










FeePay – Printing the Transaction History

Any transaction done within FeePay will generate a receipt which is sent to the email used at log in. However, a list of receipts can also be found by logging into FeePay.

Click the drop-down arrow next to your name on the black tool bar and select Transactions.



This will give you a list of your payments. Click on the  icon to the left of each transaction. That will provide further details including the description of the transaction. On your keyboard, press Ctrl P or Command P for a Mac to open the print dialog box.

Date	Total Amount	Status	Payment Method	Confirmation Numbers
 6/11/2020 @ 1:24 PM	(\$204.28)	Approved	Credit Card(Visa ending on 2224)	1186990289
 6/11/2020 @ 1:20 PM	(\$204.28)	Approved	Credit Card(Visa ending on 2224)	1186990287
 3/12/2020 @ 6:22 PM	\$70.00	Approved	PaperCheck	1186929681
 3/12/2020 @ 6:17 PM	\$204.28	Approved	Credit Card(Visa ending on 2224)	1186929677
 3/12/2020 @ 12:00 PM	\$250.00	Approved	Credit Card(Visa ending on 2224)	1186929150
 3/12/2020 @ 11:58 AM	\$70.00	Approved	Credit Card(Visa ending on 2224)	1186929147
 3/12/2020 @ 11:55 AM	\$20.43	Approved	Credit Card(Visa ending on 2224)	1186929141
 3/12/2020 @ 11:41 AM	\$204.28	Approved	Credit Card(Visa ending on 2224)	1186929110

The only alternative to printing your receipts individually would be to take a screenshot of the page and save. For PC, press the Print Screen button or press the Windows key + Shift + S. For Mac, press and hold together: Shift, Command and 3.