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: TUNC31216-AB77EB69D49
- Identifier
- Payment Method
- Training Unit (Key Code)
- Order Status: Completed

Order Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Provider</th>
<th>Type</th>
<th>Status</th>
<th>Quantity &amp; Price</th>
<th>Subtotal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restorative Yoga I</td>
<td>Taylor Health and Wellness</td>
<td>Self</td>
<td>Completed</td>
<td>1 X $50.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Subtotal: 50.00
Total: 50.00

Order History

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

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