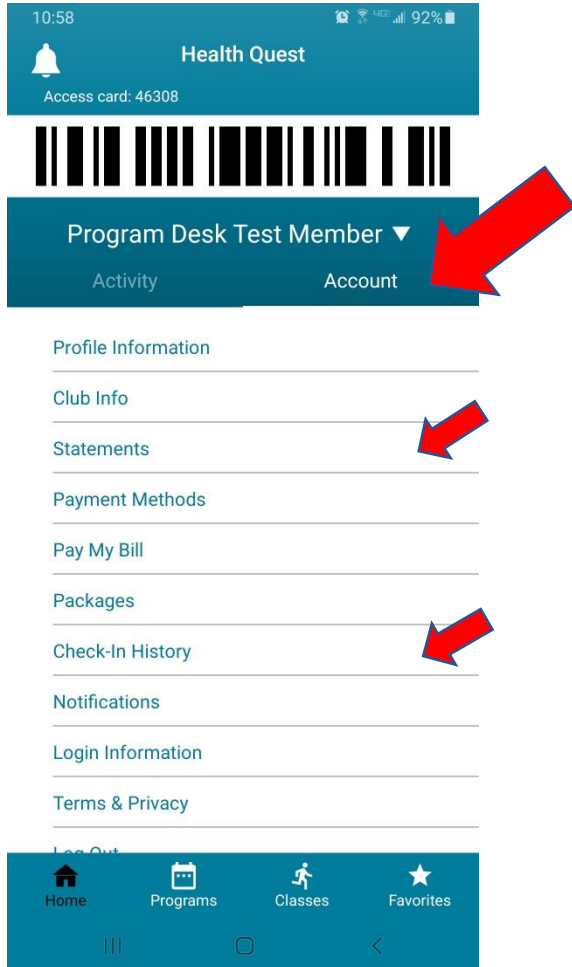


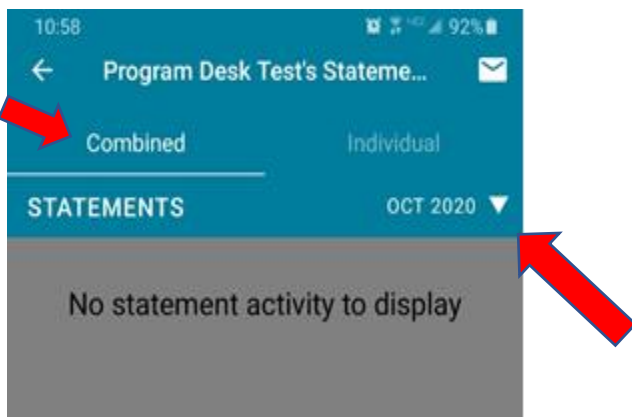
Getting Statements and Check In Records via the HQ App

Log into your HQ App and select 'Account'



On this screen you will have several options

Select the appropriate option

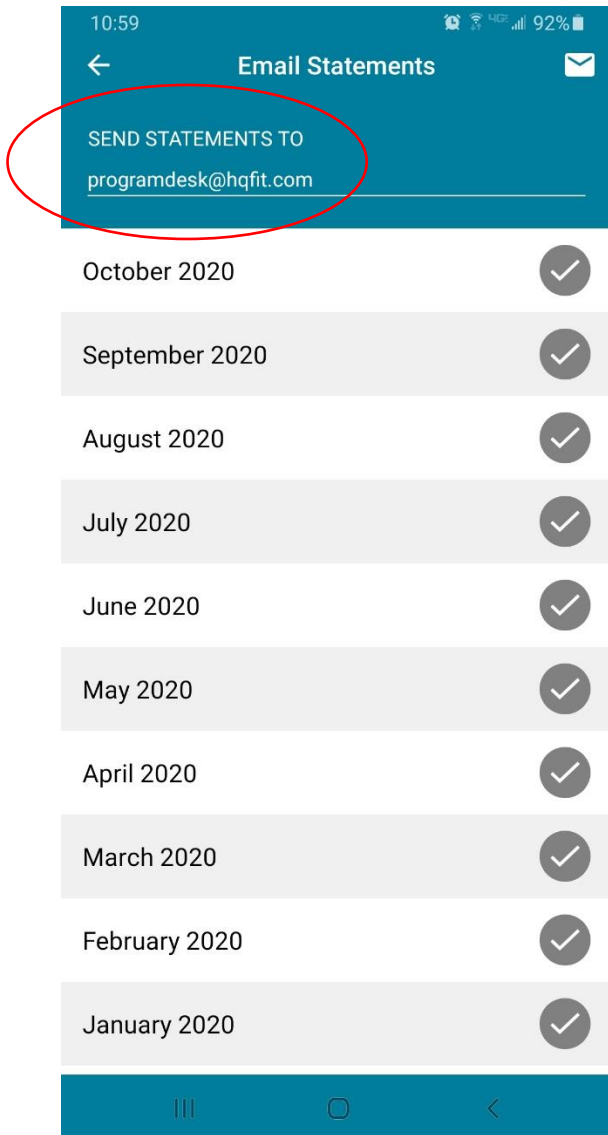



You can select 'Combined' or 'Individual' statement type

'Combined' will give charges for all members on your account

'Individual' will give your individual charges

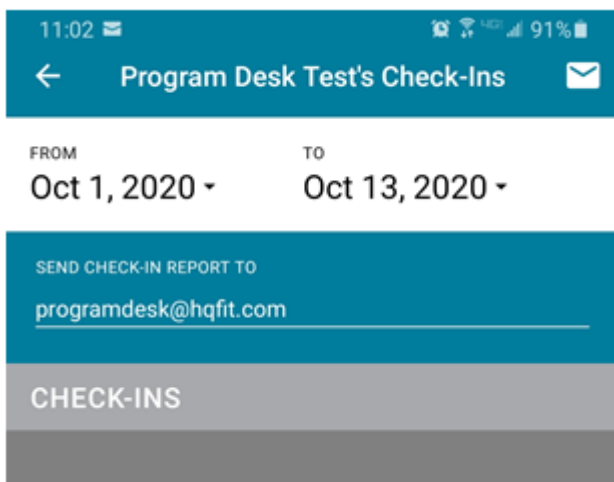
Select the drop down box with the current month reflected



Select the months you would like by clicking all of the appropriate 

After selecting all of the statement you would like click on the mail icon .

The statements will now be sent via email to the email noted



Follow the same process for Check In history

Simply select the time frame you are looking for.