

Receipts – Registration & Product

- Whenever a registration or product order is placed online the system sends an automated receipt to the customers email address on file.

Jones Institute cannot resend these email receipts as they are automated by the system.

- Receipt copies:

Registrations: An invoice receipt copy is sent with the hard copy confirmation letter mailed to the registrant three weeks prior to the course start date.

Purchases: **Shipped:** An invoice receipt copy is enclosed with the product when shipped.

Picked Up at a Course:

Once the Instructors course packet with the product order forms is received in the main office, they are processed and an automated email is sent indicating that the product was picked up at the course recently attended.

- To print an invoice/receipt copy:

1. Go to the website: www.jiscs.com or www.jonesinstitute.com
2. Log in.
3. Click the 'Orders' tab at the top of the homepage. Any receipt you have with us will be listed here.
4. Locate the receipt you want and click on the invoice number to open the receipt.
5. Click the yellow box that says 'Print' and a pdf file will open allowing you to print the receipt.

Thank You