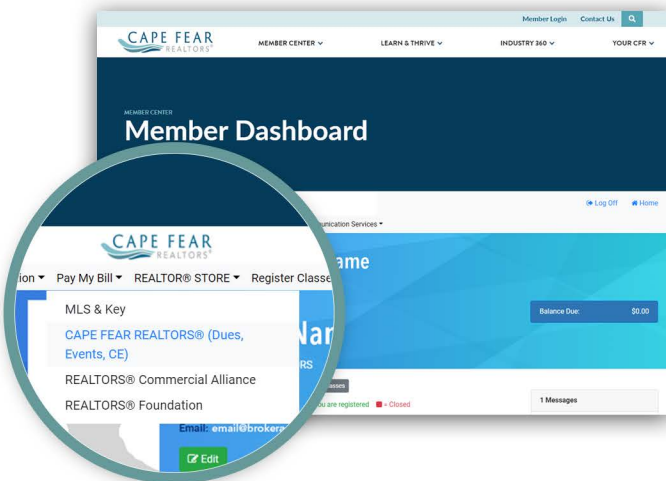
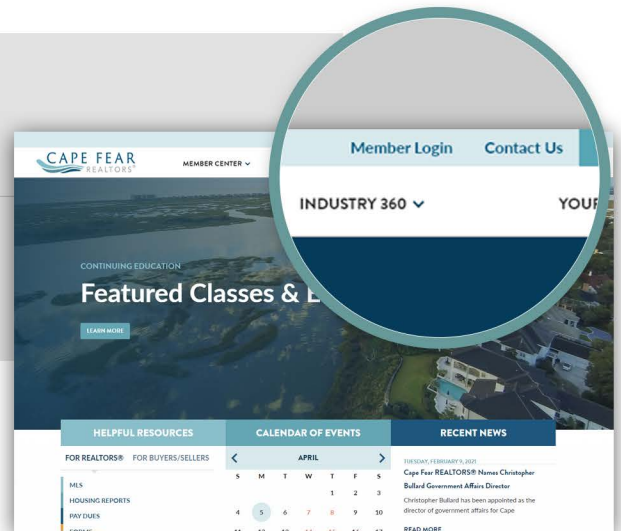


# How To Find Your Invoices



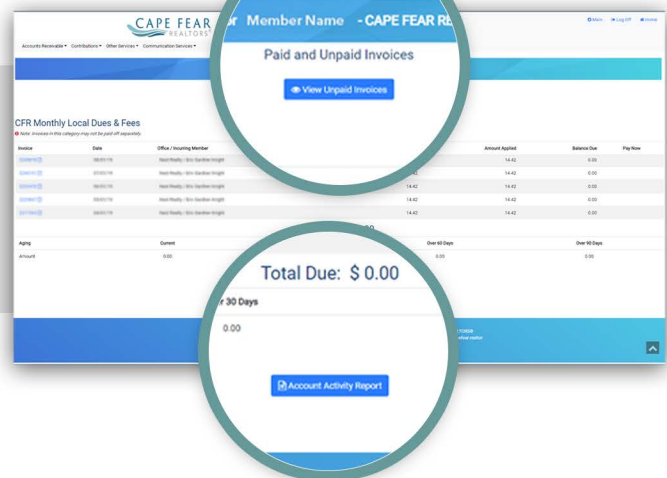
**Step One:** Go to CapeFear.REALTOR and click 'Member Login' on the top right corner.

**Step Two:** Sign-in using your IMS username & password



**Step Three:** Under 'Pay My Bill' select the entity you are member of.

**Step Four:** Select 'View Paid and Unpaid Invoices', scroll to bottom to select 'Account Activity Report'.



**Step Five:** Enter your report criteria and select 'Submit'.

The report will open in a new tab for you to view and save.  
**It's that easy!**