Go to portal in Evergreen sign-in (open a new tab)

Click on ***admin*** at the top right

Click on ***work station admin***

*Click on* ***receipt template editor***

\*Select receipt to be fixed at drop down menu

Click ***import*** on right (import templates files should all come up)

Click on receipt template needed

Click ***open***

Click ***ok***

Using drop down menu, pull receipt back up

Click ***save locally***

Repeat as needed from \*