

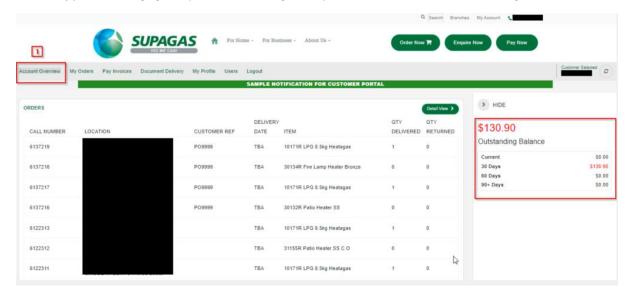
## **How to find Outstanding Balance on Account**

## **Step 1:** Login to Supagas Customer Portal using your Credentials

If you need help for password reset then refer to our FAQ document for help on Password Reset

<u>Step 2:</u> Please click on "Account Overview" and you can see your outstanding balances on right

If you are managing multiple accounts, then go to step 3 to check other accounts' outstanding balance



**Step 3:** Please click on Switch icon as showing in screenshot below marked as "1", that will pop-up all your debtor accounts to choose the one you need to check the outstanding balance on.

