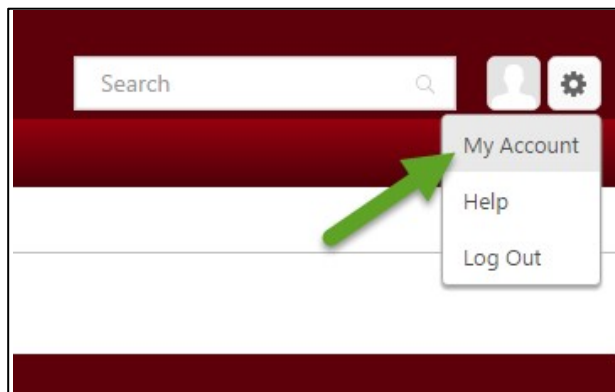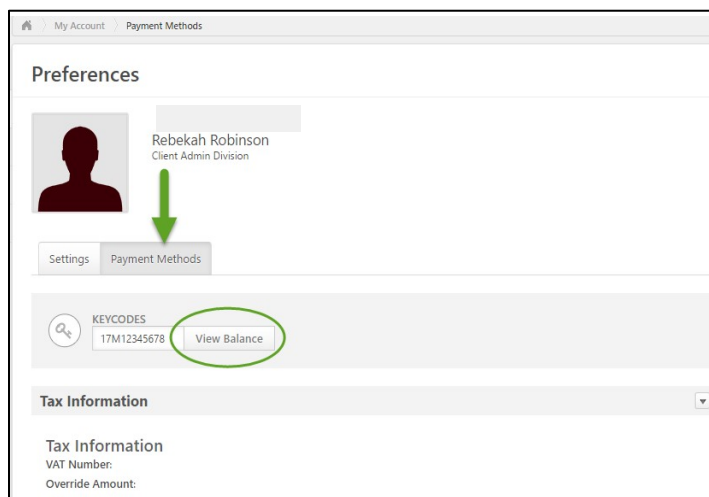## How do I check my training unit balance and order history?

1. Select **My Account** in the tools dropdown in the upper right corner of any screen.
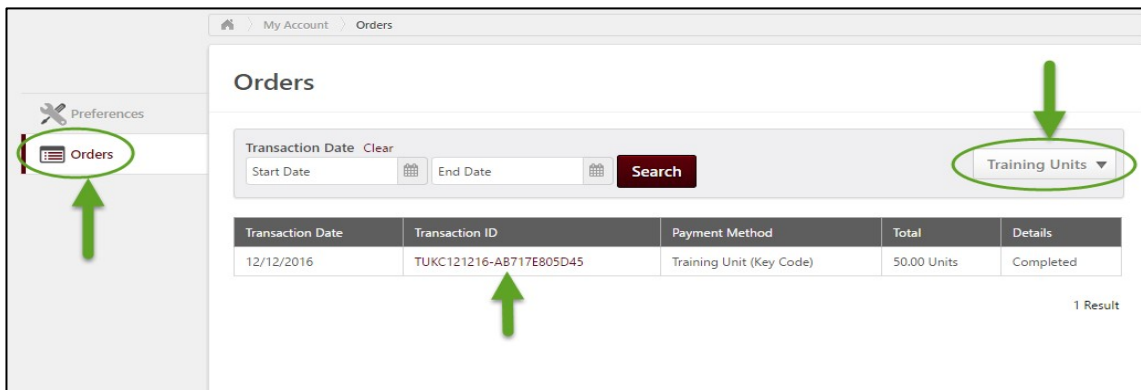
2. Select the **Payment Methods** tab on the My Account screen.

3. Enter your Training Unit Keycode -
   - Current two-digit fiscal year + M#
     *Example: 18M12345678*

   - Select **View Balance** to see your remaining Training Units.

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.**

## Order Details

### Order Information ▼

**User Name**

**User ID**

**Transaction Date**
12/12/2016

**Transaction ID**
TUKC121216-AB717E805D45

**Identifier**

**Payment Method**
Training Unit (Key Code)

**Order Status**
Completed

### Order Details

| Title | Provider | Type | Status | Quantity & Price | Subtotal |
|---|---|---|---|---|---|
| Restorative Yoga I | Taylor Health and Wellness | Self | Completed | 1X 50.00 | 50.00 |

Subtotal: 50.00

**Total** ◄ **50.00**

### Order History

Order was made on behalf of user by _____ on 12/12/2016 11:08:55 AM

*Time Zone: (UTC-06:00) Central Time (US & Canada)

**Back**