

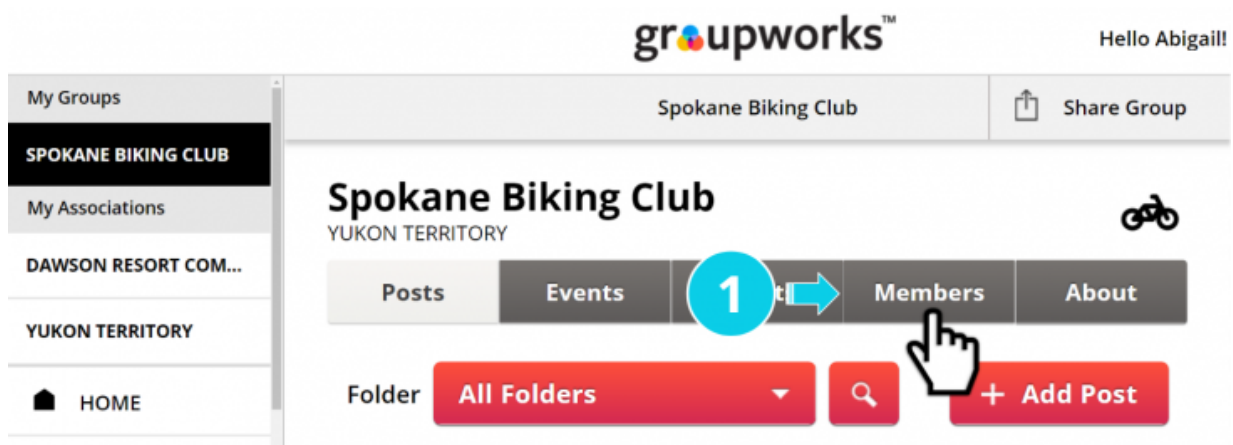
# Download Payment Request Files

## GroupWorks - How To

<https://app.groupworks.com/#/support/tutorials/114>

### Step 1

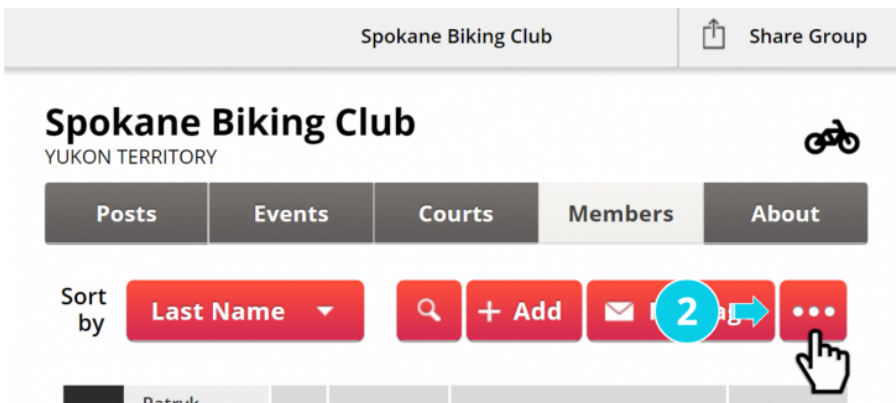
Go to your Group's page and press the Members tab.



Step 1. Go to your Group's page and press the Members tab.

### Step 2

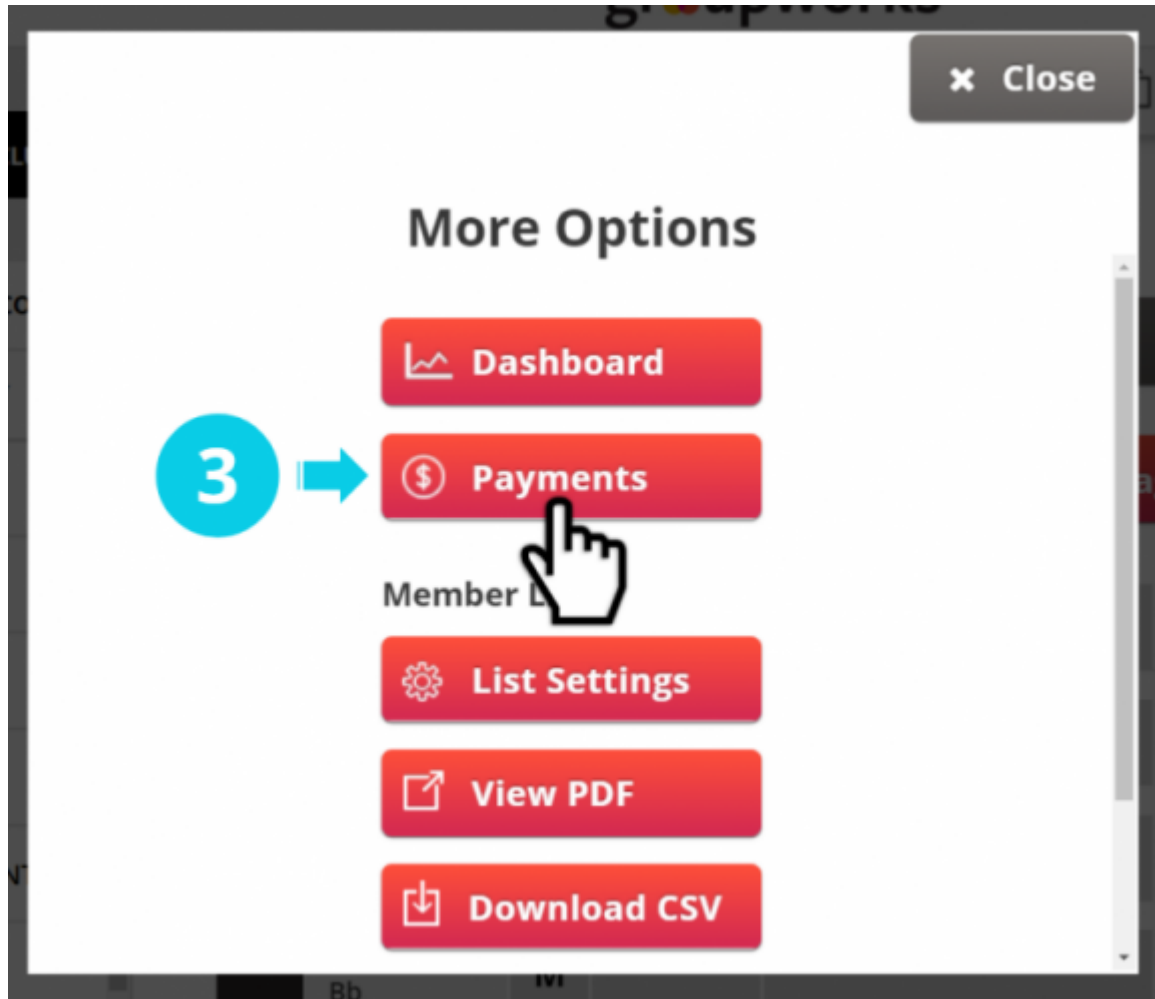
Press the "..." (more options) button.



Step 2. Press the "..." (more options) button.

### Step 3

Press the Payments button on the More Options pop-up window.



*Step 3. Press the Payments button on the More Options pop-up window.*

### Step 4

Select the Payment Request to view (if you need help sorting your Payment Requests view the [View or Sort Group Payment Requests How To](#)).

SPOKANE BIKING CLUB

Sort by

Date

Account Setup

Request Payment

4

11/10/18	PAYMENT REQUEST: Guest Speaker and Dinner	\$24.00	>
10/26/18	PAID FUNDED: Caleb Stone	\$5.72	>
10/19/18	PAID: Abigail Stone	\$7.78	>

Step 4. Select the Payment Request to view.

## Step 5

Scroll down to the Payment Status list. To the right of the Payment Status heading is the Download button (pink button with a square and an arrow pointing out the top right corner), press this button.

< Back to Home Payment Request

**AMOUNT**


Subtotal	\$24.00
<b>Total</b>	<b>\$24.00</b>

**REFUND POLICY**  
Refunds must be requested no later than 7 days before the event date.

**PAYMENT STATUS**  
Sort by: [Name](#), [Status](#), [Date](#)

RECIPIENT	STATUS	DATE

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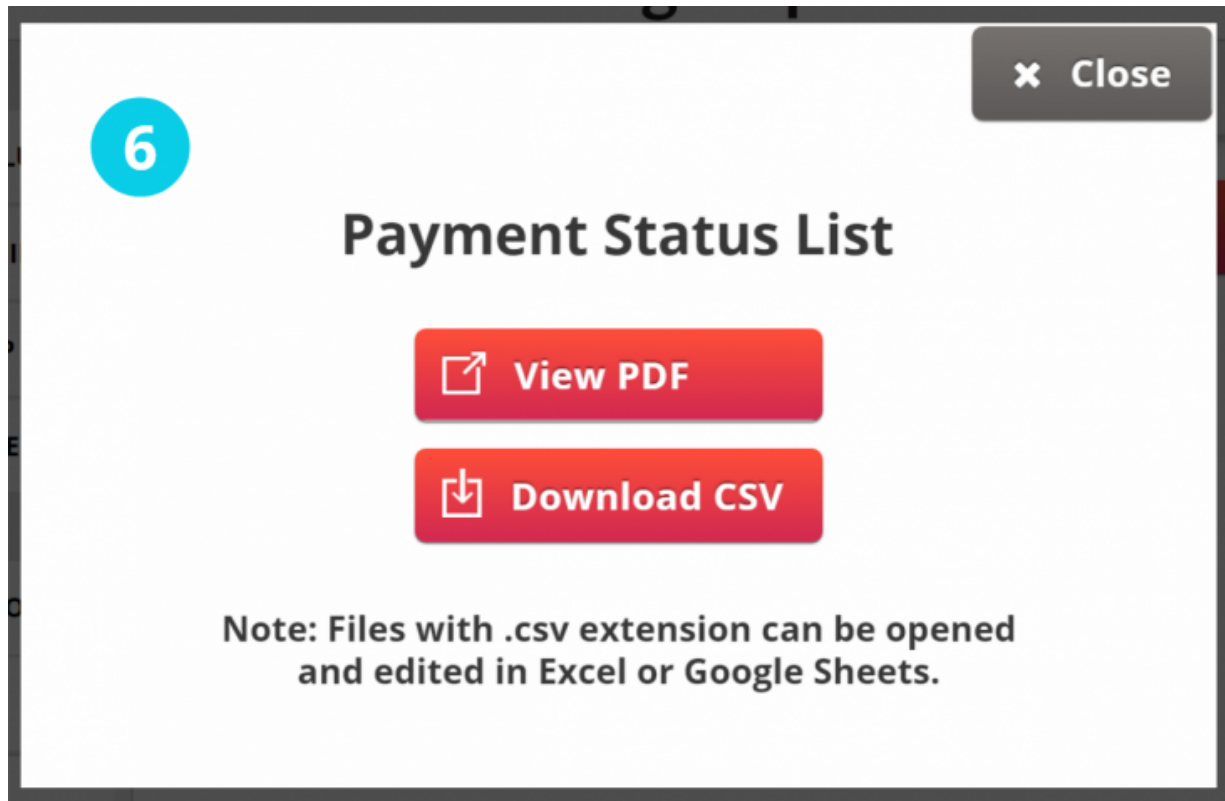


Step 5. Press the Download button.

## Step 6

Choose whether to download the PDF version (not editable, but great for printing) or the CSV version (editable). Both versions display similar information.

*Note: Mobile only displays the PDF option.*



*Step 6. Choose whether to download the PDF version or the CSV version.*

## Step 7

If you'd like to download a PDF version of payments you personally have made, you can do so on your Payment Status page. Simply navigate to the Payment tab in your account and select a payment to view.

You have the option of viewing and printing a PDF version of the Payment

Status. The View PDF button is at the bottom of the page.

< Back to Payments | Payment

**STATUS: PAID**  
October 19th, 2018

**FROM**  
Abigail Stone [abigail@email.com](mailto:abigail@email.com)

**PAYMENT TO**  
Spokane Biking Club

**PAYMENT FOR**  
Additional Mug

**NOTES**  
The commemorative mugs are so great I'd like to purchase a 2nd one!

**AMOUNT**

Subtotal	\$7.00
Fees	\$0.78
<b>Total</b>	<b>\$7.78</b>

10/19/18 Credit Card ending with 1111  
Confirmation #ch\_1DN3yYlfQZxtRw7ociH7zi5

**PAID** **\$7.78**

**ACTIONS**

[Request Refund](#) [View PDF](#)

This online payment possible by Stripe.

Step 7. On Member's Payment Status page press the View PDF button at the bottom.

## RELATED HOW TO'S

[Payments Overview](#)

[Preserve Your Group's Content & Files](#)

[View or Sort Group Payment Requests](#)