## How to Check on Your Orders

The web site keeps track of your orders, which can be viewed by clicking on the My Account menu link:



If you scroll lower on the My Account page you will see an area of Recent Orders. The list shows the order name of the event or the last item order on the invoice. The Total column lists the amount and the number of items in the order. Notice the second item "OC Wine Society Membership - Dual" which costs \$60 but this item Total is \$242.00 for 5 items.

## **Recent Orders**

Order	Date	Total	
Member Steak - Jeff Runquist Wines	March 14, 2018	\$104.00 for 2 items	View
OC Wine Society Membership - Dual	February 27, 2018	\$242.00 for 5 items	View
Member Spring BBQ - Let's Play Ball!	February 27, 2018	\$90.00 for 2 items	View

By selecting the View button the Order details are displayed.

## **Order details**

Product	Total
Member Buffet - Pear Valley Vineyards × 2	\$78.00
Member Steak - Jeff Runquist Wines × 2	\$104.00
OC Wine Society Membership - Dual × 1	\$60.00
Subtotal:	\$242.00
Payment method:	Credit card
Total:	\$242.00

Order again