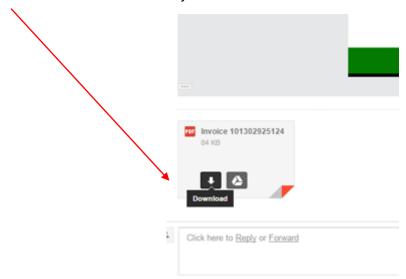


Steps to follow if you are finding it difficult to open the invoice you received via email.

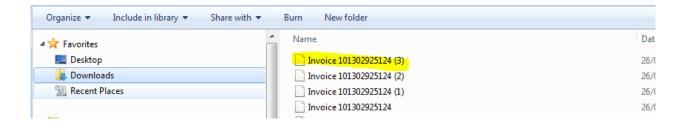
Step 1: Download the invoice from your email



Step 2: Click on the download that appears on the bottom of your screen

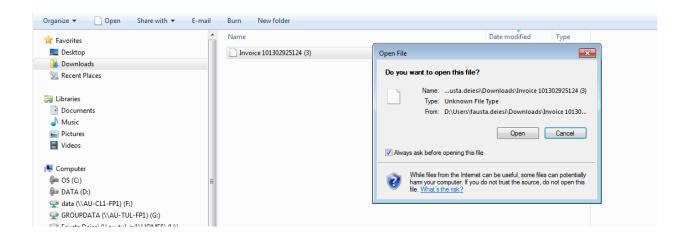


If the file does not appear on the bottom of your screen, then go to your Downloads file in your computer.

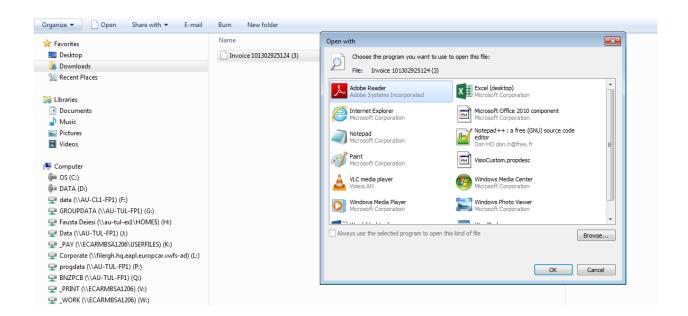




Step 3: Find the file you downloaded, select it and double click to open. The following should appear



Step 4: Click open and it will prompt you to select a program to open the file with



**Step 5:** Select Adobe Reader, if you do not have Adobe reader in this box but have Adobe, you must click on Browse to find the program on your computer.

Once you have selected Adobe Reader, click OK and this will open the file revealing your invoice which can be printed.