

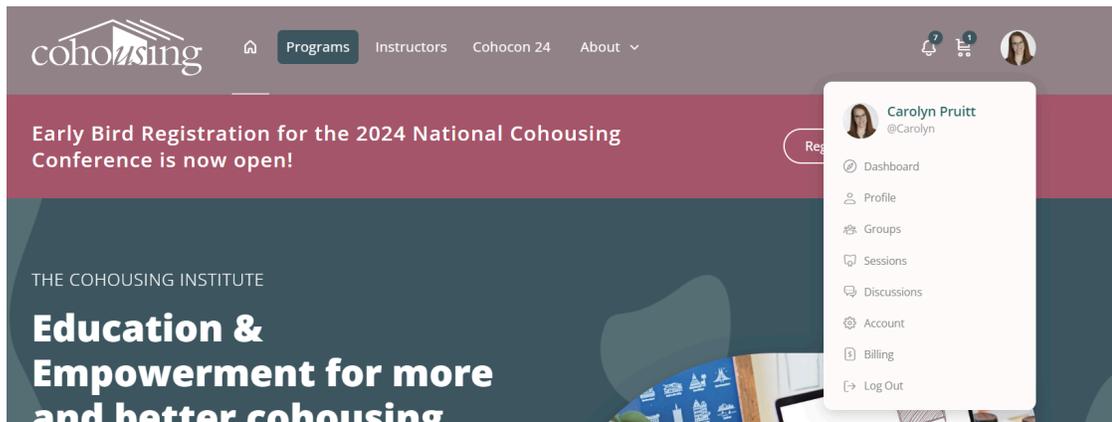
TCI GUIDE

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>

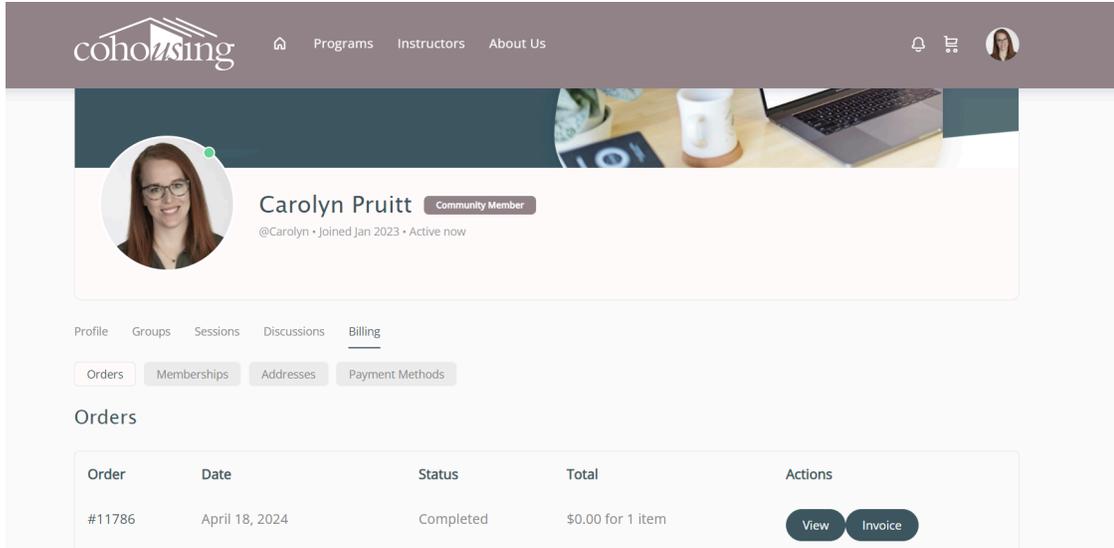
How to view your order history & billing details

1. 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 [help page](#) for more information on logging in and/or reach out to cohousingassociationofus@gmail.com.

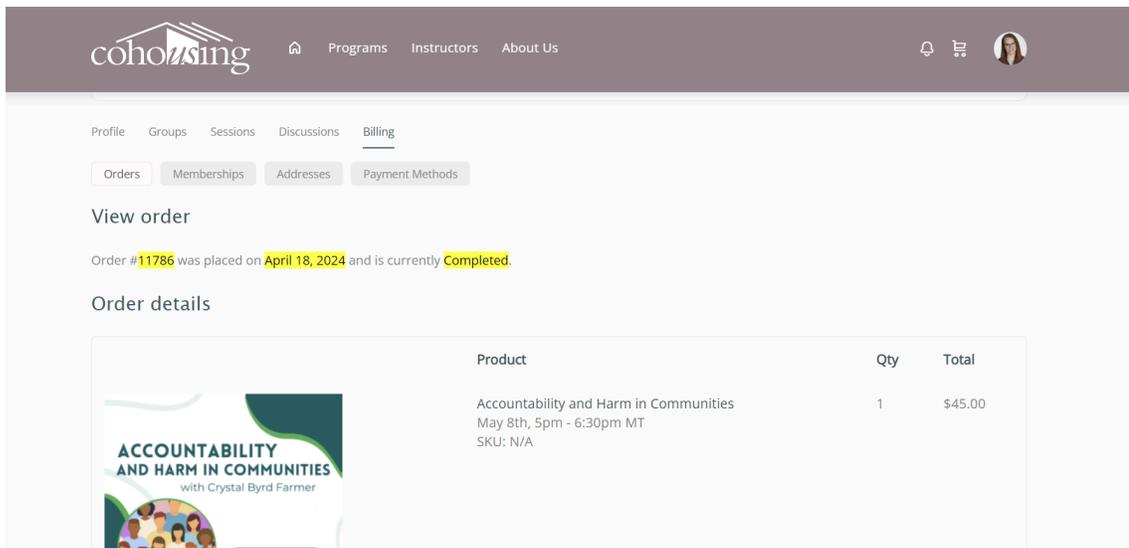
Once you are logged in, click the avatar icon on the top right. This will bring up a drop-down menu, select **Billing**.



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.

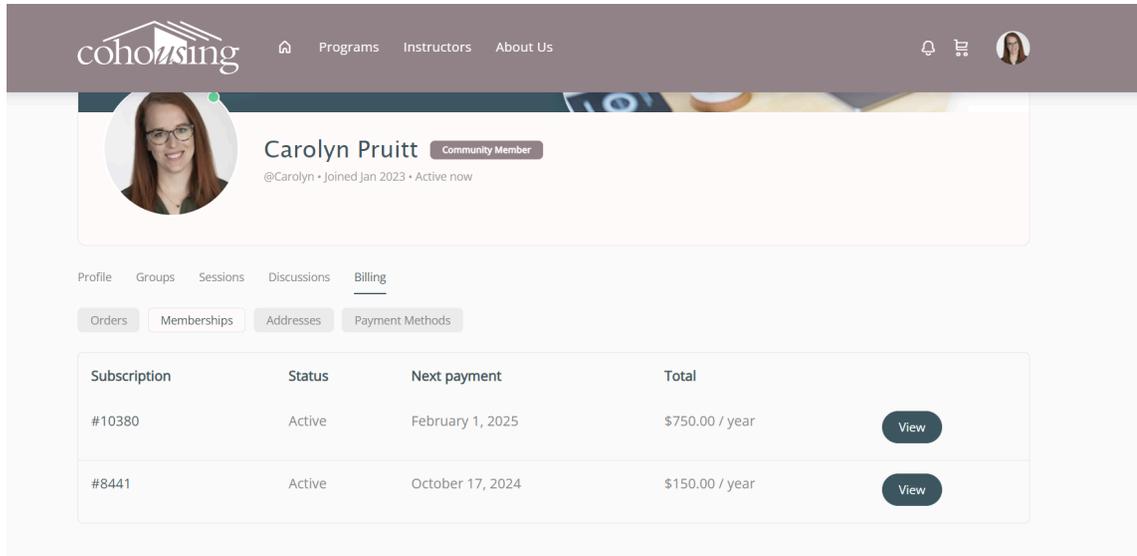


3. If you click on a specific order, you will be able to view the order number, time, and billing details for that transaction.



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 cohousingassociationofus@gmail.com for additional troubleshooting support.



The screenshot shows a user profile for Carolyn Pruitt, a Community Member. The profile includes a navigation menu with options like Profile, Groups, Sessions, Discussions, and Billing. Below the navigation, there are tabs for Orders, Memberships, Addresses, and Payment Methods. The Billing section is active, displaying a table of subscriptions with columns for Subscription, Status, Next payment, and Total. Each row has a 'View' button.

Subscription	Status	Next payment	Total	
#10380	Active	February 1, 2025	\$750.00 / year	View
#8441	Active	October 17, 2024	\$150.00 / year	View

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