

How to access your billing history in GembaDocs



1

LOGIN

If you have already downloaded our mobile app, you can use the same credentials to login here for our web version.

Email

Password

[Forgot your password?](#)

LOG IN

OR

LOG IN USING SINGLE SIGN ON

OR

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

2

MANAGE ADMINS **SUBSCRIPTION**

[Cancel](#) [Save As Draft](#) [Save](#)

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

3

TRANSACTION HISTORY

Show 10 entries Search:

Invoice	Plan	Transaction id	Payment Card	Payment Date (UTC)	Duration	Amount
	Corporate (\$99/Monthly)	ch_3JhucnCv2rYivrdc0YPHqjZH	visa-4737	10-07-2021 11:18 AM	Monthly	\$3

Showing 1 to 1 entries

Download Invoices

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