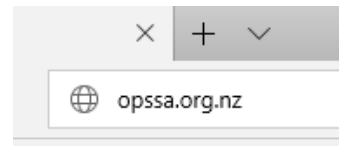


Accessing OPSSA Accounts

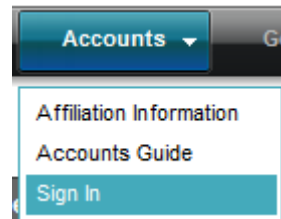
Start your preferred web browser



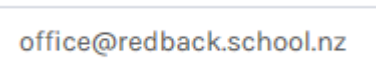
Type in the `opssa.org.nz` address
Press the <enter> key



Click on the Accounts menu item
Select the Sign In option



Type in your school email address (example)



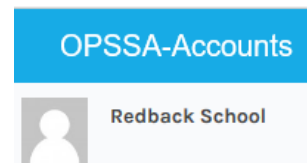
Type in the password you have been provided



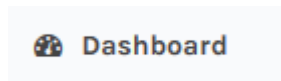
Click the Sign In button



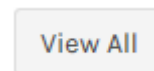
You are now logged in with access to OPSSA Invoices for your School



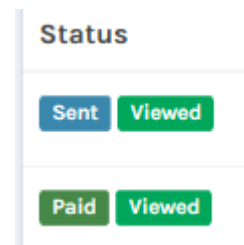
The Dashboard view provides you an overview of your most recent activity



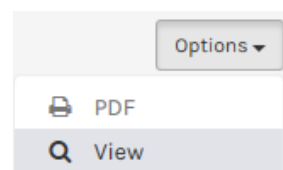
Click on the View All button at the bottom of the Invoices section to focus in on just your invoices



The Status column provides a quick view of which Invoices have been paid and which are outstanding



The Options button at the right end of each Invoice line provides you with the ability to;
View, print or download a PDF copy of the Invoice
or
View it in your browser



When you have finished click the Sign Out button in the top right corner of the Accounts window

