Printing Conference Invoice Instructions

1. Click the "LOGIN" link at hosa.org



Password			Forgot Password?	
Judges A	Alumni Registration	Member Activity Tracking		Login

3. Scroll down to the "Conferences" section, click the desired conference for which you need an invoice.



4. Click "Reports" in the lower lefthand corner of the screen. Select the desired invoice to print. If a conference is no longer present under "Conferences", select the "Generate Invoice for Recent Registrations" option.

Membership • Invoices • Help						
2022 ILC Registrations f	or High Sc	chool , W	/ashington HOSA			
Registration Summary						
Attendees	Options/Activities	Events	Amount Due	Amount Paid		Balance
26	0	18	\$2,860.00	\$0.00	(\$2,860.00)
Registrations						+
Registrations	Туре Вес	gistration Details and Fees				+ Total Fee
Registrations ID Name	Type Reg	gistration Details and Fees			\$110.00	+ Total Fee
Registrations ID Name	Type Reg SS H	gistration Details and Fees econdary Registration lealthcare Issues Exam			\$110.00	+ Total Fee \$110.00
Registrations ID Name Generate Invoice fo Invoice # Registration Summary	Type Reg SS S H actions SS SS	gistration Details and Fees econdary Registration lealthcare Issues Exam econdary Registration			\$110.00	Total Fee \$110.00 \$110.00

5. Click the printer icon.

Membership • Invo					2022 ILC
	Report			×	
2022 ILC Regi	iteport.				
Registration Summ				a a c D Invoice	
		Westington UCCA	Date	Due Date	
Attendees		PO Box 731	04/20/2022	05/20/2022	Balance
	I I Professionals	-	Terms	Invoice Num	
26		Loon Lake, WA 99148	Net 30	99517480	(\$2,860.00)
	Conference				
	2022 ILC				
Registrations	Bill To				+
ID					Total Fee
	Student	Registration Items		Fee	
		Secondary		\$110.00	\$110.00
		Secondary		\$110.00	
		Secondary		\$110.00	\$110.00
		Secondary		\$110.00	
		Secondary		\$110.00	\$110.00
		Secondary		\$110.00	\$110.00
		Secondary		\$110.00	
′iew ▲ Reports ▲		Secondary		\$110.00	Register Family/Guest/Other
		Secondary		\$110.00	

6. Select pertinent printer settings and print. Include printed invoice with payment. Remember, conference payments are made to WAHOSA <u>not</u> International HOSA.

