

## 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.