Where Can I Find My Invoice?

Your Worker Checks Account · https://workerchecks.com/fr/documents/where-can-i-find-my-invoice/

> **Quick answer:** Log in to your CheckHub, scroll down to **Order History & Invoices**, and click **View** next to any order to open and download your tax invoice as a PDF.

Every order you place with Worker Checks generates a tax invoice you can access at any time through your CheckHub account. Whether you need it for expense reimbursement, employment records, or your own files, your invoices are always available online.

How to Find Your Invoice

1. **Log in to your CheckHub**
   Visit app.workerchecks.com/account/login and sign in with your registered mobile number.
2. **Scroll down to Order History & Invoices**
   On your account dashboard, scroll down until you see the **Order History & Invoices** section. It shows how many orders are on file — for example, "Order History & Invoices (4)".
3. **Click to open the order list**
   Select **View Order History & Invoices** to expand the list. Each row displays your order number, date, and number of items.
4. **Click View next to the order you need**
   Press the blue **View** button next to the relevant order. Your tax invoice will open on screen, showing the product, cost, GST breakdown, and your billing details.
5. **Print or save as a PDF**
   Use the **Print** button at the top right of the invoice page. In your browser's print dialog, select **Save as PDF** to download a copy for your records.

Tip: Your invoice includes your order number, product name, subtotal, GST amount, and total — everything you need for expense claims or tax purposes.

Frequently Asked Questions

I can't see an Order History & Invoices section — what should I do?

Make sure you're logged in to the same account you used when placing your order. If you checked out as a guest or used a different email address, your order may be under a separate account. Contact our support team and we can locate your order for you.

I haven't got a receipt, or I can't find my order. Where is it?

Your receipt is your tax invoice. Follow the steps above to view it in your CheckHub under **Order History & Invoices**. A copy is also emailed to you when you pay, so check your junk or spam folder. If you still can't find your order, email ask@workerchecks.com with the email or mobile number you used at checkout.

Can I get an invoice emailed to me?

A copy of your tax invoice is sent automatically to your registered email address when you complete your purchase. If you can't find it, check your junk or spam folder, or access it directly through your CheckHub at any time.

Does my invoice show GST separately?

Yes. Each Worker Checks tax invoice displays the total price inclusive of GST, with the GST component listed separately. Worker Checks' ABN is 85 624 296 313.

How long are my invoices available?

Your invoices remain accessible in your CheckHub account indefinitely. There is no expiry on order history.