Please follow the steps below:

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

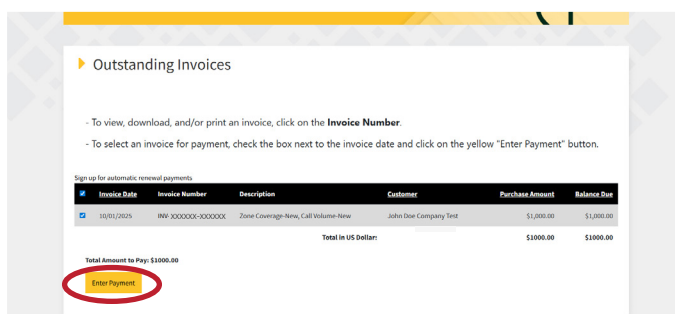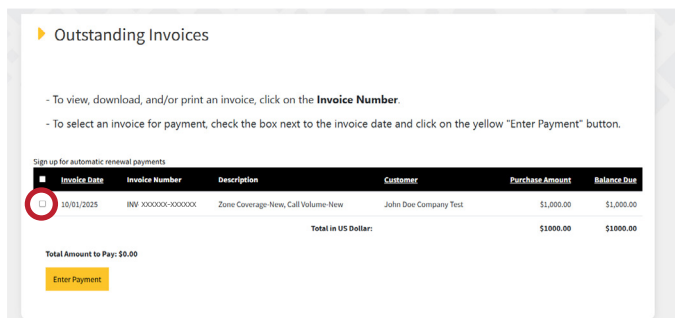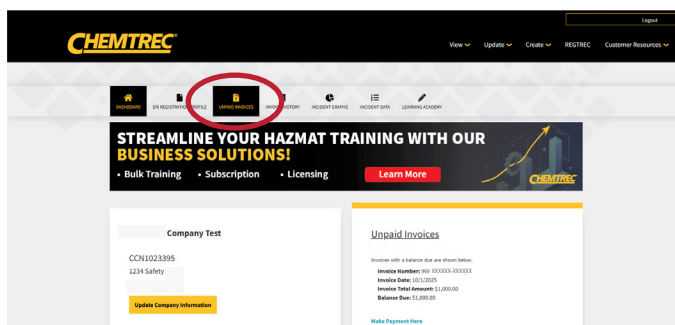**2.** Enter your Username and Password. Click the Sign In button.
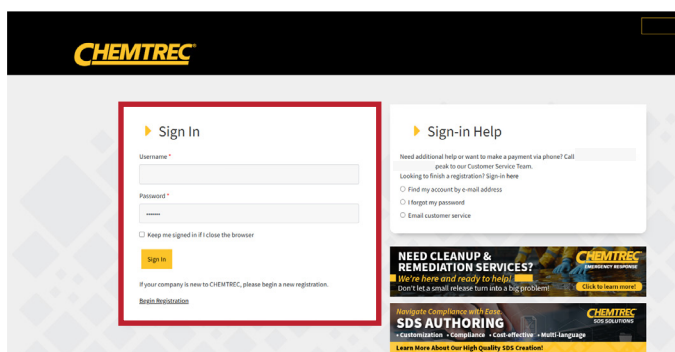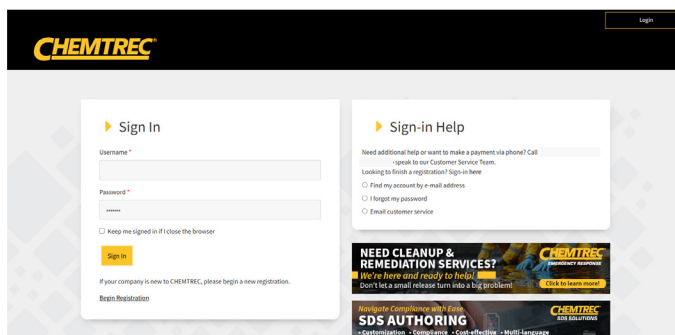

3. Click "Unpaid Invoices"

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

5. Click "Enter Payment"

6. Enter required credit card or ACH information and click "Process Payment".

7. Click the "Check here to save this card for future payments." checkbox to keep the credit card on file with us.

8. Click the "By clicking this, I agree to the terms and conditions." field.

9. Click the "Signature" field and type your name.

⚠️ IMPORTANT: Please note saving a credit card for future payment does not enroll you in autopay. You must enroll in AutoPay following the steps below for payments to be made automatically once a renewal invoice is generated.

10. Click the "Check here to enroll for autopay of your future renewals using this payment method".

11. Click "Process Payment".

You are now enrolled in AutoPay for future renewal invoices.

The steps above outline the process to enroll in autopayment when making a payment; however, customers can also enroll in autopayment at any other time by following these steps:

a. Go to the "Unpaid Invoices" tab by following steps 1, 2, and 3 above.

b. Under the "Unpaid Invoices" tab, click on the "Enroll In Our New AutoPay for Renewals Today" banner.

c. Scroll down and click "Add New Payment Method"

d. Select ACH or Credit Card and add all required information and click "I agree to pre-Authorize this payment method".