

# Member Access - How Do I Print My Payment Information?



The “Printable version” button on your payment details statement in Member Access is not currently working. This will be fixed in a future update. In the meantime, you can take a screenshot that you can print. Once you open your payment details:

## *For Windows Users:*

1. Press the **SHIFT + WINDOWS LOGO KEY + S** keys at the same time. The mouse cursor will appear as a crosshair.
2. Use your mouse to drag the crosshair over the section of the page that you want to screenshot. Let go of the mouse when you have selected the area you want to screenshot.

**Note:** The screenshot has now been taken and will be stored in your computer’s clipboard.

3. Open a program of your choosing and paste the screenshot into the program, then print your document.

## **Example:**

- Open a blank document in Microsoft Word.
- Press the **CTRL + V** keys at the same time to paste the screenshot into your document.
- Print your document.

## *For Mac Users:*

1. Press the **SHIFT + COMMAND + 4** keys at the same time. The mouse cursor will appear as a crosshair.
2. Use your mouse to drag the crosshair over the section of the page that you want to screenshot. Let go of the mouse when you have selected the area you want to screenshot.

**Note:** The screenshot has now been taken and will be saved to your computer’s desktop.

3. Locate the screenshot file on your desktop (the default filename will be the word “Screenshot” plus the date and time you took the screenshot).
4. Double-click on the file to open it.
5. Print your screenshot.