

Print or Email Individual Statements / Invoices

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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.
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