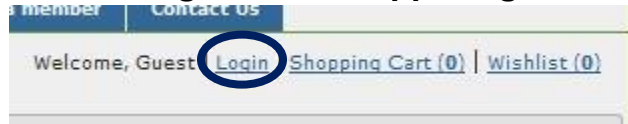


How to Reprint Receipts

To reprint receipts from previous online class registrations, follow these instructions.

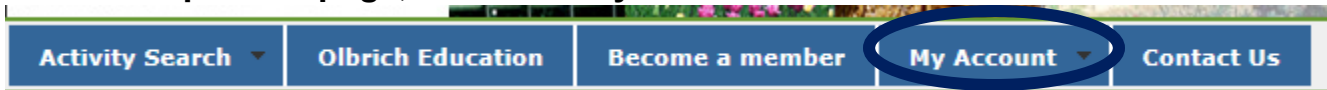
1. Visit this link: <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>
2. At the top of the page, click “Login” on the upper right side.



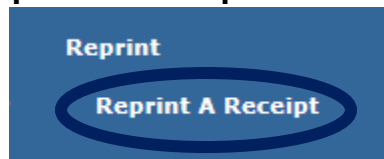
3. In the box that opens, enter your username and password.



4. At the top of the page, click the “My Account” tab.



5. Under “Reprint,” click “Reprint a Receipt.”



6. Receipt numbers will be listed on the next page. Click the receipt you would like reprinted. All receipts are in PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts.
 - a. If you cannot find a receipt, contact the Education Registrar by emailing aschwoerer@cityofmadison.com or calling (608) 245-3648.

Ready to register for classes? <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>

Read the documents provided in our “How To” section to learn more about online class registrations, or contact the Education Registrar with additional questions by emailing aschwoerer@cityofmadison.com or calling (608) 245-3648.