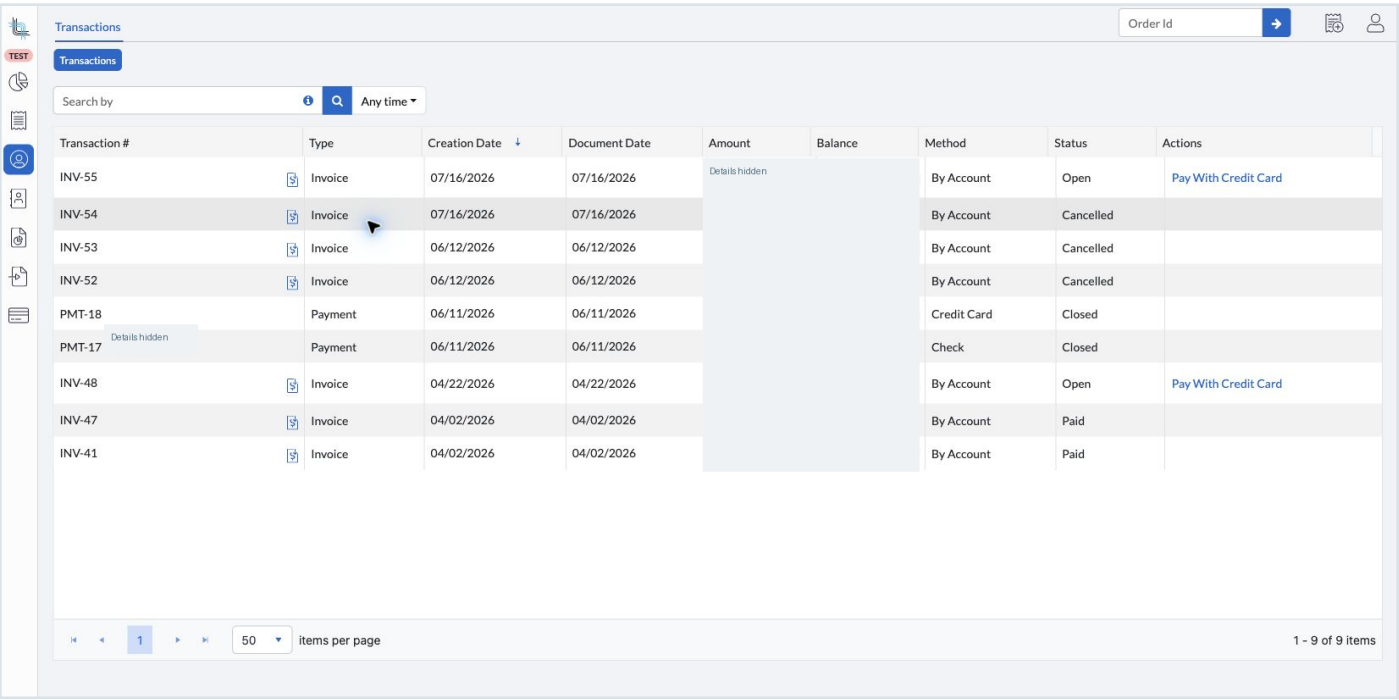
View your invoices

Find account invoices, check their status and request an invoice document from the Transactions screen.

1 Open Transactions

Sign in and select the **Transactions** icon in the left-hand menu. The table includes both invoices and payments.



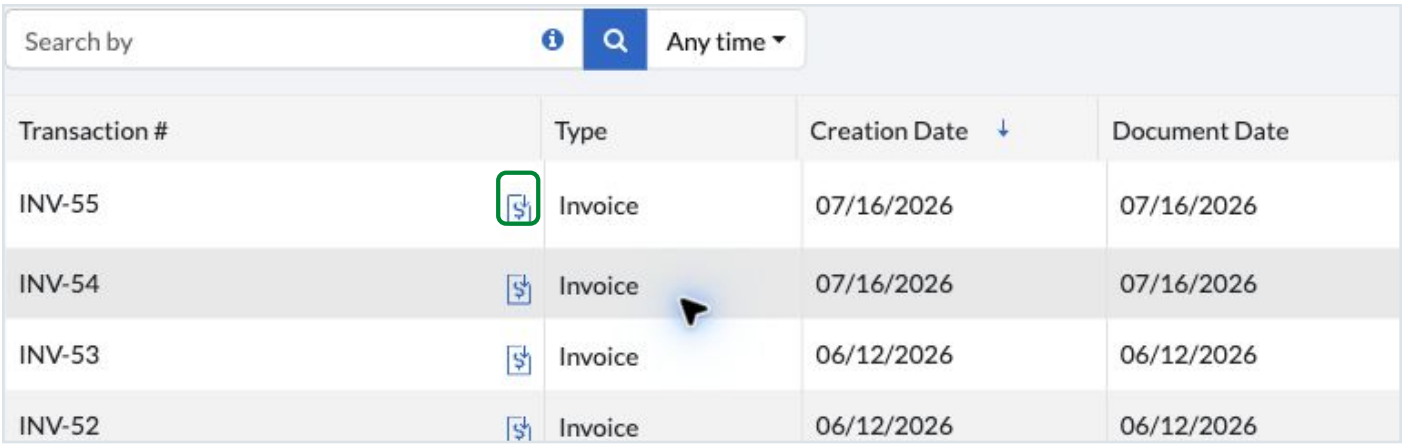
2 Choose the date range

If the invoice is not listed, widen the date range beside the search box. Select **Any time** when you are unsure of the date.

Invoice values are hidden in these screenshots. Your account shows its own amounts and balances.

3 Locate the invoice

Use the search box if needed. Check **Type** is Invoice, then confirm the transaction number, document date and status.



4 Request the invoice document

Select the small **invoice document icon** beside the invoice number. Wait while the portal generates the report.

Allow a document window or download if your browser asks. If no document appears, contact PACEX with the invoice number and request a copy. Do not use **Pay With Credit Card** just to view an invoice.

Need help? Call **1-888-837-2239**.