

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.

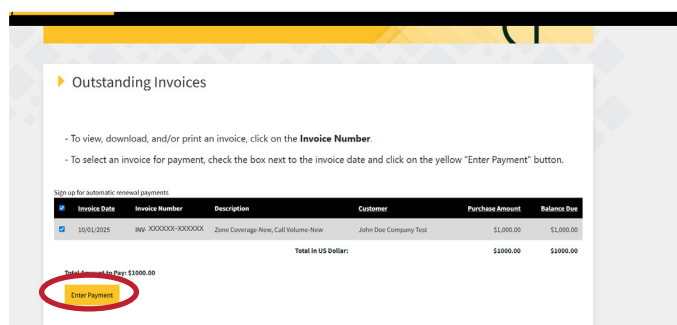
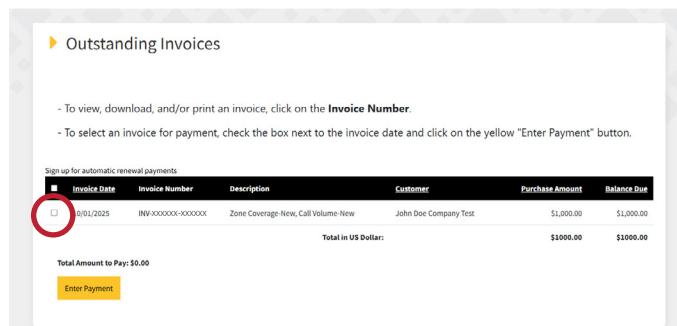
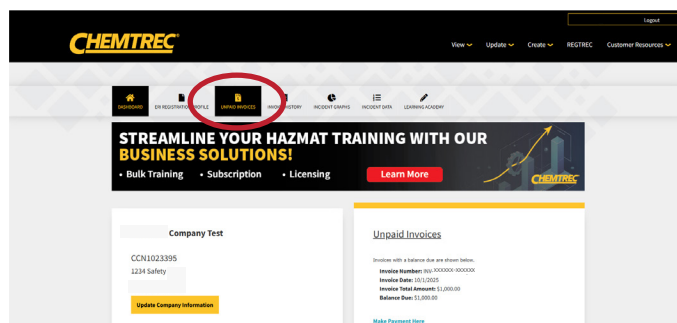
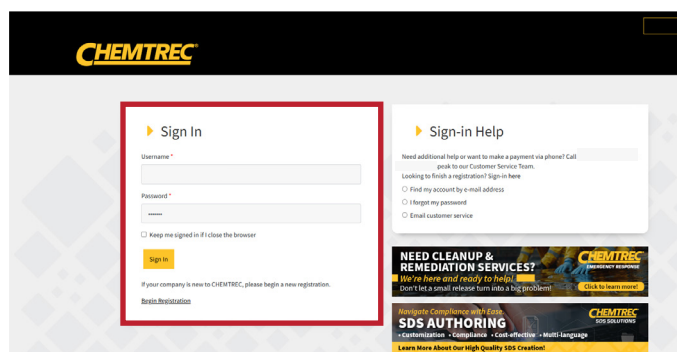
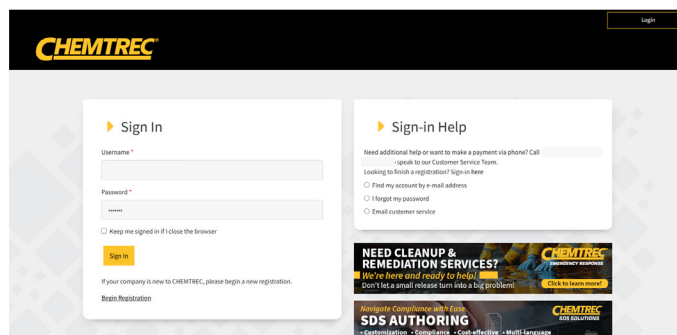
Click “Unpaid Invoices”

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”

The screenshot shows the 'Outstanding Invoices' section of the CHEMTREC website. At the top, there are tabs for 'Credit Card' and 'ACH Electronic Transfer'. Below this, a message states: 'If you have saved a credit card from a previous purchase you can select it to streamline your checkout process. Click "Enter a different card" to use a new card for payment.' The form fields include: 'First Name on card', 'Last Name on card', 'Card type' (set to American Express), 'Card Number', 'Expiration Month' (set to 1-Jan), 'Expiration Year' (set to 2025), 'CVV', 'Street', 'City', 'State' (set to VA), and 'Postal Code'.

This screenshot shows the same payment form as above, but with additional fields and a highlighted button. The 'Card type' is still American Express. Below the address fields, there is a checkbox labeled 'Check here to save this card for future payments.' and a field for 'Payments Authorized by' with a signature icon. A yellow banner at the bottom of the form states 'The amount to be charged to your credit card is: \$1,000.00'. The 'Process Payment' button is circled in red.