



## How to Find Your Receipts in RAMP

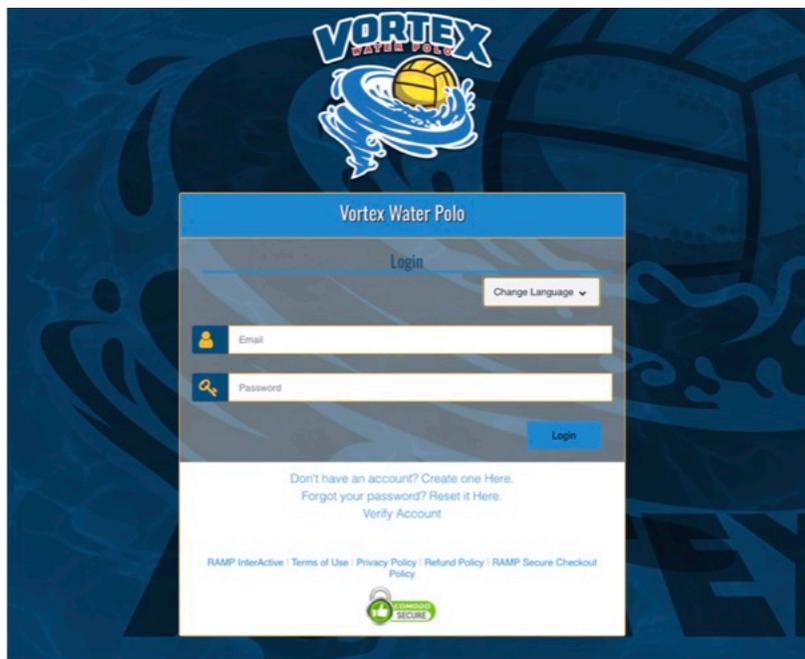
Members can download or print receipts for registrations and payments directly from their **RAMP account**.

Follow the steps below to access your receipts.

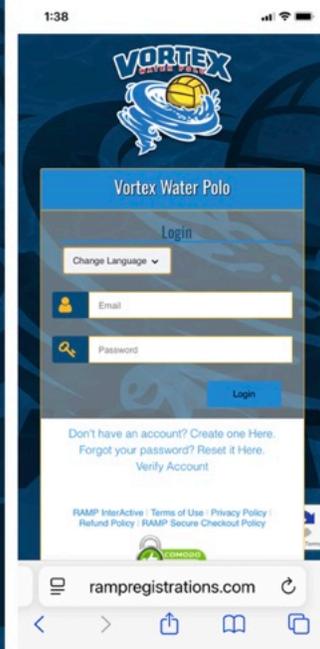
### Step 1: Log in to Your RAMP Account

1. Go to the RAMP registration login page used by [Vortex Water Polo](http://VortexWaterPolo.rampregistrations.com).
2. <http://VortexWaterPolo.rampregistrations.com>
3. Enter your **email address and password** and **Login**.

**Tip:** Use the same email address that you used when registering for the program.



Computer



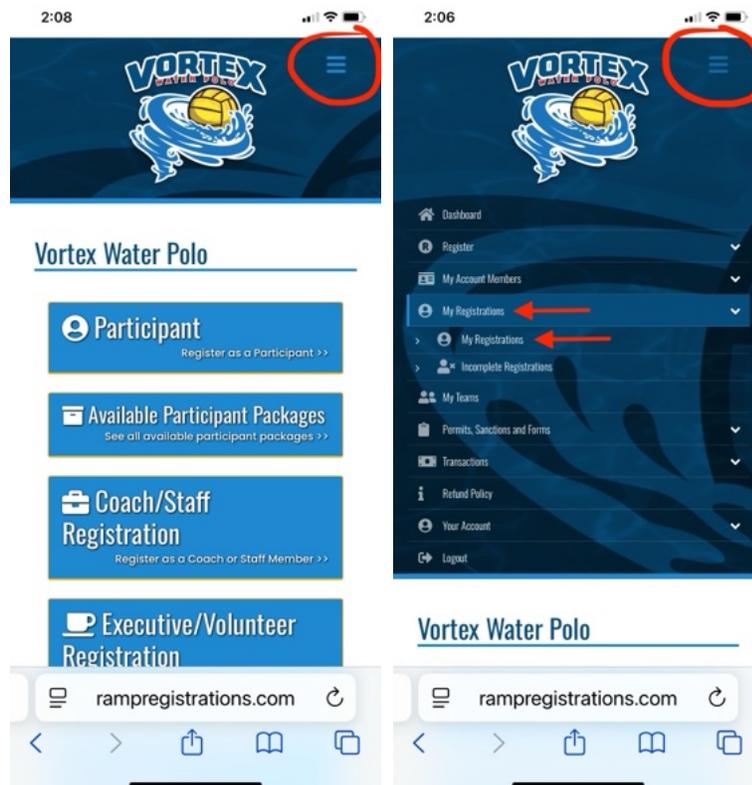
Phone

## Step 2: Go to “My Registrations”

1. After logging in, you will arrive at your **RAMP dashboard**.
2. Select **My Registrations** from the menu. This section shows all of your athletes and their receipts.



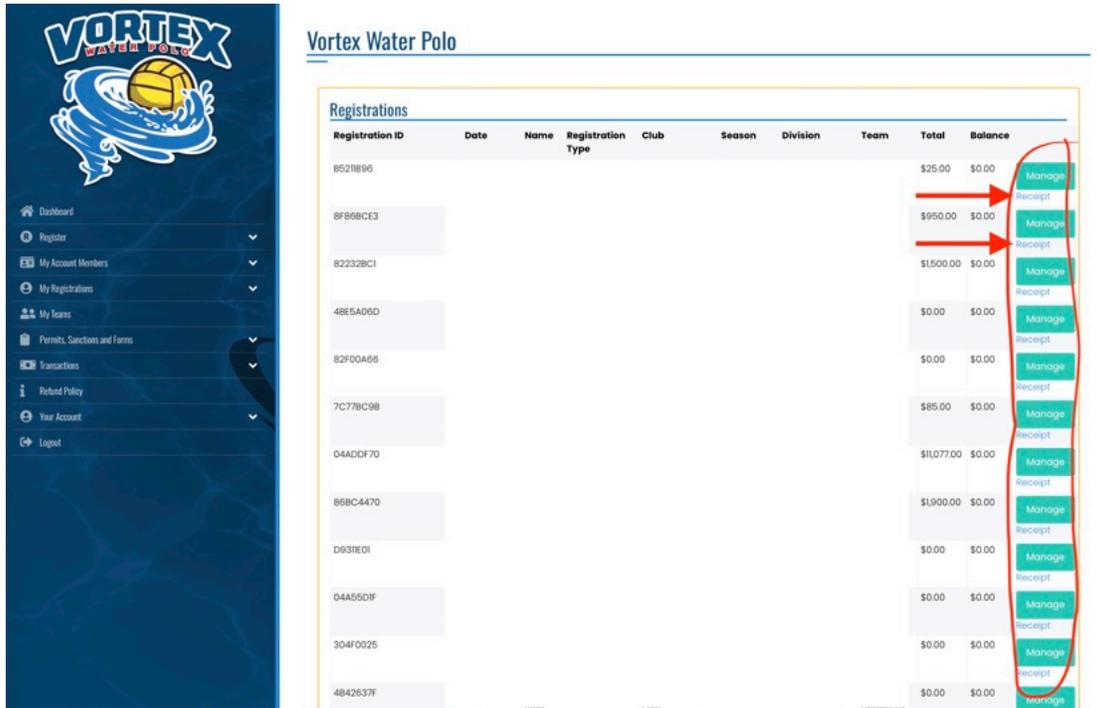
### Computer



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## Step 3: Find Your Registration(s)

1. Locate the athlete whose receipt you need.
2. Click **View Registration** or **Registration History**. You will see a list of all programs that athlete has registered for.

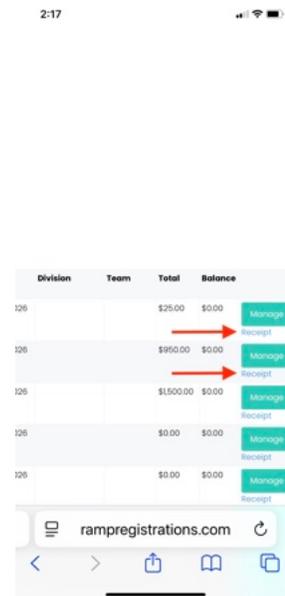


Registration ID	Date	Name	Registration Type	Club	Season	Division	Team	Total	Balance	Manage Receipt
8521896								\$25.00	\$0.00	Manage Receipt
8F868CE3								\$950.00	\$0.00	Manage Receipt
822328C1								\$1,500.00	\$0.00	Manage Receipt
48E5A06D								\$0.00	\$0.00	Manage Receipt
82F00A66								\$0.00	\$0.00	Manage Receipt
7C778C98								\$85.00	\$0.00	Manage Receipt
04ADDF70								\$10,077.00	\$0.00	Manage Receipt
868C4470								\$1,900.00	\$0.00	Manage Receipt
D631E01								\$0.00	\$0.00	Manage Receipt
04A5601F								\$0.00	\$0.00	Manage Receipt
304F0025								\$0.00	\$0.00	Manage Receipt
4842637F								\$0.00	\$0.00	Manage Receipt

Computer



*You may need to scroll to the right*



Phone

## **Step 4: Print or “Save as” Receipts**

1. Print or “Save as” the receipts you want.

## **Step 5: Alternative Method is to Search your Email**

- Search your inbox for emails with the subject line **Vortex Water Polo Registration Confirmation**
- And/or emails from [mailer@rampmx.com](mailto:mailer@rampmx.com)

## **If You Cannot Find Your Receipt**

Try the following:

- Ensure you are logged in with the **same email used during registration**.
  - Look for your payment history under **Transactions >>> Transaction History**.
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