

# Instructions For Creating PDF Receipts From Your Account



Next Level  
Functional  
Nutrition™

Step 1: From your account dashboard, click "Orders" tab.

Home About Us Memberships Course Registration Hot-Topic Webinars Account/Course Access Contact Us 🛒 \$0.00 👤 Logout

Dashboard Hello User Name (not User Name ? Log out)

From your account dashboard you can view your recent orders, manage your billing address, and edit your password and account details.

**2025 SIBO Solutions Masterclass**

\*\*\* Gut Health Training Offer: Details Inside! \*\*\*

Course Portal: [Click Here](#)  
NLFN Training Forum: [Click Here!](#)

**2025 Start COT Full Course Bundle**

Please register for 2024 NLFN Training - Functional Blood Chemistry Interpretation Session 1 on Feb 27, 2025 8:00 PM EST at:  
<https://attendee.gotowebinar.com/register/4626824530078824534>



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Step 2: Click the "View" button for your desired order.

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Dashboard	Order	Date	Status	Total	Actions
Orders	#00007	January 26, 2025	Cancelled	\$3,534.80 for 3 items	<a href="#">View</a>
Memberships	#00006	December 27, 2024	Completed	\$3,477.30 for 3 items	<a href="#">View</a>
My Payment Plans	#00005	December 26, 2024	Completed	\$3,483.80 for 3 items	<a href="#">View</a>
Downloads	#00004	December 24, 2024	Cancelled	\$3,480.80 for 3 items	<a href="#">View</a>
Billing Address	#00003	December 23, 2024	Failed	\$6,961.60 for 3 items	<a href="#">View</a>
	#00002	November 26, 2024	Completed	\$357.80 for 3 items	<a href="#">View</a>
	#00001	November 25, 2024	Completed	\$149.00 for 1 item	<a href="#">View</a>
	#00000	October 8, 2024	Completed	\$0.00 for 1 item	<a href="#">View</a>

www.nextlevelfunctionalnutrition.com/account-login/view-order/

**Step 3: Open your browser menu and select "Print".**

Note that your menu may look different from example. Also, some mobile browsers list print under the "Share" option.

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Dashboard

Orders

Memberships

My Payment Plans

Downloads

Billing Address

Payment methods

Order #00006 was placed on December 27, 2024 and is currently Completed.

Order Details

2025 COT Full Course Bundle - 24 Payment Plan x 1 \$420.30

Online Professional Training With Susan Allen-Evenson RDN, CCN, FMNS

Congratulations and thank you for your registration for the full bundle special course: Certificate of Training (COT) in Integrative and Functional Medical Nutrition Therapy (IFMNT). You've made a wise investment in your future that will surely bring you profound career transformation!

The following links provide instructions on how to access your Next Level Functional Nutrition account:

For account access: Click here to download PDF

For course portal access (once you've been added): Click here to download PDF

How To Join The NFLN Private Facebook Networking Forum where class announcements are also made: Click Here

Your contact email for this course is NLFNtraining@gmail.com. Please write with any additional questions as they arise.

Should you have any course access or technical issues, please contact support@nextlevelfunctionalnutrition.com

Browser menu options: Sync and save data, New tab, New window, New private window, Bookmarks, History, Downloads, Passwords, Add-ons and themes, **Print...**, Save page as..., Find in page..., Translate page..., Zoom, Settings, More tools, Report broken site, Help, Exit.

https://www.nextlevelfunctionalnutrition.com/account-login/view-order/

**Step 4: Select "Save to PDF" from menu and click "Print" button.**

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\$0.00 · Logout

Dashboard

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Payment methods

Account details

Courses

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Print dialog: 6 sheets of paper, Destination: Canon MX470 series Printer, **Save to PDF**, Adobe PDF, Canon MX470 series FAX, Canon MX470 series Printer, Canon MX470 series Printer XPS, Cisdem PDFConverter OCR, Fax, Microsoft Print to PDF, Microsoft XPS Document Writer, OneNote (Desktop), OneNote for Windows 10, More settings, Print using the system dialog...

Print Cancel

Account Login - Next Level Functional Nutrition



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[Contact Us](#)

🛒 \$0.00 · [Logout](#)

[Dashboard](#) Order # 00006 was placed on December 27, 2024 and is currently Completed.

[Orders](#) **Order Details**

**Step 5: Name your PDF and save to your device.**

**Print** 6 sheets of paper

Destination: Save to PDF

Orientation: Portrait Landscape

Pages: All

Color mode: Color

More settings: Print using the system dialog...

Save As

🏠 > This PC > Data (D:) > My NLFN Receipts

Organize New folder

Name	Date modified	Type	Size
No items match your search.			

File name: Order #00006 - 2025 COT Full Course Bundle.pdf

Save as type: PDF (\*.pdf)

Save Cancel

If you've purchased a 3-hour block of time, you may use it in 30-90 minute sessions, though if you are discussing a case, Susan recommends at least 60 mins and 90. if there are labs to interpret.