

How to pull a receipt off the Parents as Teachers website

The screenshot shows a web browser window with multiple tabs. The active tab is titled "PAT eBusiness" and the address bar shows "https://ebiz.patnc.org/eBusiness". The browser's address bar also displays several bookmarks: "Apps", "Children's Service Fun", "ADP", "Login | HRSA EHBs", "Helpdesk Login", "The 2016 Parents as T", "Missouri Department", "Per Diem Rates", and "Program Implementa".

The website header features the "Parents as Teachers" logo and the text "eBusiness Portal". Navigation links include "Home", "Training Schedule", "eStore", "Education", and "Penelope". In the top right corner, there are links for "Contact Us" and "Login".

The main content area is titled "Public Site" and contains a "Login" section with input fields for "Email" and "Password". Below these fields are buttons for "Login" and "New User?", and a link for "Forgot your Password?".

Below the login section, there is a welcome message: "Welcome to the Parents as Teachers e-business platform. A single log-in here allows you to update your profile, register for training, purchase items in the e-store, monitor your professional development hours, and more. It also gives you access to special features based on your profile." This is followed by three links with question mark icons: "Frequently Asked Questions", "How to add a new employee to an Affiliate", and "Affiliate Updates".

At the bottom, there is an "Updates" section with a sub-heading "Data Driven Practice" and a paragraph of text: "The Parents as Teachers Approach is to partner, facilitate and reflect. Over the last several years, we have learned a great deal".

1) Enter your user information

Parents as Teachers
eBusiness Portal

Home Training Schedule eStore Education **My Profile** My Tools My Benefits Penelope

Public Site

Welcome, K

Welcome to the Parents as Teachers eBusiness Portal. A single log-in here allows you to update your profile, register for training, monitor your professional development hours, and more. It also gives you access to your account information and your profile.

Printable Certifications
View/Edit Profile
Downloads
Order History
Make a Payment
Renew

Frequently Asked Questions
How to add a new employee to an Affiliate
Affiliate Updates

Updates

Data Driven Practice
The Parents as Teachers Approach is to partner, facilitate and reflect. Over the last several years, we have learned a great deal through our partnerships with PAT affiliates, community organizations, PAT state offices, and other state and national level home visiting representatives. Through ongoing support and continuous quality improvement, we have worked to facilitate a high quality, well-regarded model that leads to strong outcomes and positive impacts for families. We have reflected on our role and reputation as an evidence based model and a leader in the field of early childhood home visiting.


2) Select My Profile from the Menu Bar


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Secure | https://ebiz.patnc.org/eBusiness/CustomerService/orderhistory.aspx

Apps Children's Service Fun ADP Login | HRSA EHBS Helpdesk Login The 2016 Parents as Tr Missouri Department Per Diem Rates Program Implementat

Contact Us Logout

 **Parents as Teachers.**
eBusiness Portal

My Cart  0 Item

Home Training Schedule eStore Education **My Profile** My Tools My Benefits Penelope

Printable Certifications

View/Edit Profile

Downloads

Order History

Make a Payment

Renew

Quick Links

- Customer Service
- My Profile
- Make a Payment
- Renewals
- Printable Certifications

Order History

Order Type

Order #	Date	Amount	Shipping Status	Shipping Type	Tracking #
		\$0.00	Shipped	UPS Ground	
		\$190.00	Shipped	UPS Ground	
		\$1,920.00	Shipped	UPS Ground	
		\$0.00	Shipped	UPS Ground	
		\$0.00	Shipped	UPS Ground	
		\$190.00	Shipped	UPS Ground	
		\$915.00	Shipped	UPS Ground	
		\$0.00	Shipped	UPS Ground	
		\$63.75	Shipped	UPS Ground	
		\$525.00	Shipped	UPS Ground	
		\$525.00	Shipped	UPS Ground	
		\$1,830.00	Shipped	UPS Ground	
		\$1,830.00	Shipped	UPS Ground	
		\$915.00	Shipped	UPS Ground	

3) Select Order History from the Dropdown Menu

Document1 - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do...

Calibri (Body) 11 A A Aa

Clipboard Font Paragraph Styles Editing

Parents as Teachers eBusiness Portal

Order History

Order #	Date	Amount	Shipping Status	Shipping Type	Tracking #
		\$0.00	Shipped	UPS Ground	
		\$190.00	Shipped	UPS Ground	
628490	8/25/2016	\$1,900.00	Shipped	UPS Ground	
		\$0.00	Shipped	UPS Ground	
		\$0.00	Shipped	UPS Ground	
		\$190.00	Shipped	UPS Ground	
		\$215.00	Shipped	UPS Ground	
		\$0.00	Shipped	UPS Ground	
		\$63.75	Shipped	UPS Ground	
		\$525.00	Shipped	UPS Ground	
		\$525.00	Shipped	UPS Ground	
		\$1,830.00	Shipped	UPS Ground	
		\$1,830.00	Shipped	UPS Ground	
		\$915.00	Shipped	UPS Ground	


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4) Select the training invoice that you are requesting reimbursement for

[Print this invoice](#)

[Print this invoice](#)

Payment Verification

 **Parents as Teachers** Invoice Number: **628490** Date: 8/25/2016

2228 Ball Drive, St. Louis MO 63146
 Phone: (314) 432-4330
 Fax: (314) 403-7670

Bill To: **Ship To:**

[Redacted]

Customer ID # 10016

Order Type	Regular	Shipment Method	UPS Ground
Ship Date	8/25/2016	Due Date	Not Set

Payment Method Purchase Order - Please scan and email your Company PO to AccountsReivable@ParentsAsTeachers.org with your Order number 628490 documented on your form, or Fax it to (314) 403-7670. Then, we will complete your order and mail your invoice.

Status Pending verification of PO# 17-831-0033

Product	Description	Quantity	Price	Extended
11844 FMI Product 3140 PATNC October 3-7 2016	Registration for [Redacted] at Foundational and Model Implementation Training-11844 FMI PATNC October 3-7 2016	1	\$960.00	\$960.00
11844 FMI Product 3140 PATNC October 3-7 2016	Registration for A [Redacted] at Foundational and Model Implementation Training-11844 FMI PATNC October 3-7 2016	1	\$960.00	\$960.00
Purchase Order	Purchase Order	1	\$0.00	\$0.00
			Sub-Total	\$1,920.00
			Shipping/Handling	\$0.00
			Sales Tax	\$0.00
			Grand Total	\$1,920.00
			Payments	\$1,920.00
			Balance	\$0.00

5) Print off zero balance invoice