

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.

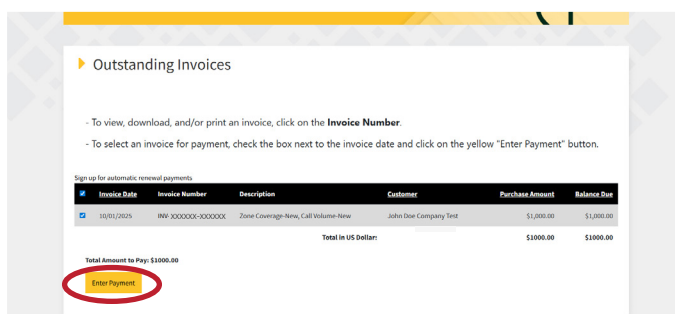
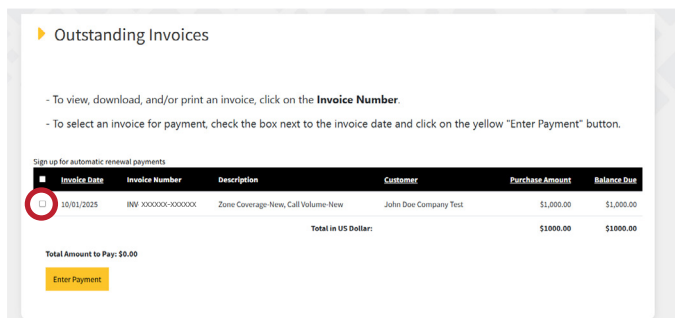
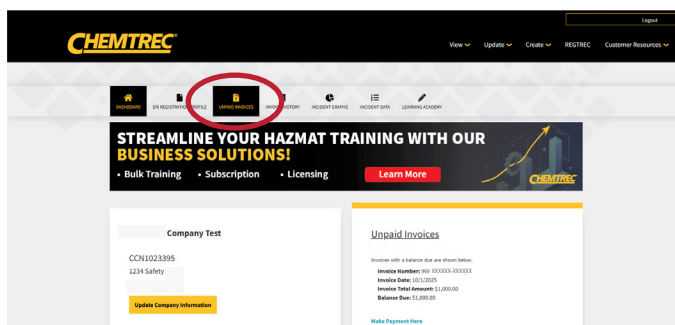
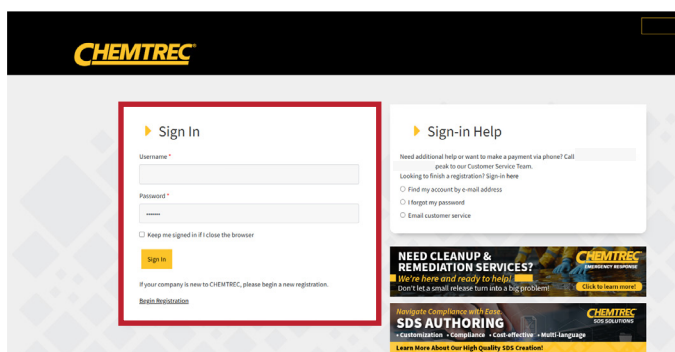
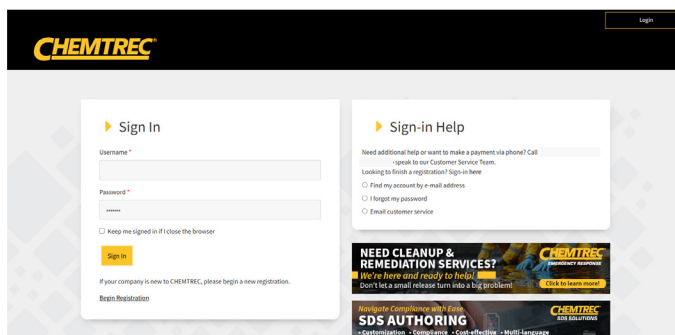
Click “Unpaid Invoices”

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.

Outstanding Invoices

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.

☐ Credit Card: ☒ ACH Electronic Transfer

First Name on card: * Last Name on card: *

Card type: * Card Number: *

Expiration Month: * Expiration Year: * CVV: *

Street: *

City: * State: * Postal Code: *

☐ Credit Card: ☒ ACH Electronic Transfer

First Name on card: * Last Name on card: *

Card type: * Card Number: *

Expiration Month: * Expiration Year: * CVV: *

Street: *

City: * State: * Postal Code: *

☒ Check here to save this card for future payments.

Payments Authorized by:

The amount to be charged to your credit card is: \$1,000.00

CHEMTREC®

☒ Check here to save this card for future payments.

☒ By clicking this, I agree to the terms and conditions.

Signature * (Click here to populate your Name as Signature or type your preferred name below.)

Enroll in our Renewal Autopay Program!

CHEMTREC will pre-authorize the payment method you provide and retain the pre-authorization in our records for your upcoming renewals. 60-days prior to your service period start date you will receive a pre-renewal notice providing 30-days to make changes or cancel your service before your renewal invoice is generated. CHEMTREC will automatically charge your autopay payment method for the amount due at the time your renewal invoice is generated. For your reference, your renewal invoice will display the autopay line item if payment was successfully processed. You can cancel your autopay payment method at any time by deleting it from your profile.

To cancel your CHEMTREC service, please call Customer Service at 1-800-262-8200 | +1 703-743-5500.

Review [CHEMTREC Terms and Conditions](#).

☐ Check here to enroll for autopay of your future renewals using this payment method

Payments Authorized by:

The amount to be charged to your credit card is: \$1,000.00

CHEMTREC®

☒ Check here to save this card for future payments.

☒ By clicking this, I agree to the terms and conditions.

Signature * (Click here to populate your Name as Signature or type your preferred name below.)

Enroll in our Renewal Autopay Program!

CHEMTREC will pre-authorize the payment method you provide and retain the pre-authorization in our records for your upcoming renewals. 60-days prior to your service period start date you will receive a pre-renewal notice providing 30-days to make changes or cancel your service before your renewal invoice is generated. CHEMTREC will automatically charge your autopay payment method for the amount due at the time your renewal invoice is generated. For your reference, your renewal invoice will display the autopay line item if payment was successfully processed. You can cancel your autopay payment method at any time by deleting it from your profile.

To cancel your CHEMTREC service, please call Customer Service at 1-800-262-8200 | +1 703-743-5500.

Review [CHEMTREC Terms and Conditions](#).

☐ Check here to enroll for autopay of your future renewals using this payment method

Payments Authorized by:

The amount to be charged to your credit card is: \$1,000.00



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”.

Check here to save this card for future payments.

☒ By clicking this, I agree to the terms and conditions.

Signature: * (Click here to populate your Name as Signature or type your preferred name below.)

Enroll in our Renewal Autopay Program!

CHEMTREC will pre-authorize the payment method you provide and retain the pre-authorization in our records for your upcoming renewals. 60-days prior to your service period start date you will receive a pre-renewal notice providing 30-days to make changes or cancel your service before your renewal invoice is generated. CHEMTREC will automatically charge your autopay payment method for the amount due at the time your renewal invoice is generated. For your reference, your renewal invoice will display the autopay line item if payment was successfully processed. You can cancel your autopay payment method at any time by deleting it from your profile.

To cancel your CHEMTREC service, please call Customer Service.

Review [CHEMTREC Terms and Conditions](#).

☒ Check here to enroll for autopay of your future renewals using this payment method

Payments Authorized by: Bluebird

The amount to be charged to your credit card is: \$1,000.00

11.

Click “Process Payment”.

You are now enrolled in AutoPay for future renewal invoices.

Signature: * (Click here to populate your Name as Signature or type your preferred name below.)

Enroll in our Renewal Autopay Program!

CHEMTREC will pre-authorize the payment method you provide and retain the pre-authorization in our records for your upcoming renewals. 60-days prior to your service period start date you will receive a pre-renewal notice providing 30-days to make changes or cancel your service before your renewal invoice is generated. CHEMTREC will automatically charge your autopay payment method for the amount due at the time your renewal invoice is generated. For your reference, your renewal invoice will display the autopay line item if payment was successfully processed. You can cancel your autopay payment method at any time by deleting it from your profile.

To cancel your CHEMTREC service, please call Customer Service at

Review [CHEMTREC Terms and Conditions](#).

☒ Check here to enroll for autopay of your future renewals using this payment method

Payments Authorized by: Bluebird

The amount to be charged to your credit card is: \$1,000.00

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.

ENROLL IN OUR NEW AUTOPLAY FOR RENEWALS TODAY!

▶ Outstanding Invoices

- To view, download, and/or print an invoice, click on the **Invoice Number**.
- To select an invoice for payment, check the box next to the invoice date and click on the yellow “Enter Payment” button.

Start up for automatic renewal payments

Invoice Date	Invoice Number	Description	Customer	Purchase Amount	Balance Due
No records to display.					

c.

Scroll down and click “Add New Payment Method”

**ENROLL IN OUR NEW
AUTOPAY FOR RENEWALS TODAY!**



Manage payment methods for autopay

Create a payment method to apply automatic payments to future renewals. Click the Add New Payment Method button to provide details, then use the checkbox to indicate you want to use autopay for your upcoming renewals. Update an existing payment method, you must remove it and re-add it to reauthorize the CC/ACH.

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”.

Manage payment methods for autopay

Form fields for adding a new payment method, including checkboxes for "ACH" and "Credit Card", and a button labeled "I agree to pre-Authorize this payment method".