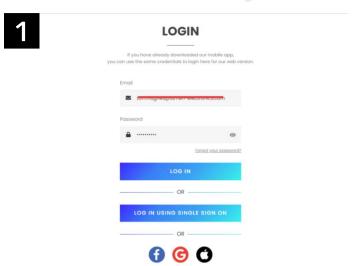
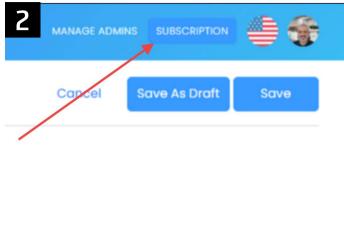
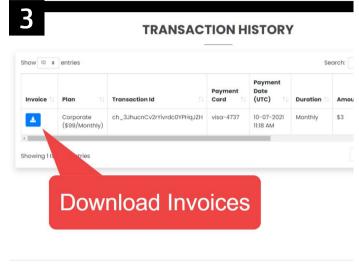


## How to access your billing history in GembaDocs









**ADMINS** need to log in to GembaDocs on a browser. Non Admins cannot access billing history.

Navigate to **SUBSCRIPTION** on the menu tab and choose **TRANSACTION HISTORY**.

Individual invoices can be downloaded by clicking the blue download buttons.

Process Ref. No: 154

Revision: 1.000 Revision date: 31/05/2024

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Date: 31/05/2024 Page 1 of 1 CYCLE TIME: N/A

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