

# How do I get a copy of my receipt?

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After paying for a one-time reservation or monthly subscription, you will sent a receipt to the email address you used to create the reservation. To locate the receipt, you can search for "Gather Presence, Inc." or "Stripe" in your email.

If you need to add another email address to your billing profile, please [contact us](#).

To access your most recent receipts, follow these instructions:

1. Log onto [Gather](#)
2. Ensure that you can see your **Created Spaces**
3. Click on the three-dot menu to the right of the space name and select **Manage Space**
4. Locate the subscription or reservation and click on **Receipt**
5. You will be directed to the Stripe page where you can download the receipt.

For monthly subscriptions, only the most recent receipt is displayed. If you require past receipts, please [contact us](#).

## Invoices

For monthly subscriptions, each receipt is in invoice format. For one-time plans, you must select the **Invoice** payment option when [creating the reservation](#). If you did not select this option and need an invoice format receipt, please [contact us](#).

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