

# MyCIBSE USER GUIDE: Accessing Invoices and Receipts

1. Login at [www.cibse.org/mycibse](http://www.cibse.org/mycibse)
2. **Make a Payment** displays all your outstanding invoices

To view and/or download an invoice:

- a) Click on the invoice number
- b) Select Print and then Save as PDF

To pay one or more invoice(s)

- c) Select/tick the relevant invoices
- d) Click **Pay Now**

Invoice Number	Order Includes	Due Date	Balance Due
000258241	CIBSE Member	01/01/2022	£283.00
000258240	CEng	01/01/2022	£41.72

Total amount to pay **£324.72**

**Pay Now**

Print  
Total: 1 page

Printer  
Save as PDF

3. **My Transactions** displays all your receipts

To view and/or download a receipt:

- a) Click on the receipt number
- b) Select Print and then Save as PDF

Receipt Number	Date	Payment Method	Total
0000379109	27/07/2022	N/A	£0.00
0000306810	15/09/2021	N/A	£0.00
0000238565	17/07/2020	N/A	£0.00

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Need help?

Contact [membership@cibse.org](mailto:membership@cibse.org) for help logging in or if you are unable to access an invoice or receipt

