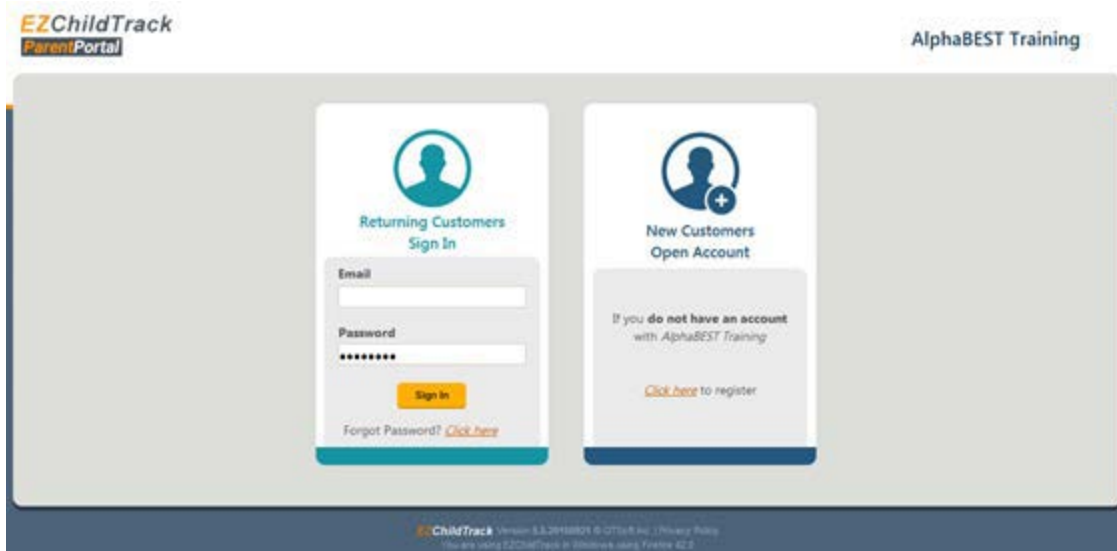


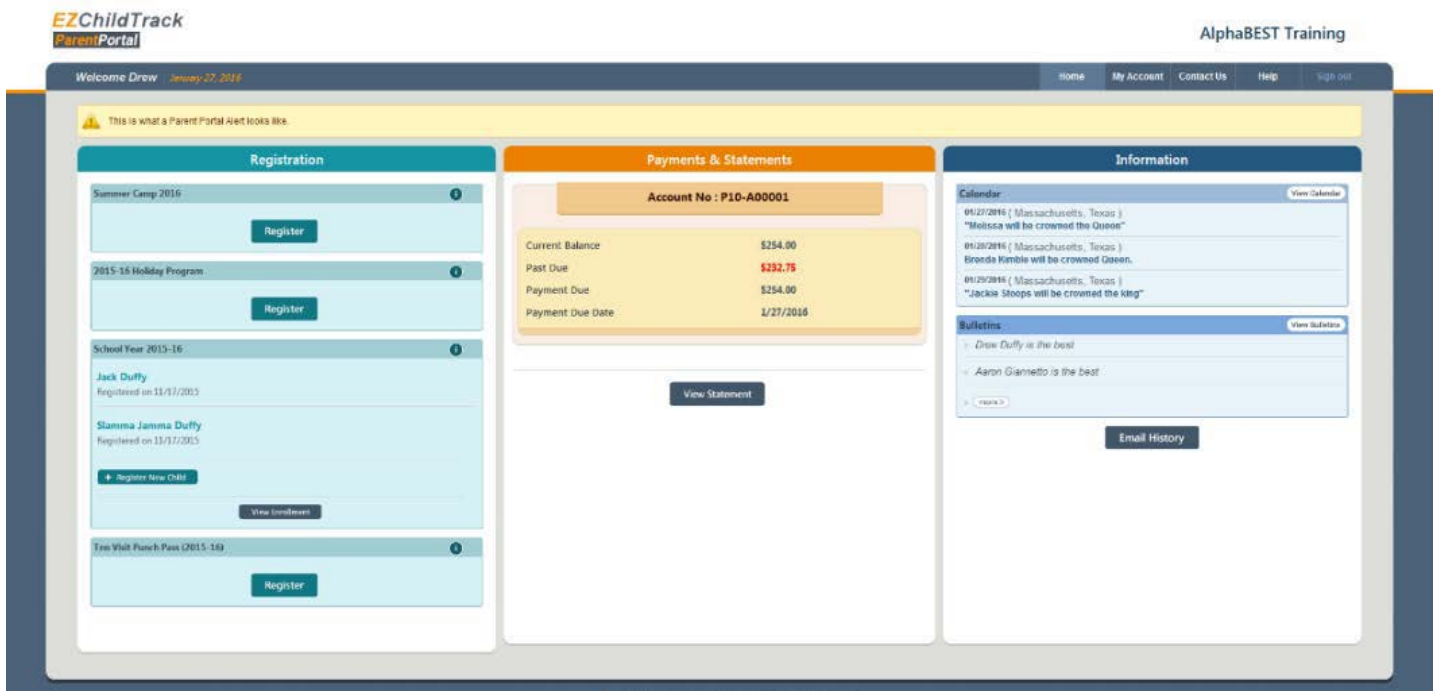


GENERATE A STATEMENT OR TAX STATEMENT

Log in to the Parent Portal by going to alphabest.org and clicking **Parent Portal** at the top of the screen, choosing your region, and then putting in your username (email) and password.



From there, click **View Statement** in the middle section, **Payments & Statements**.



That will bring up a screen with the 4 types of statements that can be generated through the parent portal:

The screenshot shows a web interface titled "Statements" with a close button in the top right corner. It features four main sections, each with a header and a "Print" button:

- Invoices:** Includes a "Select Service Period" dropdown menu with the value "10/25/2015-10/31/2015" and a "Print" button.
- Transactions:** Includes "From" and "To" date pickers with values "11/29/2015" and "1/28/2016" respectively, and buttons for "Payment" and "Statement".
- Receipts:** Includes a "Payments" dropdown menu and a "Print" button.
- Tax Statements:** Includes a "Tax Year" dropdown menu with the value "2015" and a "Print" button.

The four types of statements:

Invoice – Shows dollar amount charged, and how much is currently owed. It does not show any specific charges or transactions.

Transactions – This is more of a standard statement, and can show a list of either all Payments over a specified period of time if you click **Payment**, or a list of all charges and payments if you click **Statement**.

Receipts – Generates a receipt for one specific payment that has been made on the account.

Tax Statements – Generates a yearly tax statement that includes a summary of the total amount paid this year, along with AlphaBEST's Tax ID Number.