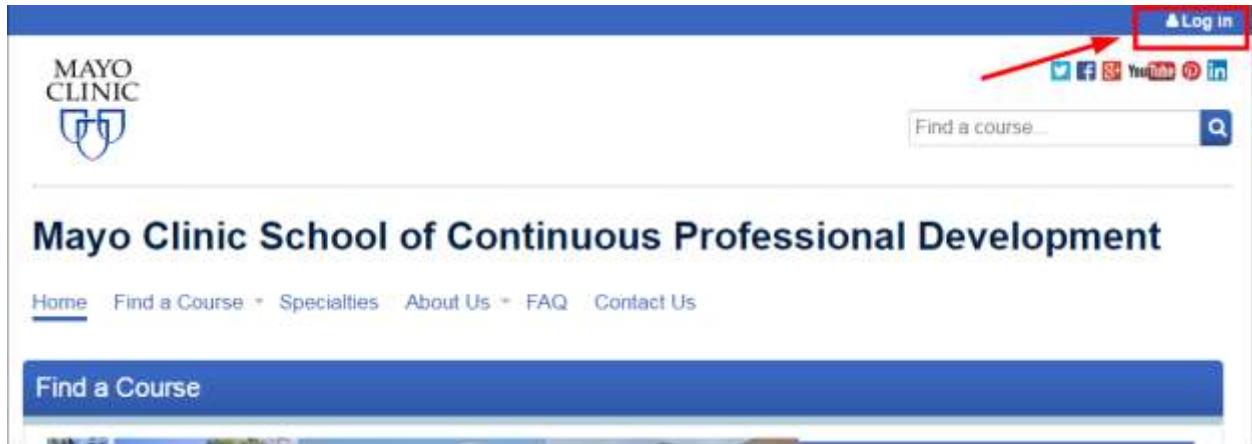


Course Navigation:

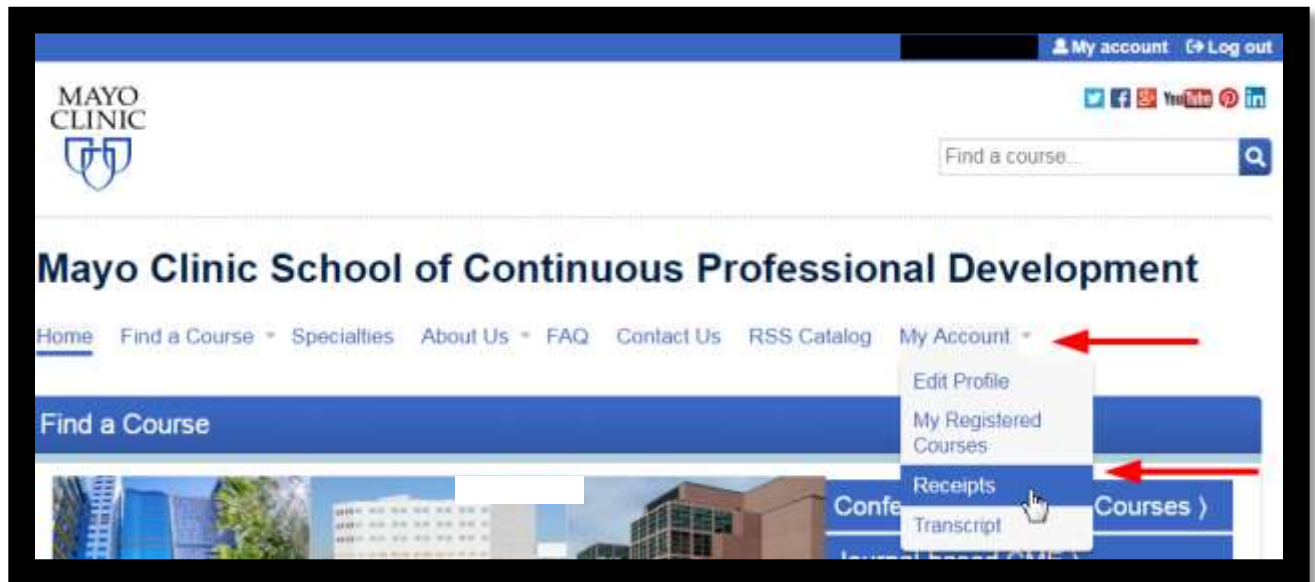
Go to www.ce.mayo.edu

1. Click **Log In** (upper right corner)



2. Fill in your UserName and Password. If you forgot your password or need it reset, go to the [FAQ](#) to learn how to do that.

3. Click **My Account** and then go directly to **Receipts**



The screenshot shows the Mayo Clinic School of Continuous Professional Development website. At the top left is the Mayo Clinic logo. To the right are social media icons for Twitter, Facebook, YouTube, and LinkedIn, along with a search bar labeled "Find a course...". Below the navigation bar is the main heading "Mayo Clinic School of Continuous Professional Development" and a secondary navigation menu with links for Home, Find a Course, Specialties, About Us, FAQ, Contact Us, and RSS Catalog. The "My Receipts" section is active, with tabs for VIEW, EDIT, SAVED COURSES, MY COURSES, RECEIPTS, COMMITMENTS, and REPORTED CREDIT. A table below displays one receipt entry:

Order #	Date	Actions	Status	Total
17697	08/31/2016		Completed	\$450.00

5. There are two Actions that you may take. The first is to view the Receipt. You can also click on the product in this view to go to the course page.

The screenshot shows a detailed view of an order. At the top, it says "Order" followed by a redacted ID. Below this is a link to "Click to open a window with a printable invoice." The "Bill to:" section contains redacted information. The "Payment:" section indicates the method is "Credit card via Tempus". The "Products:" section contains a table with one item:

Qty	Product	SKU	Price	Total
1 x	Rehabilitation Medicine Update in Orlando 2017 - General Session	2017R441-1	\$450.00	\$450.00

Summary totals are shown as Subtotal \$450.00 and Order total \$450.00. The "Order comments:" section contains a table with one entry:

Date	Status	Message
08/31/2016	-	Order created.

6. You can also click to open a printable version that you can send to a printer or, if you are set up, to an email address.



Mayo Clinic School of Continuous Professional Development
200 First Street SW, Plummer 2-60, Rochester, MN 55905
13400 East Shea Blvd., Scottsdale, AZ 85259
4500 San Pablo Rd., Jacksonville, FL 32224

Purchasing Information:

E-mail Address: [REDACTED]

Billing Address:
[REDACTED]

Billing Phone:

Order Grand Total: \$450.00

Balance Due: \$0.00

Payment Method: Credit card via Tempus

Order Summary:

Order #: [REDACTED]

Order Date: 08/31/2016 - 12:09pm

Products Subtotal: \$450.00

Total for this Order: \$450.00

Products on order:

1 x Rehabilitation Medicine Update in Orlando 2017 - General Session - \$450.00
SKU: 2017R441-1