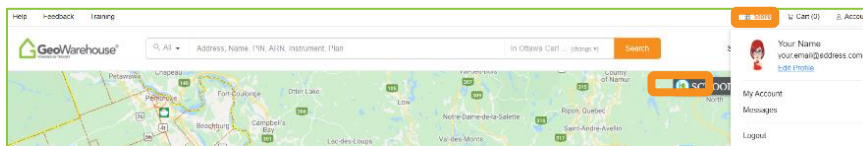


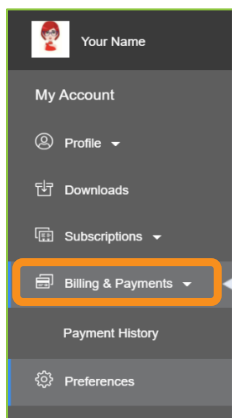
## Tips For Success

### How to generate summary of Payment History

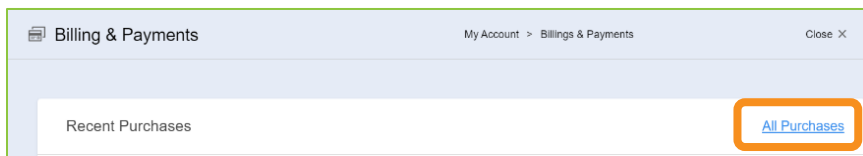
1. Select **Account**  in the top right of the window and select **My Account**.



2. Select **Billing & Payments**.



3. A Billing & Payments window will open, select **All Purchases** in the right of the window.



- Highlight all purchases and **copy** (to copy you can use the same workflow used in other programs).

Recent Purchases [All Purchases](#)

Date	Price	# of Products	Product Details	Transaction ID
Sep 22, 2021		1	RESIDENTIAL FLOOR AREA REPORT	
Sep 22, 2021		1	RESIDENTIAL FLOOR AREA REPORT	
Jul 23, 2020		1	GEOWAREHOUSE RESIDENTIAL DETAILED REPORT (LEVEL 2)	
Jul 23, 2020		1	GEOWAREHOUSE RESIDENTIAL DETAILED REPORT (LEVEL 2)	
Jun 24, 2020		1	PARCEL REGISTER ACTIVE	

- Open **Excel program** on your computer and create a new blank workbook.
- Paste** information to excel (to paste you can use the same workflow used in other programs).

Date	Price	# of Products	Product Details	Transaction ID
22-Sep-21		1	RESIDENTIAL FLOOR AREA REPORT	
22-Sep-21		1	RESIDENTIAL FLOOR AREA REPORT	
23-Jul-20		1	GEOWAREHOUSE RESIDENTIAL DETAILED REPORT (LEVEL 2)	
23-Jul-20		1	GEOWAREHOUSE RESIDENTIAL DETAILED REPORT (LEVEL 2)	
24-Jun-20		1	PARCEL REGISTER ACTIVE	

If you have any questions, please contact us at [geowarehouse.support@teranet.ca](mailto:geowarehouse.support@teranet.ca).