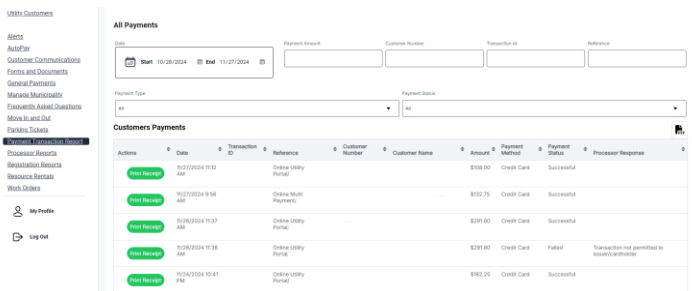
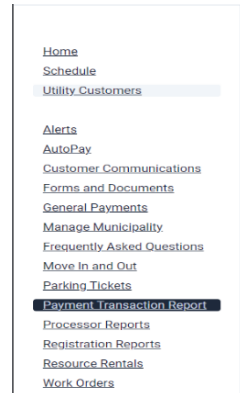


# How to print receipts in the Citizen Access Center – Municipality Portal

This page shows a report of payment transactions that have been made in the Citizen Action Center. These transactions include all forms of payment made by utility customers and citizens.

1. First, log in to your Municipality Portal.
2. On the left side menu, click on the “Payment Transaction Report.”
3. From here, you can see a list of transactions. There is a selection criteria area which includes a date range and six fields that can be used to query specific transactions.



4. Once you have found the successful transaction you wanted, click the green “Print Receipt” button. The receipt pops up and has multiple ways to print out or save the receipt.
5. All the records listed can be downloaded using the CSV button on the right side of the screen.

Payment Successful

Your payment has been submitted!  
Your payment status is : **Successful**

Company Details:  
Bill's Company for Testing 2024-01-30  
456 maple heights  
Bloomsburg PA, 17815  
Company Phone: (570) 555-1212  
Company Website:  
<https://www.diversifiedtechnology.com>

Payment Details:  
Payment Status: **Successful**  
Payment Date: 12/10/2024  
AuthCode: A11111  
Transaction ID: 1535  
Billed Amount : \$287.44  
Fee Amount : \$8.62  
Total Amount : \$296.06  
Name on Utility Account : CLIFFORD BURKEY  
Utility Account Number: 0935  
Service Address: 842 NORTH STREET

Got it, thanks!

[Save as PDF](#)

[Print](#)

[Print Receipt \(Thermal\)](#)