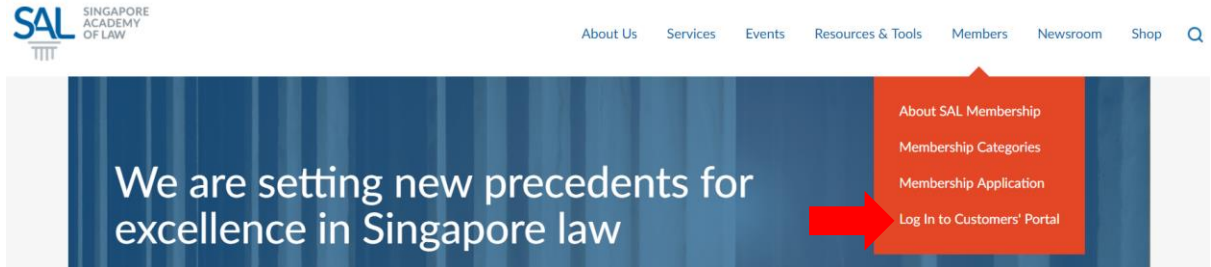


Viewing your Credit Dollar Transactions

1. Click on the **Log In to Customers' Portal** link in the Members menu. You will be directed to the LegalOne login screen.



2. Enter your LegalOne username and password.



NOTE : For SAL Members

If you have not customised your LegalOne username, the default username is your SAL Memberships number g. Z1234.

3. Click on the **View Credit Dollar Transactions** link.

The screenshot shows the SAL Members' Online Portal. The user is logged in as Z0068. The page displays a 'Credit Dollar' balance of C\$ 0.00. A table lists outstanding bills for 'Publication Billing' and 'Events Billing'. The 'View Credit Dollar Transactions' link is highlighted with a blue box. A 'MAKE ONLINE PAYMENT' button is also visible.

Select	Document Date	Document Description	Document No.	Amount (S\$)
<input type="checkbox"/>	10/12/2015	Publication Billing	INV094166	19.25
<input type="checkbox"/>	07/01/2016	Events Billing	INV094811	535.00
Total Outstanding Balance:				554.26

You will be directed to the View Credit Dollar Transactions page where you can view your Credit Dollar transactions and Credit Dollar balance.

The screenshot shows the SAL Members' Online Portal interface. At the top left, there are navigation buttons for 'HOME' and 'BOOKSHOP'. At the top right, there are buttons for 'Account Settings' and 'Log Out'. Below the navigation bar, a welcome message reads 'Welcome to the SAL Members' Online Portal ztesting!'. On the right side, it says 'You are logged in as Z0068.'. The main content area is titled 'VIEW CREDIT DOLLAR TRANSACTIONS' and displays the following information:

- Update Membership Information: + Change of address, contact numbers, and more
- Update Email Newsletter Consent
- View Statement of Account

The transaction details are as follows:

- SAL Membership Number : Z0068
- You have a Credit Dollar balance of C\$0 which will expire on 31 Dec 2016.
- There is no transaction for this period.