

Log into Primarius Web Window (where you place your monthly order)

To look at Statements or Invoice:

- Click on My Documents on the right side of the menu bar
- To view a statement or invoice click on download. It will download a PDF for you to view the statement or invoice

To look at Statements that have not been paid:

- Click on Order History in the middle of the menu bar
- Click on Open AR. This will show the statements that have not been paid. You can click on the view to see what items you received on that order.