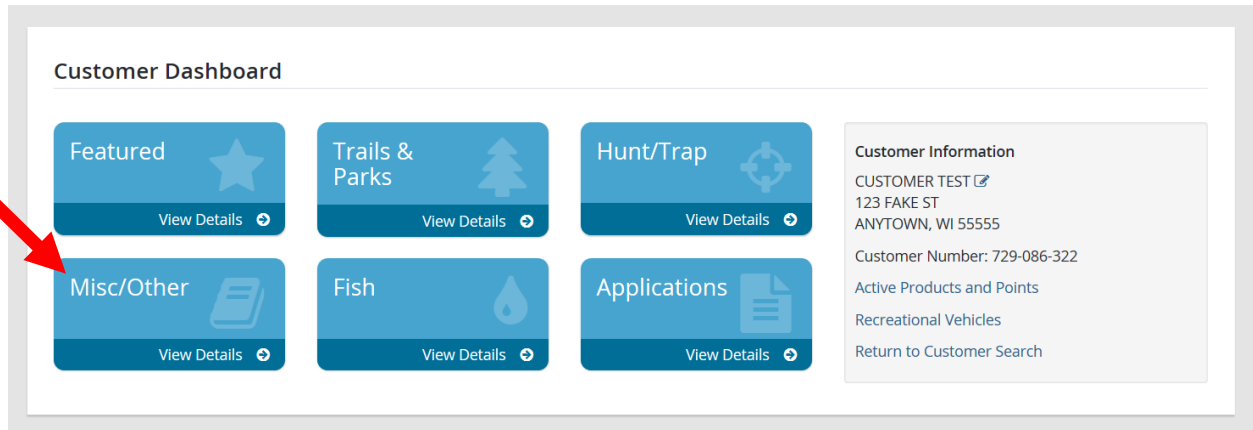


# Reprint a Customer's License (at cost)

Customers may request a reprint from agent locations for a \$2 charge. The reprint will include all of the licenses they purchased so far that year. *Note: If you need to see how to do a reprint at no cost because of a printing error, please see next page.*

- Search for the customer and make your way to the Customer Dashboard. Select the **Misc/Other** button.



- You will find yourself in the **Customer Catalog**. There is an option for a **\$2 Reprint Customer Documents** under the Product section in the catalog. Add to cart and print the license for the customer.

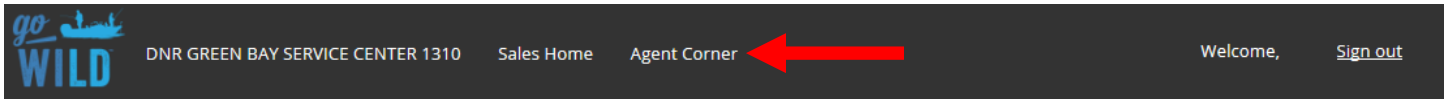
Product Name	Description	Price
\$2 Reprint Customer Documents <b>Featured</b>		\$2.00

3. Checkout, confirm, and have the customer sign. Print the license approvals for the customer.

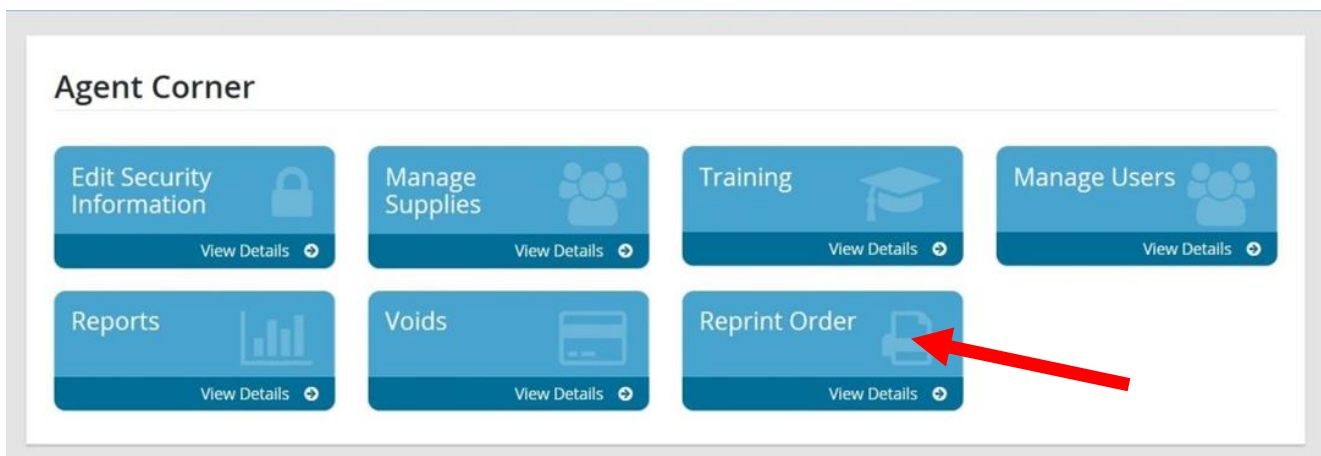
Need a free option to reprint because you had problems printing the first copy for the customer ?  
See how on the next page...

# Reprint a Customer License (Free)

- Make your way back to the beginning at the Sales Home Page. Select the Agent Corner at the top of the page.



- Select the Reprint Order Button.



- The last five transactions you processed will appear under the Reprint Receipt heading. Locate the transaction you wish to print and select the printing icon under the Actions column. This will reprint all items purchased within that transaction.

