1. Go to the portal landing page and log in using your User ID and Password.
   If you do not have a User ID and Password, click Register Now or see the JOB+AID “Registering on the Portal.”
   If you have already logged in, skip to step 2.

2. Click Search Payment History on the left side of the page, or click the Claims tab at the top of the screen.
Fill in the appropriate search fields. Not all fields are required, including Payment Method, Payment Type or Payment ID. You must enter a From and a To to set the range for the Issue Date. The range cannot be greater than 90 days.

Click Search.
Your search results will appear in the **Search Results** window. You will see these details: **Issue Date, Payment Method, Payment Type, Payment ID, Total Paid Amount** and **RA Copy**. You can click on RA Copy and print a copy of the remittance advice.
Click on Payment ID.

The View Payment Details screen will provide payment summary information.