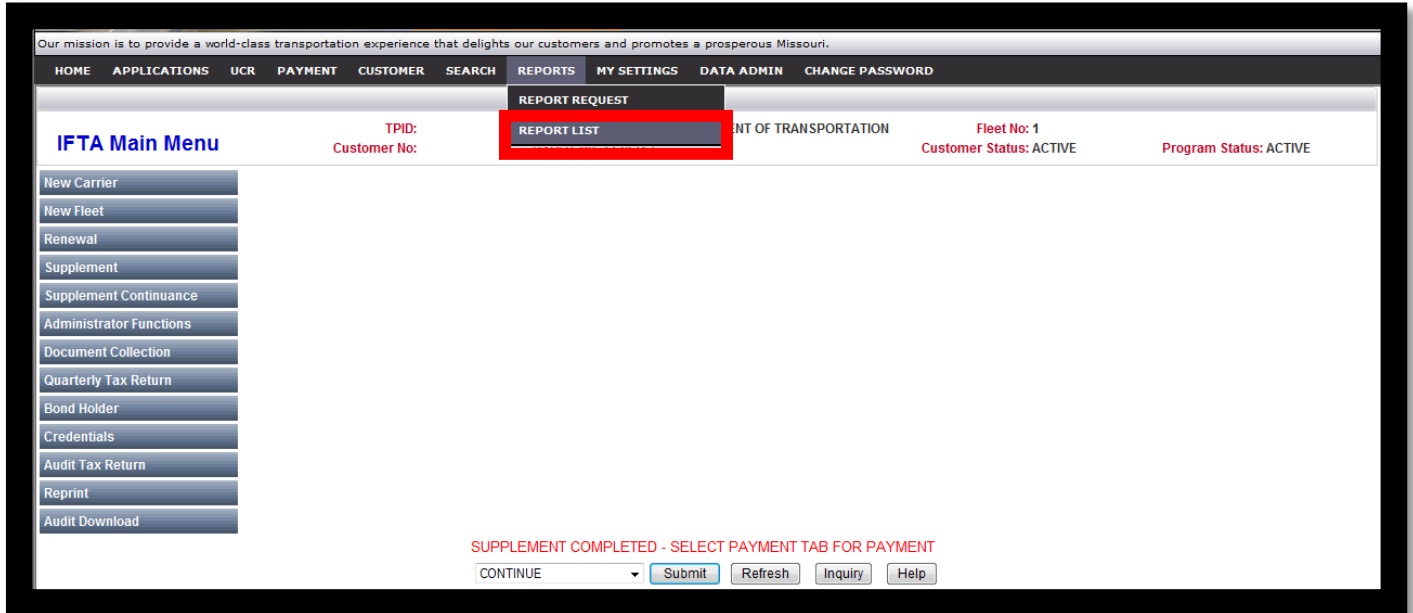


## View and/or print an Invoice

1. You may view and print an Invoice if the receipt delivery option is PREVIEW by clicking Report List from the Reports drop down menu.



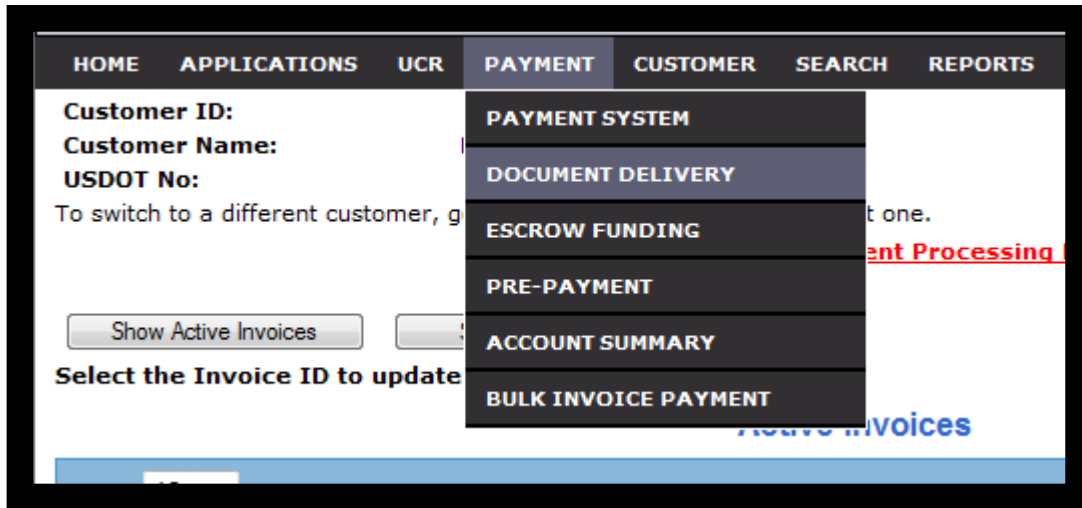
2. Click the **REPORT LIST** icon from the **REPORTS MENU**. You can view your invoice, credit letter, and/or tax return recap in this screen. The items available for viewing and printing in the **REPORT LIST** are saved in date order. If you don't see the item you're looking for, search for your item by selecting the Report Name from the drop down menu or by setting a start and end date then clicking **SUBMIT**.



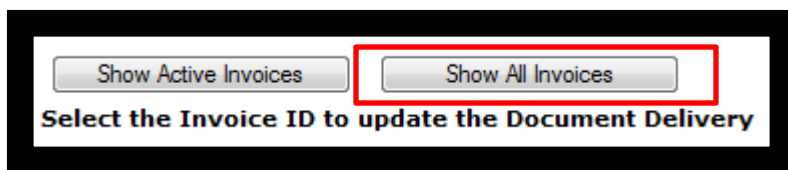
3. If the **RETURN RESULTED IN A TAX CREDIT\*\*\***, go to the Receipt Delivery Option that you chose to print the IFTA Credit Letter. Follow the instructions above in step 12 if the delivery option was **PREVIEW**.

**\*\*\*This credit can be applied to future returns but you must call Motor Carrier Services to apply it to your account.** Call toll free 1-866-831-6277, select option 4 to reach a financial technician. **DO NOT** pay by credit card or e-Check until the credit is applied to the invoice. \*\*\*

4. If you need to re-print an invoice, you can click on **Document Delivery** under the **Payment Tab**.



5. Select **Show All Invoices**.



6. Select the **Invoice ID** you would like to reprint, and there will be a popup box open. Choose where you want the document sent, then click **Request Invoice Copy**.

