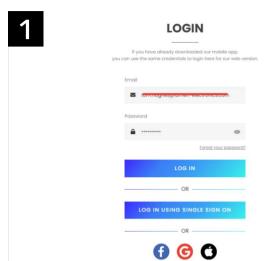
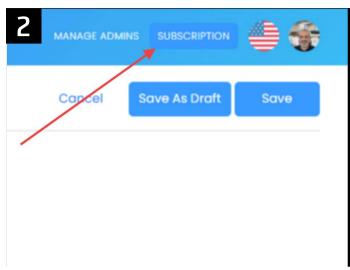


How to access your billing history in GembaDocs

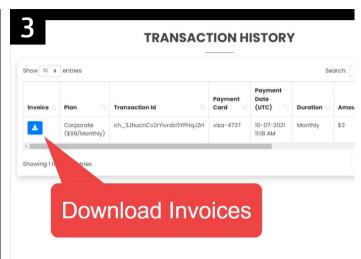




ADMINS need to log in to GembaDocs on a browser. Non Admins cannot access billing history.



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



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