



## How to Download Invoices

**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*

**Step 2:** Click on “My Account” on top right corner and follow the steps in screenshot

The screenshot shows the Supagas Customer Portal interface. At the top right, the 'My Account' link is highlighted with a red box and a '1'. Below the main navigation bar, the 'Pay Invoices' tab is highlighted with a red box and a '2'. The 'Outstanding Invoices' table is displayed with the following data:

<input type="checkbox"/>	Statement Ref	Remaining Balance	Status	Action
<input type="checkbox"/>	[Redacted]	\$3.30	Overdue for 63 days	Download (highlighted with red box and '3')
<input type="checkbox"/>	[Redacted]	\$3.30	Overdue for 90+ days	+
<input type="checkbox"/>	[Redacted]	\$4.40	Overdue for 90+ days	+
<input type="checkbox"/>	[Redacted]	\$4.40	Overdue for 90+ days	+

Clicking the 'Download' button will open the invoice statement on a new tab in PDF format.