

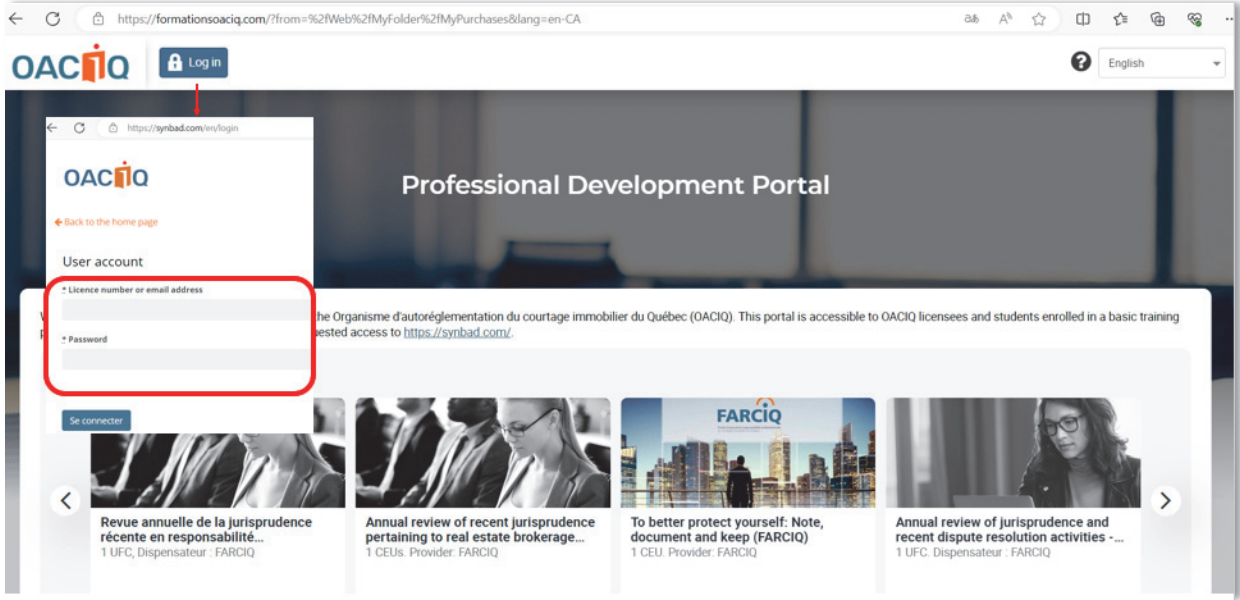


# PROCEDURES FOR ACCESSING OACIQ TRAINING RECEIPTS

Quick reference guide

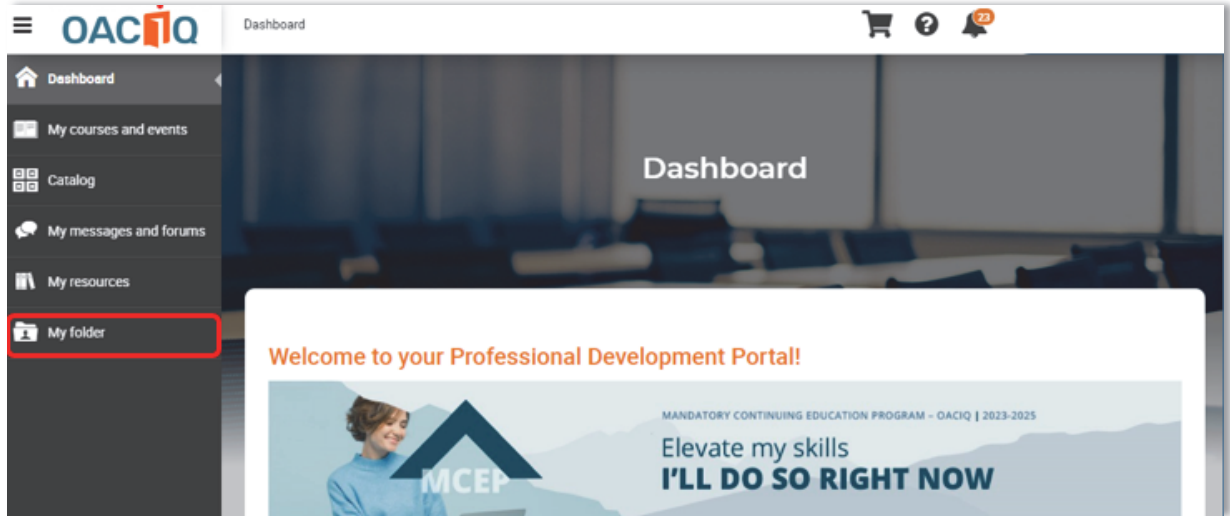
## Step 1

Log in to your [Personal Development Portal](#) and enter the same username and password as for synbad.com.



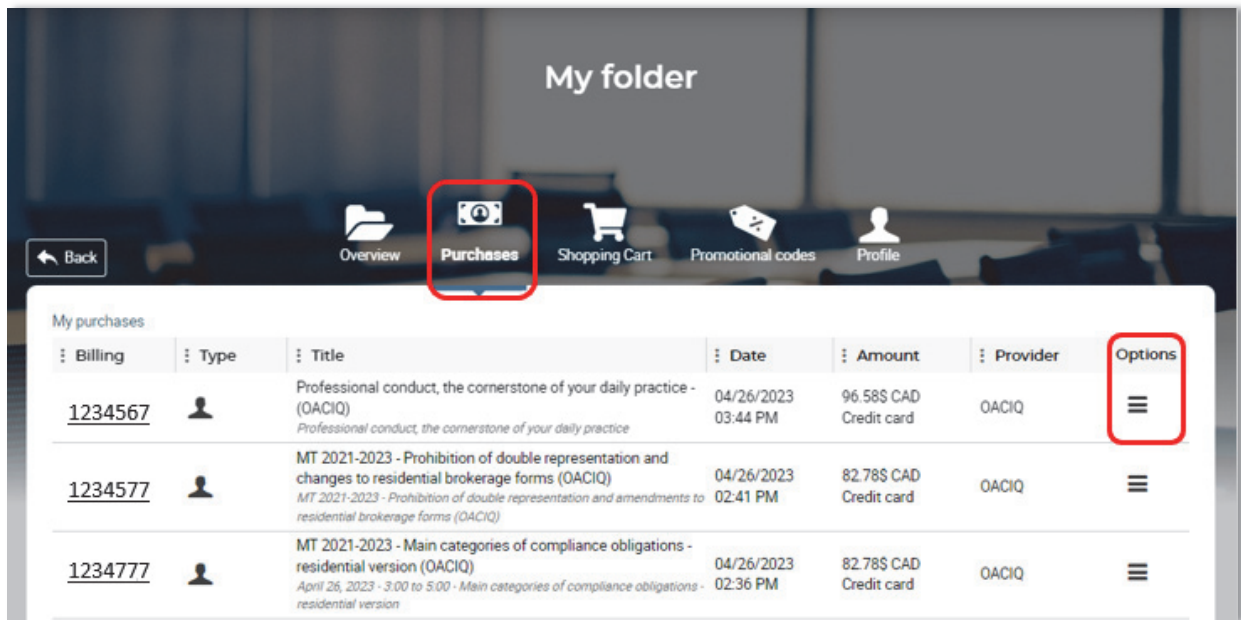
## Step 2

Click on "My folder".



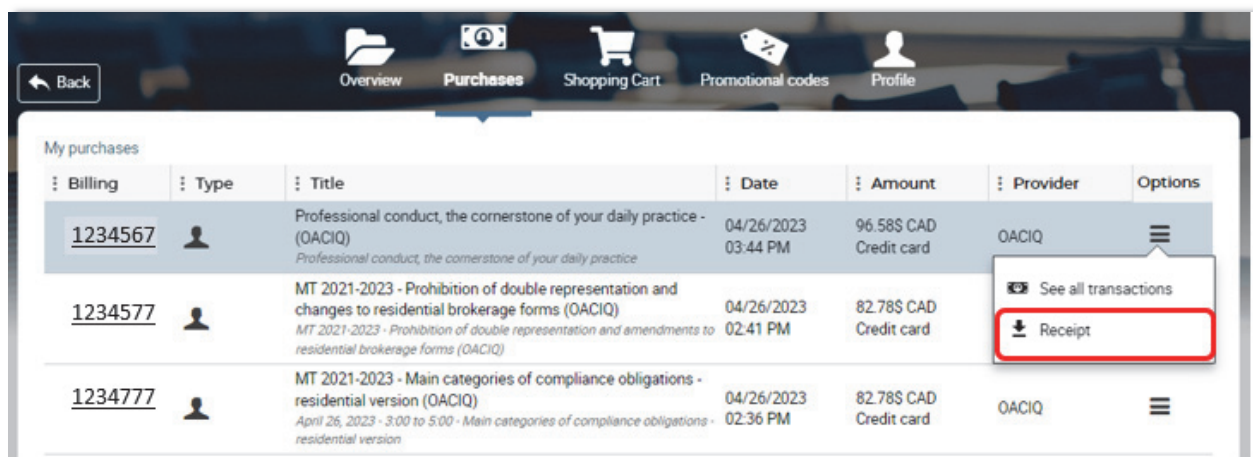
## Step 3

Click on "Purchases", where you will find all the transactions you made.



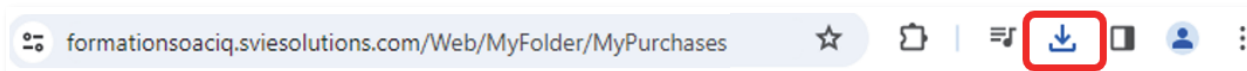
## Step 4

In the “Options” column of each receipt, click on the drop-down menu icon to display the option to download the receipt for a given training course.

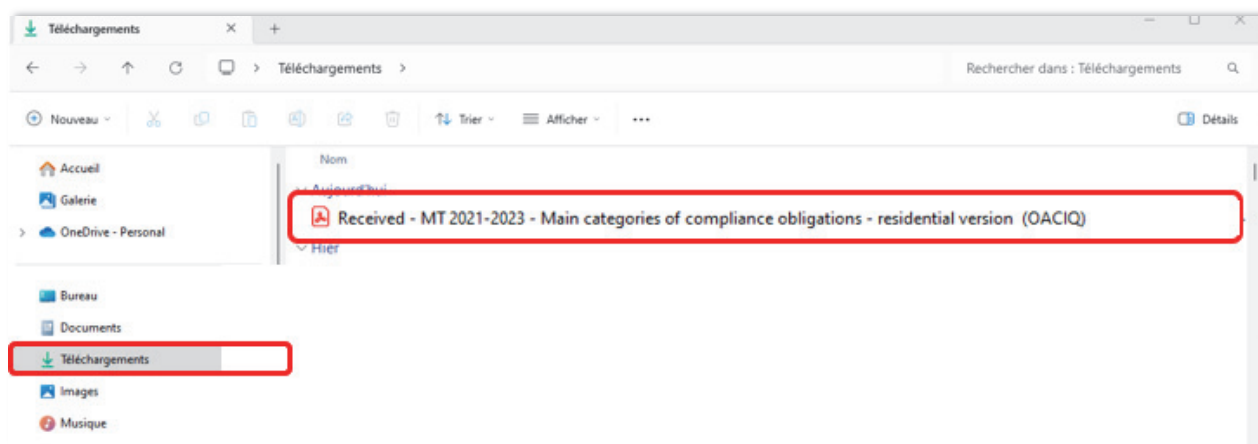


## Step 5

If the document does not open automatically, retrieve it from your browser's downloads by clicking on the symbol below.



**Note:** The downloaded file can also be found in the “Download” folder on your computer. So, you can retrieve it from there.



## Step 6

You can also save or print your receipts if you wish via the “File” tab of the PDF document.

