



Automated receipts

March 2024



Sign into the members' portal

- If you have registered and paid for events and/or membership, an automated receipt will be created.
- Select the “DOWNLOAD RECEIPTS” link in the portal after signing into the website:
<https://www.soci.org/members/sign-in>

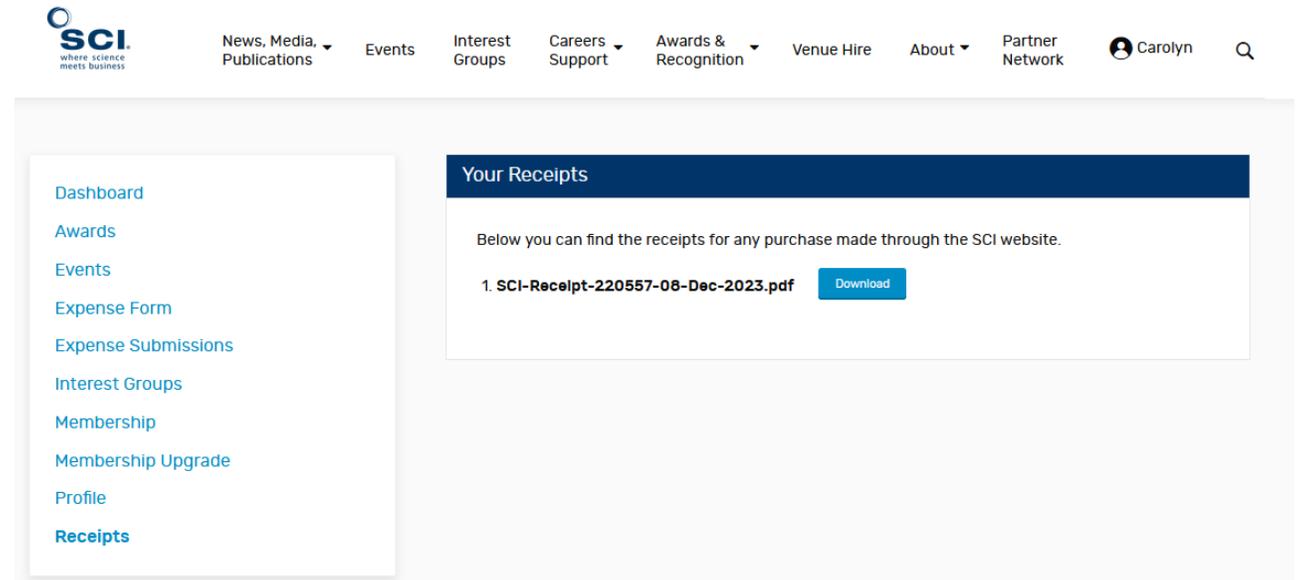
The screenshot displays the SCI Members Portal interface. At the top, the SCI logo is followed by navigation links: News, Media, Publications; Events; Interest Groups; Careers Support; Awards & Recognition; Venue Hire; About; Partner Network; and a user profile for Carolyn. Below the navigation, there are tabs for 'Committee Portal' and 'Members Portal'. The main content area is divided into several sections:

- User Profile:** Mrs Carolyn Thomas, Member Since 28/03/2019, Organisation SCI, Email Address carolyn.thomas@soci.org. A circular badge indicates '100% Complete'.
- My Events:** A card for '5 July 2024 Carolyn Test Event' with options to 'Manage' and 'Add to calendar'. A 'View all future events' link is also present.
- Updates from HQ:** A featured article titled 'SCI's Manifesto: a blueprint to elevate UK science, industry and economic prosperity' with a 'Read the full story' button.
- News & Publications:** A section for 'C&I' magazine with links to 'Read C&I Online', 'Read Journals', and 'Read the latest news'.
- Helpful links:** A section with buttons for 'CLAIM EXPENSES', 'EXPENSE HISTORY', and 'DOWNLOAD RECEIPTS' (circled in red).
- Membership Details:** A table showing membership information:

Membership	Awards
Number: 220557	Expiry Date: 13/12/2024
Type: Full Member	
- Footer:** 'Last logged in 2/21/2024 2:26:53 PM'.

Download receipt

- Select the “Download” button to download a PDF of your receipt.



The screenshot shows the SCI website dashboard. The top navigation bar includes the SCI logo (where science meets business) and several menu items: News, Media, Publications; Events; Interest Groups; Careers Support; Awards & Recognition; Venue Hire; About; Partner Network; a user profile for Carolyn; and a search icon. On the left side, there is a vertical navigation menu with links to Dashboard, Awards, Events, Expense Form, Expense Submissions, Interest Groups, Membership, Membership Upgrade, Profile, and Receipts (which is highlighted). The main content area is titled 'Your Receipts' and contains the text: 'Below you can find the receipts for any purchase made through the SCI website.' Below this text, there is a list of one receipt: '1. SCI-Receipt-220557-08-Dec-2023.pdf' with a blue 'Download' button next to it.

THANK YOU

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