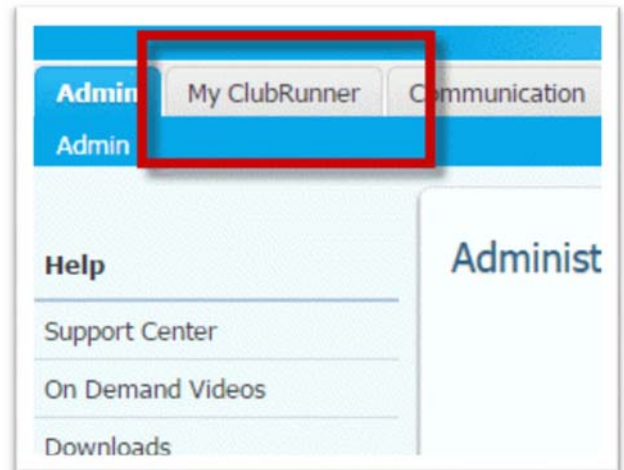


# How do I view my account balance?

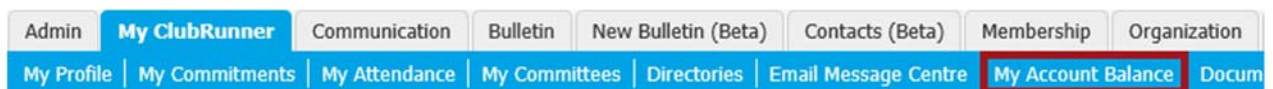
ClubRunner lets you check your account balance at any time. With the **My Account Balance** feature you can view any outstanding club bills, such as dues or fines, as well as any money the club may owe you for refunds.

1. To access **My Account Balance**, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.

2. Along the top of the screen you will see several grey tabs. Click on the **My ClubRunner** tab.

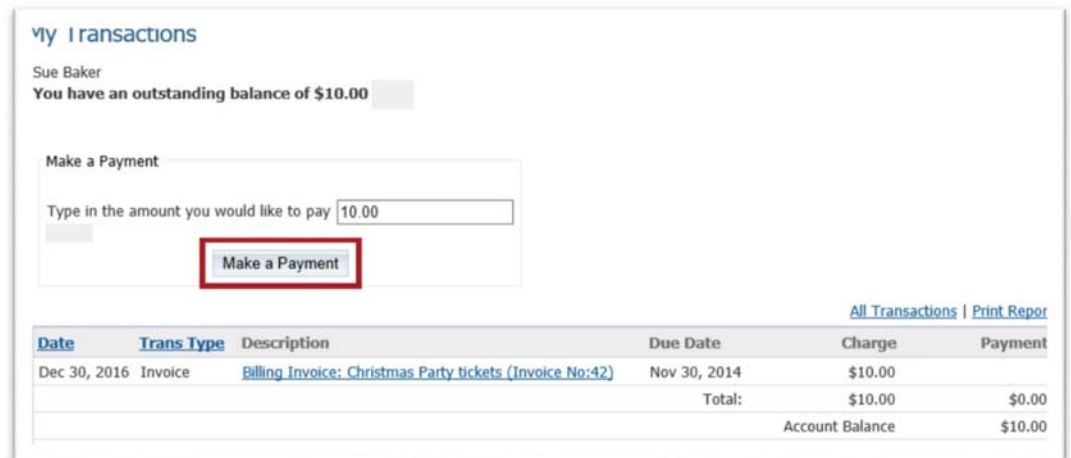


3. Click on the **My Account Balance** link on the blue menu bar.



4. You are now on the **My Transactions** screen. Here, see an overview of invoices issued to you by the club in the current year, as well as all credits. It also lists your total outstanding payment or credit. You can even make a payment.

To make a payment enter in the amount you would like to pay. By default it is the account balance. Then click on the **Make a Payment** button. A new page will load asking for your credit card information.



**My Transactions**

Sue Baker  
You have an outstanding balance of \$10.00

Make a Payment

Type in the amount you would like to pay

**Make a Payment**

[All Transactions](#) | [Print Report](#)

Date	Trans Type	Description	Due Date	Charge	Payment
Dec 30, 2016	Invoice	<a href="#">Billing Invoice: Christmas Party tickets (Invoice No:42)</a>	Nov 30, 2014	\$10.00	
		Total:		\$10.00	\$0.00
		Account Balance			\$10.00

5. If you want to see past transactions, click **All Transactions**.

**My Transactions**

Sue Baker  
 You have an outstanding balance of \$10.00

Make a Payment

Type in the amount you would like to pay

[All Transactions](#) [Print Report](#)

Date	Trans Type	Description	Due Date	Charge	Payment
Dec 30, 2016	Invoice	<a href="#">Billing Invoice: Christmas Party tickets (Invoice No:42)</a>	Nov 30, 2014	\$10.00	
Total:				\$10.00	\$0.00
Account Balance					\$10.00

6. If you'd like to print a hard copy of the transactions displayed on the screen, click **Print Report**.

7. Now, let's examine the details of a specific invoice. To do so, click on the invoice description.

8. This will open a copy of invoice in a new window.

**My Transactions**

Sue Baker  
 You have an outstanding balance of \$10.00

Make a Payment

Type in the amount you would like to pay

[All Transactions](#) | [Print Report](#)

Date	Trans Type	Description	Due Date	Charge	Payment
Dec 30, 2016	Invoice	<a href="#">Billing Invoice: Christmas Party tickets (Invoice No:42)</a>	Nov 30, 2014	\$10.00	
Total:				\$10.00	\$0.00
Account Balance					\$10.00

**Rotary Club of Testerville**

123 Hebert Street  
 Testerville, WI 12345  
 United States

To: Sue Baker  
 46 Coach Street  
 Apartment 22  
 Testerville, WI 1234

Invoice Amount: **\$10.00**

**INVOICE**

Invoice No: 3  
 Invoice Date: **October 30, 2014**  
 Due Date: **November 30, 2014**

Description	Qty	GST/Fed Tax	PST/State Tax	Unit Price	Amount
Christmas party tickets	1	0.00	0.00	10.00	10.00
				<b>TOTAL DUE:</b>	<b>\$10.00</b>

Comments: