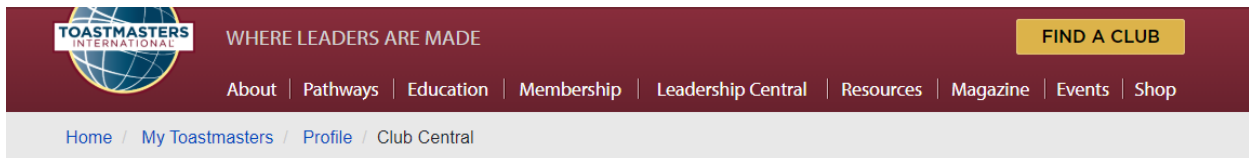


## Step-by-step Guide for Downloading Invoices

If you belong to a club that needs an invoice to give to your accounting department before you can get the funds to pay membership dues, follow these step-by-step instructions.

- 1) Go to: <https://www.toastmasters.org/>
- 2) Click the "Leadership Central" tab
- 3) Click "Club Central."
  - a. You will then be prompted to log-in. (If you've never logged in before, click "Forgot password?" and you will be sent instructions.)
- 4) Click on the "Submit Payment" button



### | CLUB CENTRAL

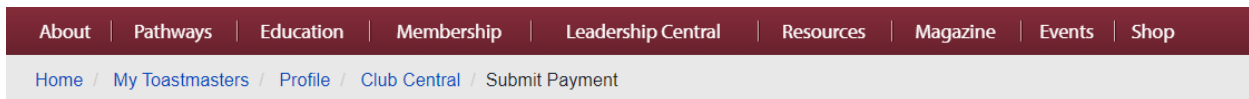
[Click here for Club Central Tutorials](#)

#### Club Membership

<b>Add Membership</b> Add new, dual or reinstated members	<b>Submit Payment</b> Submit credit or debit card payment for memberships. Create custom invoice
<b>Submit Education Awards</b> Submit member education awards	<b>Club Roster</b> Review and print your club's roster. Update member contact information

#### Club Administration

- 5) Click on the "Create a Custom Invoice" button



### | SUBMIT PAYMENT

#### Select memberships for payment

Type	Member	Begin Date	End Date	Order #	Amount Due
Renewal					\$45.00

- 6) You can now download or print the invoice to give to your accounting department
  - a. Make sure you give your accounting department enough lead time to pay the invoice before the deadlines (September 30 and March 30).