User Guide

How do I check my training unit balance and order history?

1. Select **My Account** in the tools dropdown in the upper right corner of any screen.



- 2. Select the **Payment Methods** tab on the My Account screen.
- 3. Enter your Training Unit Keycode -
 - Current two-digit fiscal year + M# Example: 18M12345678
 - Select **View Balance** to see your remaining Training Units.

| 🐐 〉 My Account 🖒 Payment Methods | |
|--|--|
| Preferences | |
| Rebekah Robinson Client Admin Division | |
| Settings Payment Methods | |
| KEYCODES 17M12345678 View Balance | |
| Tax Information | |
| Tax Information VAT Number: Override Amount: | |

- 4. View your order and payment history by selecting the **Orders** tab on the left navigation bar on the *My Account* page.
 - To filter by paid classes select Training Units from the Orders dropdown on the right.
 - To view specific details about a transaction select the **Transaction ID**.

| | My Account Orde | ers | | | | | |
|---------------|--|-------------------------|--------------------------|-------------|------------------|--|--|
| X Preferences | Orders | | | | 1 | | |
| Orders | Transaction Date Clear Start Date And Date Search | | | | Training Units V | | |
| | Transaction Date | Transaction ID | Payment Method | Total | Details | | |
| • | 12/12/2016 | TUKC121216-AB717E805D45 | Training Unit (Key Code) | 50.00 Units | Completed | | |
| | | 1 | | | 1 Result | | |

| | Order Details | | | | | | |
|-------------|--|--|-------------|-----------|-----------------|-----------------|--|
| Preferences | Order Information | | | | | • | |
| Criders | User Name User ID Transaction Date 12/12/2016 Transaction ID TUKC121216-AB717E805D45 Identifier Payment Method Training Unit (Key Code) Order Status Completed | | | | | | |
| | Title | Provider | Туре | Status | Quantity & Pric | e Subtotal | |
| | Restorative Yoga I | Taylor Health and Wellness | Self | Completed | 1X 50.00 | 50.00 | |
| | | | | | Tot | Subtotal: 50.00 | |
| | Order History Order was made on behalf of use "Time Zone: (UTC-06:00) Central Tim | r by on 12/12/2016 le (US & Canada) | 11:08:55 AM | | | Back | |