- 1. In order to see your bill you must sign-in to CUNYFirst.
- 2. Click on HR Campus Solutions in the left margin
- 3. Click on Self-Service
- 4. Click on Campus Finances
- 5. Click on Account Inquiry
- 6. Click on Charges Due

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Summary of Charges by Due Date	Find Vi	ewAll 🗗 F	irst 🚺 1-3 of 3 🚺 Last		
Due Date	Due Am	nount	Running Total		
05/20/2013	71	15.85	715.85		
05/28/2013	76	55.85	1,481.70		
07/09/2013	3,04	48.00	4,529.70		
		j 🛃 🛛 Fir	rst 【 1-3 of 3 🕨 Last		
Currency used is US Dollar.					
Details by Due Date					
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- 7. Make sure the *Details by Charge* box is totally viewable and all charges for current semester are listed
- 8. Hold down *Alt + PrtScn(Print Screen)*
- 9. Paste into a Word Document (as above)
- 10. Save Document as FirstNameLastNameSemesterBill.doc (e.g. JamesDoeFall2013Bill.doc)
- 11. E-mail document to ssmith15@york.cuny.edu
 - a. In the e-mail Subject line please type Vet, full name, and semester 'Vet, James Doe, Fall 2013'