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

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**'