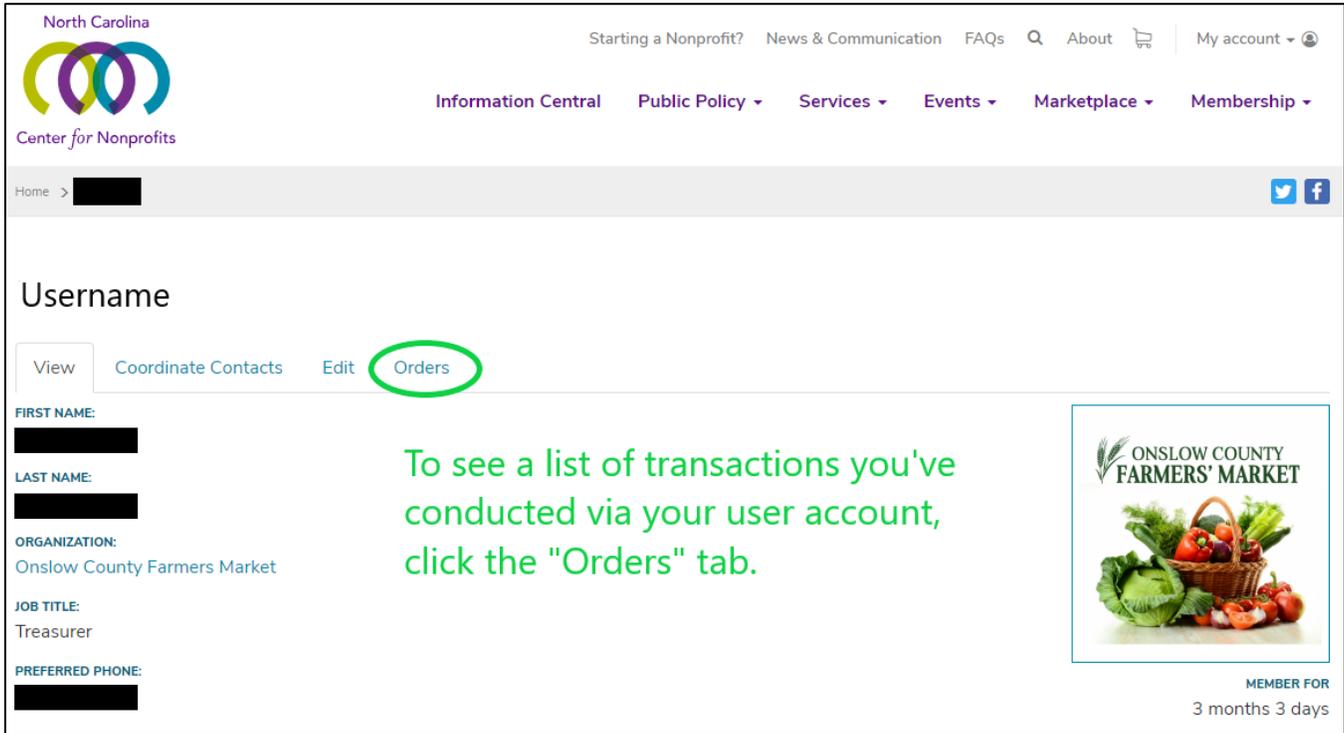


## How to Find Records of Purchases on the Center's Website

This visual guide will help you navigate to find the details of orders you have conducted through the Center's website. You are only able to see purchases made via the new website (starting March 9, 2018) not past orders.

### Step 1: Find your user profile

Login to the Center's website and click "My account" at the top of any page. This will take you to your user profile, where you can access a list of orders you've placed through the Center's website.



North Carolina  
Center for Nonprofits

Starting a Nonprofit? News & Communication FAQs About My account

Information Central Public Policy Services Events Marketplace Membership

Home > [Redacted]

Username

View Coordinate Contacts Edit **Orders**

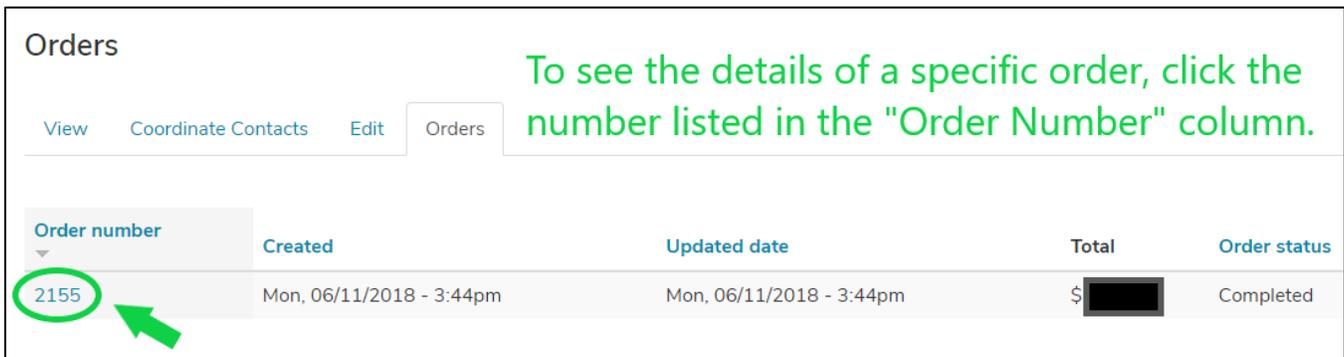
FIRST NAME: [Redacted]  
LAST NAME: [Redacted]  
ORGANIZATION: Onslow County Farmers Market  
JOB TITLE: Treasurer  
PREFERRED PHONE: [Redacted]

ONSLAW COUNTY FARMERS' MARKET

MEMBER FOR 3 months 3 days

To see a list of transactions you've conducted via your user account, click the "Orders" tab.

### Step 2: Find a specific order



Orders

View Coordinate Contacts Edit **Orders**

To see the details of a specific order, click the number listed in the "Order Number" column.

Order number	Created	Updated date	Total	Order status
<b>2155</b>	Mon, 06/11/2018 - 3:44pm	Mon, 06/11/2018 - 3:44pm	\$ [Redacted]	Completed

After you have clicked the Order Number and are on a specific Order's summary page, you can save that page for your records as a pdf or print the page by hitting the Ctrl and P keys simultaneously on your keyboard and selecting the correct printer or "Save as PDF" option.

*Note:* If you want to renew your Membership with the Center, navigate to your user profile via "My account," click your organization's name, and then click the "Renew" tab on your organization's Member profile. If you do not see a Renew tab on your Member profile, contact the Center at (919) 790-1555 and we will address your situation as we are able.