





The Cohousing Institute (TCI) serves as the online learning platform for the Cohousing Association of the United States. Learn how to navigate the platform through the guide below. For more support, visit our help page at https://cohousinginstitute.org/help

How to view your order history & billing details

 To view your order history and billing details, you will need to log in to your account at The Cohousing Institute. If you need support logging into your account, please go to our <u>help page</u> for more information on logging in and/or reach out to <u>cohousingassociationofus@gmail.com</u>.

Once you are logged in, click the avatar icon on the top right. This will bring up a drop-down menu, select **Billing**.



2. Once you select Billing, you will be taken to your **Orders Page**. From here you can see a record of each program you have registered for.



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J	Carolyn @Carolyn · Joine	Pruitt Community Member		
Profile Groups	s Sessions Discussions	Billing		
Orders	emberships Addresses	Payment Methods		
Orders				
Order	Date	Status	Total	Actions
#11786	April 18, 2024	Completed	\$0.00 for 1 item	View Invoice

3. If you click on a specific order, you will be able to view the order number, time, and billing details for that transaction.

cohousing & Programs	Instructors About Us	Ę	- H 🚺
Profile Groups Sessions Discussions Billing			
Orders Memberships Addresses Paymen	nt Methods		
View order			
Order # <mark>11786</mark> was placed on <mark>April 18, 2024</mark> and is cur Order details	rrently <mark>Completed</mark> .		
Order # <mark>11786</mark> was placed on <mark>April 18, 2024</mark> and is cur Order details	rrently <mark>Completed</mark> . Product	Qty	Total
Order #11786 was placed on April 18, 2024 and is cur Order details ACCOUNTABILITY AND HARM IN COMMUNITIES with Crystal Way Farmer	rrently <mark>Completed</mark> . Product Accountability and Harm in Communities May 8th, 5pm - 6:30pm MT SKU: N/A	Qty 1	Total \$45.00

4. If you select Memberships, you can see a record of your membership registrations. If you were the individual who purchased a membership (and/or completed the initial registration) for your community you will be able to see the date that the registration will be renewed here.

If you believe you should have an active membership with CohoUS and you don't see anything listed, please reach out to <u>cohousingassociationofus@gmail.com</u> for additional troubleshooting support.



Carolyn Pruitt Community Member @Carolyn - Joined Jan 2023 - Active now ofile Groups Sessions Discussions Billing Billing Orders Memberships Addresses Payment Methods Subscription Status Next payment Total #10380 Active February 1, 2025 \$750.00 / year View #8441 Active October 17, 2024 \$150.00 / year View	oho <mark>us</mark> ing	- 🎧 Program	ns Instructors About Us		¢ Ë 🚺
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#8441 Active October 17, 2024 \$150.00 / year View	Orders Memberships Subscription	Addresses Par Status	yment Methods Next payment	Total	
	Orders Memberships Subscription #10380	Addresses Par Status Active	yment Methods Next payment February 1, 2025	Total \$750.00 / year	View

5. Select **Payment Methods** to update or add credit card information if/when needed.