# Download receipts and invoices

Find past payments, download PDF receipts, and add your company details to them.

For: Administrators, Managers · Updated November 21, 2026 ·
https://hipaacertify.com/index.php/support/article/receipts-and-invoices

1. Click **Billing** in the sidebar.
2. Scroll to **Receipts**.
3. Click the PDF icon to download a receipt, or the view icon to open it online.

Each row shows the receipt number, invoice date, amount and status. Your first receipt appears after your first payment.

## Add your company name, address or a PO number

Click **Update Payment Method** to open the Stripe billing portal. Update your **billing information** there, and future receipts will include it.

> **NOTE**
>
> Card statements show the charge from **CLEAREDSYSTEMS.COM**, the company that operates HIPAA Certify.





Downloaded Nov 22, 2026 — check the link above for the latest version.