

# Kleen-Rite is Going GREEN

**Effective April 1st, 2011: Kleen-Rite will no longer provide paper copies of invoices.**

Effective April 1st, 2011, Kleen-Rite will no longer provide paper copies of invoices. Your invoices can be provided to you by email or fax. Please provide us with your email address or fax# so we can set you up to receive your invoices automatically. You can also print out your own invoices anytime 24 hours a day from the Kleen-Rite website, [www.kleen-ritecorp.com](http://www.kleen-ritecorp.com). Using our Online Management System is simple and easy, below we will show you the simple steps it takes to print out you invoices.

**Step 1:** Go to [www.kleen-ritecorp.com](http://www.kleen-ritecorp.com) and click on the **LOG IN** button in the top right hand corner.



**Step 2:** You will then be asked to enter your **CUSTOMER #** and **PASSWORD**. If you don't have an online account, you can create one [here](#).



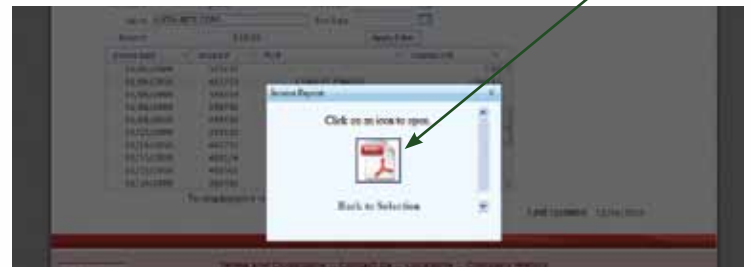
**Step 3:** Once you've successfully logged in, you will be redirected to the **HOME** screen. Now you can click on the **CUSTOMER HISTORY** button in the top right corner.



**Step 4:** Once you are in the Customer History, click on the **INVOICE HISTORY** tab to view all your past invoices, they can be sorted by date or invoice number.



**Step 5:** When you click on the invoice you want, this **ICON** will appear, prompting you to click on it to view.



**Step 6:** Your invoice will then open, allowing you to view, print or save it to your desktop.

