# Accessing Accounts under a Super User

## Log in to your account



**STERLING CUT GLASS**

SIGN IN TO YOUR ACCOUNT

Username

← Your FULL e-mail address

Password

← Your password. Reset your password if you no longer have.

Sign In

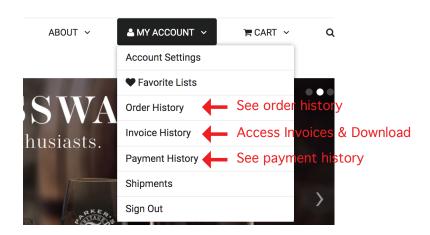Create an account
Request Username
Request Password Reset

## Find the account you want to access

Account must have an account created



| Super User › Steve Rentschler | | | | | | | My Account | Q Contacts | Sign Out |
| Susan Ogata | 8086869057 susan.ogata@koolina.com | susan.ogata@koolina.com | KO OLINA G.C. * | 0967004 | 0684 | Edit Login |
| SUSAN OGATA | 808-686-9057 susan.ogata@koolina.com | kogclb | KO OLINA G.C. * | 0967004 | 0684 | Edit Login |

Click login to access this account

This will return you to the homepage logged into the account.



ABOUT ∨    **MY ACCOUNT** ∨    CART ∨    🔍

Account Settings

♥ Favorite Lists

Order History ← See order history

Invoice History ← Access Invoices & Download

Payment History ← See payment history

Shipments

Sign Out

# Click on Invoice History

## INVOICES

Invoice Date: [_____] to [_____]

Status: ☐ Open ☐ Closed

Group By [_____▼]

Search [_____] [All ▼]

[Search] [Clear]

| INVOICE # | INVOICE DATE | STATUS | INVOICE TOTAL | PO # | ORDER # | AMOUNT DUE | DUE DATE |
|-----------|--------------|--------|---------------|------|---------|------------|----------|
| 0480846 | 3/13/2020 | Paid | ($45.18) | | | $0.00 | |
| 0480464 | 3/5/2020 | Paid | $1,210.77 | 60240 | 0425074 | $0.00 | 4/4/2020 |

## Select an Invoice #

**STERLING**
CUT GLASS

SHOP ALL PRODUCTS ⌄    CATALOG & SALES SHEETS ⌄    CONTACT ⌄    ABOUT ⌄    👤 MY ACCOUNT ⌄    🛒 CART ⌄    🔍

### INVOICE #0480846 [CLOSED]

🖨 Print

**Click to save a pdf**

**General Information**

| Customer # | 01-0967004 |
|------------|------------|

| INVOICE PAID IN FULL |
| Thank you! |

| Billing Address: | Shipping Address: |
|------------------|-------------------|
| KO OLINA G.C. * | KO OLINA G.C. * |
| ATTN: SUSAN OGATA | ATTN: SUSAN OGATA |
| 92-1220 ALIINUI DR | 92-1220 ALIINUI DR |
| KAPOLEI, HI 96707 | KAPOLEI, HI 96707 |
| USA | USA |

**Invoice Dates and Totals**

| Invoice Date | 3/13/2020 |
|--------------|-----------|
| Due Date | N/A |
| Grand Invoice Total | ($45.18) |
| Amount Paid | ($45.18) |
| Amount Due | $0.00 |

### INVOICE LINE ITEMS

| ITEM | DESCRIPTION | QTY | UNIT PRICE | LINE TOTAL | COMMENT |
|------|-------------|-----|------------|------------|---------|
| /C | Default Item Code /C | - | $0.00 | $0.00 | CREDIT ISSUED FOR DISCOUNT ON INV 480464 |
| /M | Default Item Code /M | - | $0.00 | ($45.18) | - |

### SHIPMENTS

| No records available |

### PAYMENTS

| No records available |

## Set Custom & Pages to eliminate blank pages

**Print**          4 pages

HP LaserJet P2055dn
HP Color LaserJet Pro M252dw (14FA...
✓ Save as PDF
Save to Google Drive
See more...

Destination

Pages     [All ▼]

Layout    [Landscape ▼]

More settings ⌄

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**Print**          2 pages

Destination   📄 Save as PDF ▼

Pages         Custom ▼

              1-2

Layout        ✓ Portrait
              Landscape

More settings ⌄

**Option to save as Portrait or Landscape**