

## **My company/employer pays for my membership dues. How can I provide them with an invoice?**

Thirty (30) days before your membership expires, you will receive an email from [office@osap.org](mailto:office@osap.org) with the

following subject line:

### **OSAP Membership Renewal Notice**

. This email includes a PDF attachment of your renewal invoice as well as a link to make payment online. You can forward this email to the appropriate person/department in your company for payment.

Alternatively, you can access your invoice by following these steps:

1. Go to [My Profile](#) .
2. Under the **My Profile** tab, click on **Invoices**.
3. You will be brought to a table of all invoices associated with your account. Under the **ID** column, click on the invoice number you want to access.
4. Click on the **Pay Invoice** button to make payment online via credit card. Click on the **Download Invoice** button to download a PDF copy.