

Account Manager Guide – Print a PDF of Your Tickets

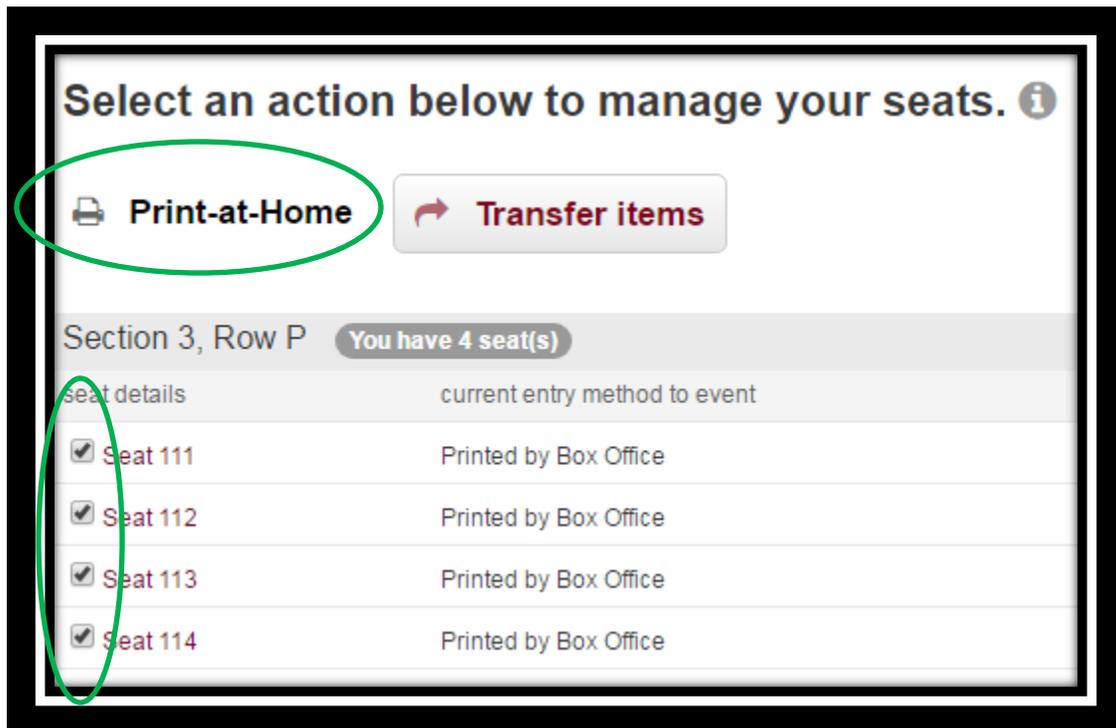
- 1) Log into your online account manager by entering your email address or account number and password.

Note: If you do not remember your password, click "Forgot Your Password" to reset your account login.

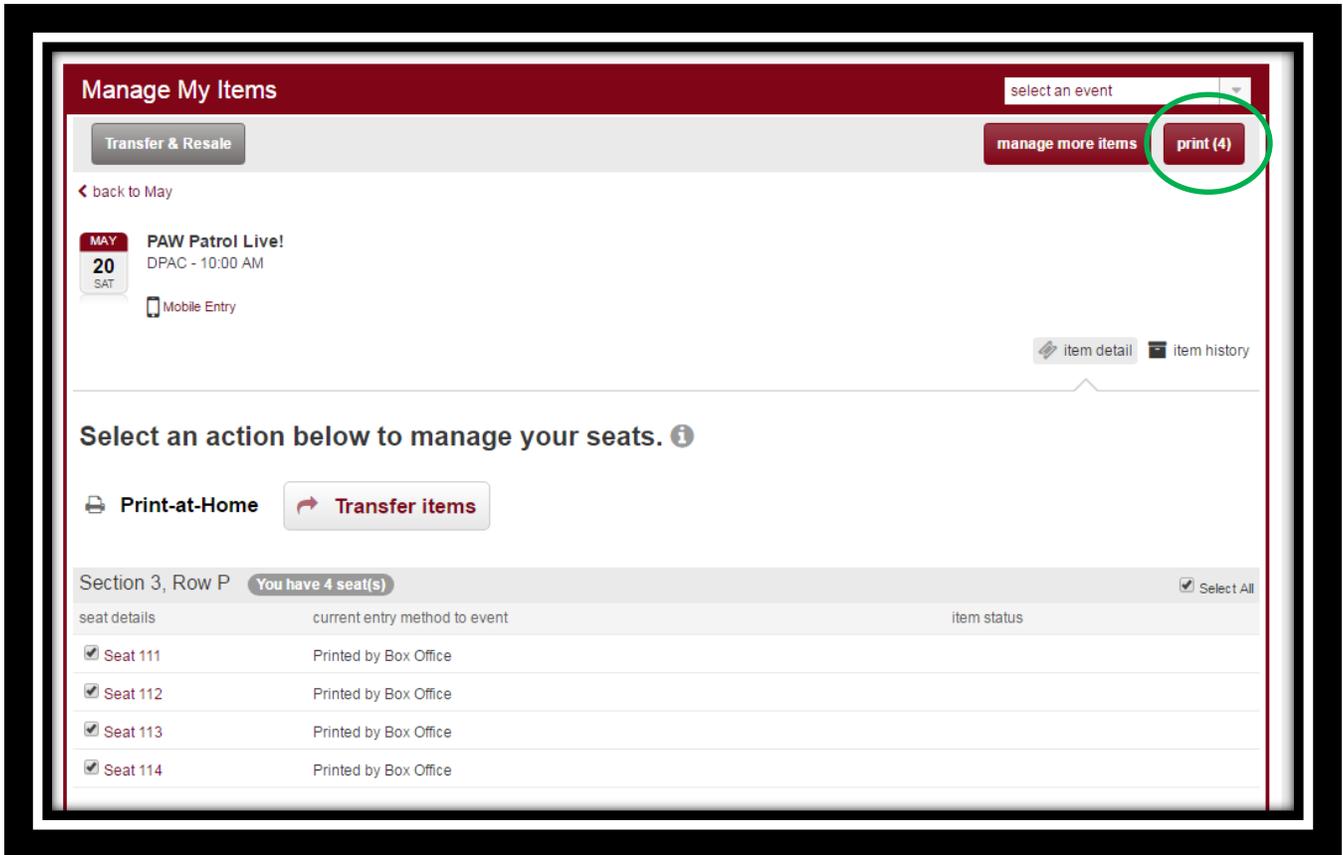
- 2) After you have logged in, scroll down the section that reads "Manage My Items". This will show the first three events that are currently on your account.*

If the event you wish to view is not one of the three visible on the main screen of your account manager, simply click "manage this event" and then "manage more items" to access a dropdown menu that will link to all upcoming events. For detailed instructions, please reference the **Account Manager Guide – View Your Upcoming Events.*

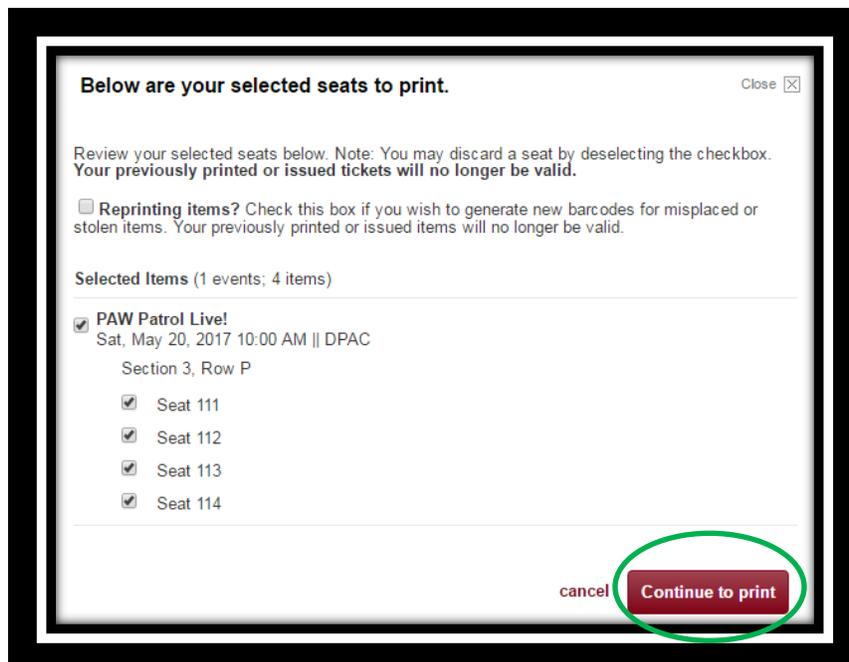
- 3) After you have selected the event you wish to print, click the "Print-at-Home" button and then select the seats you would like to print. See image below:



4) Next, click the "print" button at the top right corner of the screen. See image below:



5) Next, a box will appear confirming the seats that you would like to print. If you are reprinting tickets, please make sure to click the "Reprinting items" box. You also have the ability to adjust the exact tickets you are printing here. See image below:



- 6) Next, click the "Continue to print" button.
- 7) A new screen will load. Here you will need to check the box agreeing to the terms of use before clicking the "submit" button. See image below:

The screenshot shows a web interface titled "Items Selected to Print" with a red "edit items" link in the top right. Below the title is a table with columns: "item", "details", "fee", and "fee total".

item	details	fee	fee total
 PAW Patrol Live! Sat, May 20, 2017 10:00 AM DPAC	Section 3 Row P Seat 111 - 114	4 x \$0.00	\$0.00
Print Fee Total			\$0.00
Total Due			\$0.00

Below the table is a checkbox with the text: "I agree to the **terms of use**. By using this Print service you agree that your personal information will be used and disclosed as permitted by the My DPAC **Privacy Policy**, which allows the DPAC to send you event-related information and other special offers. If you have any questions please contact 919-680-2787." The checkbox is checked.

At the bottom right, the text "Total Amount" is displayed above "\$0.00". Below this is a red "submit" button.

Your tickets will then print from your personal printer. A confirmation email will be sent to the email address listed on your account.