Print or Email Individual Statements / Invoices

Last Modified on 11/03/2020 12:33 am EST

To print or email a single statement for a specific family / account, click the **Statement** button in the in the family's record. In the *Pick Statement Type* pop-up box, click either **Printed Statement (PDF)** or **Email Statement.** The family name will be pre-filled in with either option.

- If you clicked **Printed Statement (PDF)**, follow Steps 3-6 in the **Print Multiple Statements** section.
- If you clicked **Email Statement**, follow steps 3 - 6 in the **Email Multiple Statements** section.