

Client Access To Statement

1. Go to GNAG.ca and login.
2. You now have access to your home page.
3. Click on the red *Bills/Payments/Credit Notes* menu bar (fifth on the left).
4. Click on the *Statement*.
5. You can now enter dates to refine your search or just press the *Search* button.
6. You will now see everything you've paid for.
7. To get a statement for all your records, click *Build Detailed Statement*.
8. To select particular items* for your statement:
 - Click the top checkmark (below "*include*") to clear all checkmarks
 - Then check the items you want to include
9. Click *Build Detailed Statement*.
10. Click *Print*.

Another way to view (but not print a statement) is to:

1. Select one of the two last red menu items: *My Family Programs/Courses* or *My Family Camps*.
2. Click *View Accounts*.
3. Click the courses of each member of your family.

* You could select items related to a specific individual, time period, or focus (e.g., a child care statement for tax purposes).