

How to Print Tax Statements via My Club Hub

Step One

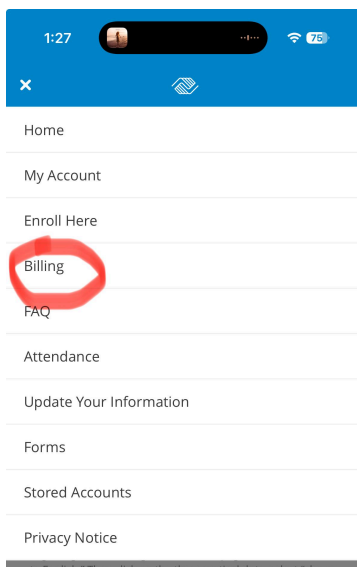
- Log into Parent Portal [here](#)

Step Two

- Navigate to the **Billing** tab of the Portal.
- On a computer: This can be seen on the top options bar seen below.



- On a mobile device: click the 3 lines on the top left corner, and then select the Billing option



Step Three Use the **Statements** button to generate a statement or view recent purchases in the **Recent Transactions** component. To get the end of the year tax statement, select the custom date of the calendar year.