How to Obtain a Copy of Your Payment Receipt for Office of Continuing Professional Education Courses

1. Visit [https://ce-catalog.rutgers.edu](https://ce-catalog.rutgers.edu) and click on “MY ACCOUNT” (the last item in the left navigation).

2. Enter your User Name and Password and click “LOGIN.”

**NOTE:** If you do not remember your user name and/or password, please call our office at 848-932-9271, option 2. Our Registration Unit will be happy to assist you with logging into your account.
3. Once you are logged in, click on “MY ACCOUNT” a second time in the left navigation and a gray drop down menu will appear.

4. From the gray drop down menu, select “VIEW/PAY INVOICES.”

5. On the “VIEW INVOICES” screen, find the invoice you would like to print a copy of and click the printer icon on the right side of the page.