Requests for reimbursement from EARNED Educational Benefits **MUST INCLUDE** the Reimbursement FORM found on IL NAWGJ website **https://www.ilnawgj.com/ and a copy of the actual receipt.   (Credit card statements or packing lists are NOT receipts)**

**Here are instructions to get receipts from USAGymnastics.org**

**TO reprint Congress registration, Testing, or USAG Membership receipts**

- Go to: usagym.org/pages/membership/pages/index.html  USA Gymnastics Member Services and Log in.
- Once you are in, go up to the top middle and click on your name that is underlined in the blue bar.
- This will open your profile.  At the bottom of the page, click on Purchase History and it will show you all the receipts for Testing/Congress/Membership.
- Next click on the Order number also underlined and then print out the actual receipt or save as a PDF file to be emailed (instructions for saving a PDF file are below if you need it)
- Make sure you fill out the Reimbursement Request form from our IL NAWGJ website.

**To print Code of Points receipts -**

- Log in to USA Gymnastics
- On left side menu select Technical Materials
- You will have to log in using the same login you used to purchase the code
- Once you have logged in, go to the top and click on your name (it should turn blue and is a hyperlink to open your profile).
- Scroll down to the bottom of your profile and order history, and you will see the books you ordered.  On the left side click on the order number and open that receipt.
- To email it to me, after you open the receipt, select the option to print from your computer but instead of sending it to the printer, change the printer location to save as PDF (using the drop down menu after you select "change the printer".
- Once you select PDF, hit print and instead of the document printing, it will bring up the box to let you save it in a folder you choose.  Make sure you save the file type as PDF (under the file name) and Name it something and save it to a folder that you will easily find.
- Once it is saved you can respond to this email and attach the PDF receipt and Reimbursement form