## How to View INVOICE HISTORY

## Please follow the steps below:

Navigate to <u>CHEMTREC Customer</u>
<u>Portal Sign In Page</u> on the CHEMTREC
Website.

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

**3.** Click "Invoice History"

4. Click "Search" and all invoices (past & current) will appear.

Click on the "Invoice Number" to view the invoice.









