

The Minnesota Quality Improvement & Registry Tool

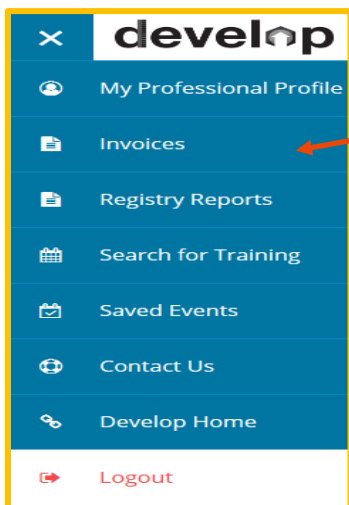
7.0 Invoice Instructions

You can now view invoices for training events that were paid for through Develop.

1. Log into your Develop account using your email address and password.
2. In the upper left hand corner of My Individual Profile page, click on the three lines by the Develop icon.

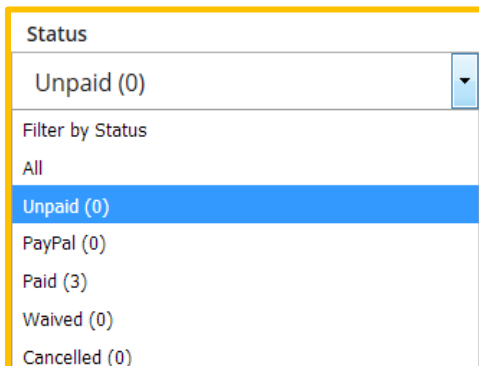


3. A new menu will be displayed.



Click on Invoices to view this page.

4. On the Invoices page, click **Status** to see a drop-down menu of choices.



7.0 Invoice Instructions

5. Click on the invoice number to view detailed information.

Invoice	Type	Bill To	Status	Date	Due	Amount	Balance
74935-20180221-5	Online Event Registration	molly mcbutter	Paid	02/21/18	--	\$50.00	\$0.00

Invoice Details

Invoice #74935-20180221-5

Molly McButter
444 Lafayette
St. Paul, 55103
mcbutter@gmail.com

Updated: 2/21/2018 10:39 AM
Status: Paid
Invoice Date: 2/21/2018
Created: 7/20/2016 3:06 PM

Exit Details

Online Event Registration Invoice

Invoice	74935-20180221-5
Status	Paid
Amount	\$50.00
Payments Applied	
02/21/18 Stripe	\$50.00
Notes (optional):	
Total	\$50.00
Balance Due	\$0.00

6. Scroll down the page to see detailed information about the event.

Adult Learning Module 1: Delivery Skills
📅 Tuesday, March 13, 2018 to Tuesday, March 27, 2018 EVENT ID: 261488

👤 Attendee Rebekah Dunnette
Registration Fee
16 inservice hours \$25.00

Adult Learning Module 2: Design Skills
📅 Tuesday, April 10, 2018 to Tuesday, April 24, 2018 EVENT ID: 261489

👤 Attendee Rebekah Dunnette
Registration Fee
16 inservice hours \$25.00

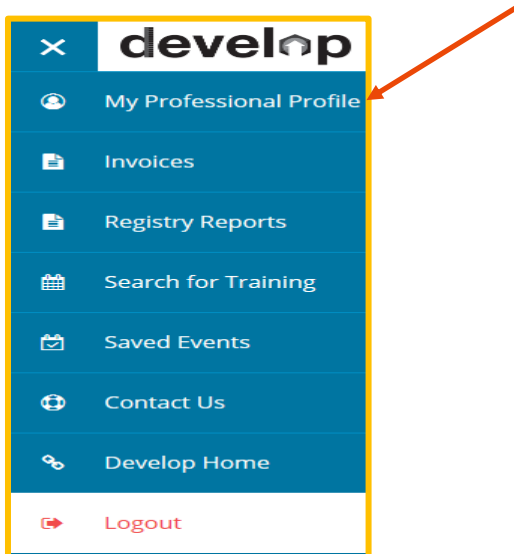
7. At this time, you can only print the invoices by cutting and pasting into a word processing document.

7.0 Invoice Instructions

8. Click **Exit Details** to return to the previous screen.
9. Click the three lines in the upper left hand corner again to see the menu.



10. From the main menu, click on **My Professional Profile** to return to the home page.



DEVELOP HELP DESK

833-605-6938 or support@develophelp.zendesk.com

Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811
- 651-655-0150