CHEMTREC®

How to Pay an
OUTSTANDING INVOICE

Please follow the steps below:

1. Navigate to [CHEMTREC Customer Portal Sign In Page](#) on the CHEMTREC Website.

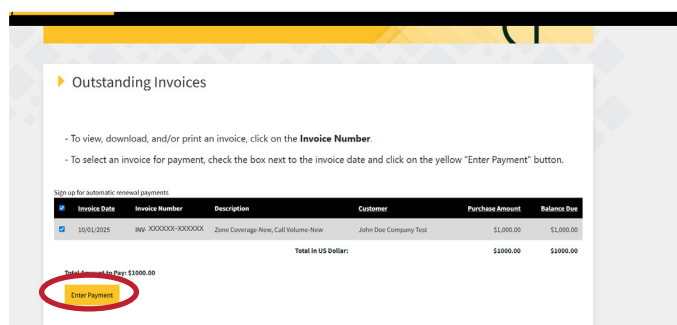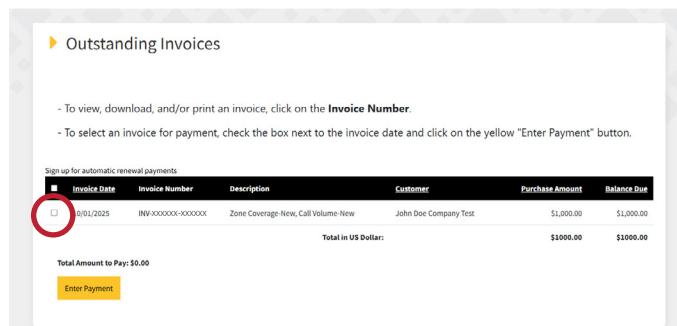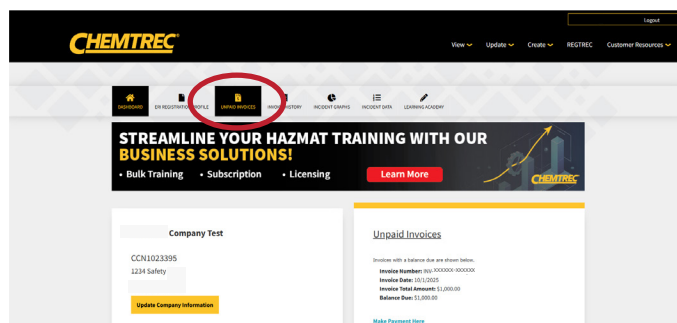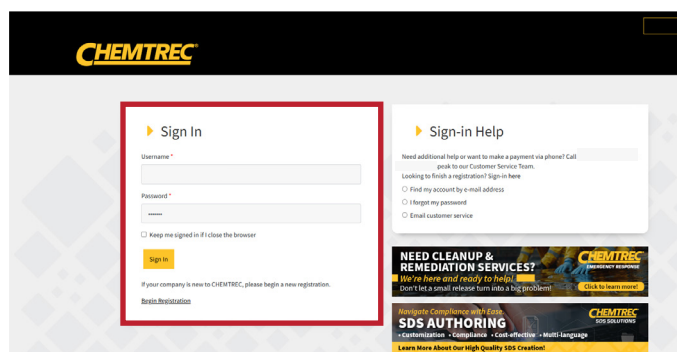**2.** Enter your Username and Password. Click the Sign In button.
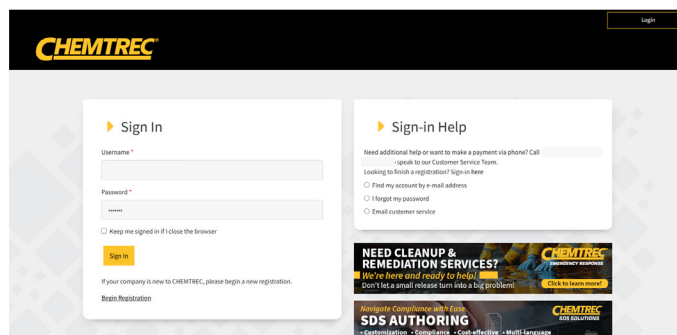

3. Click "Unpaid Invoices"

4. Click the checkbox of the outstanding invoice that you are looking to pay.

5. Click "Enter Payment"

6. Put in all the required credit card information.

7. Click "Process Payment"