



# HOW TO FIND YOUR EXEMPLAR GLOBAL INVOICE/RECEIPT – EXEMPLAR LINK

To review or make payment of your Exemplar Global Invoice or view your receipt, please follow these steps:

<p>Visit <a href="#">Exemplar Link</a> and login with your registered username and password.</p>	
<p>Navigate to “Manage My Certifications”</p> <p>Click on the relevant link for EXEMPLAR GLOBAL</p>	
<p>On the Exemplar Global Personnel Certifications screen, navigate and click on ‘Unpaid invoices’</p> <p>OR</p> <p>To view receipts/paid invoices, navigate to ‘Paid Invoices’</p>	
<p>Next to the relevant Invoice – click on ‘PAY NOW’</p> <p>OR</p> <p>Click on Invoice/Receipt to view or download your invoice or receipt.</p> <p>Please note the invoices/receipts may not be in chronological order.</p> <p>Your paid invoice is also your receipt. It will show a \$0.00 outstanding balance and the date payment was made.</p>	