How to View your Invoices & Receipts

Please note that invoices and receipts are automatically sent to the primary contact’s email address. Please check in your inbox, spam, or trash files.

**STEP 1:** Log into your account.

**STEP 2:** Go to Dashboard and scroll down the page until the “My Inspections” section. Then click on “View My Invoices”
**STEP 3:** On this section you are able to see the lists of unpaid, paid or voided invoices under your account. Simply click on the desired tab as shown on the image 2.
STEP 4: By clicking on the “Paid” tab, for example, all paid invoices under your account will appear as shown on image 3. Then, click on the desired invoice to access its details.
**STEP 5:** To access the receipt number related to the selected invoice, click on “Payment”. The receipt number will appear as indicated on image 4.