Go to **Reports** then use the search bar to search by name, email or ID

- Find your transaction in the **Transactions** section of the report
- Click on **Details** to the right of the transaction

- Click **Resend Confirmation** at the top of the **View Transaction Details** window
- You can customize the subject and the body of the message that will be sent to the supporter. Then click **Send Receipt**.
View Transaction Details

Current Contact ID for this transaction: Christy CID662-1000053

Resend Confirmation

Email to:

Subject:
Kids Now has sent you a receipt for Transaction T2263535

Message:

Attachment:
Receipt For Transaction T2263535

Send Receipt