

How to Access Receipts Online:

1. Click **HERE** to go directly to [Online Registration \(Webtrac\)](#). If this is your first time using online registration, please visit our [Online Registration/Payment](#) page for in-depth instructions.
 2. Enter your user name and password. To obtain your user name and password, please call Community Services at 730-4150 or email us at comserv@ci.scarborough.me.us.
 3. Click **My Account** then **Receipt Reprint**. Click on the orange shopping cart icon to add your balance to your shopping cart.
 4. All receipts will appear, listed by most recent transaction. Select chosen receipt to print.
 5. Click **Exit** to sign off.
- * *All receipts are available to view and print through Webtrac, whether you registered in the Community Services office or online.*