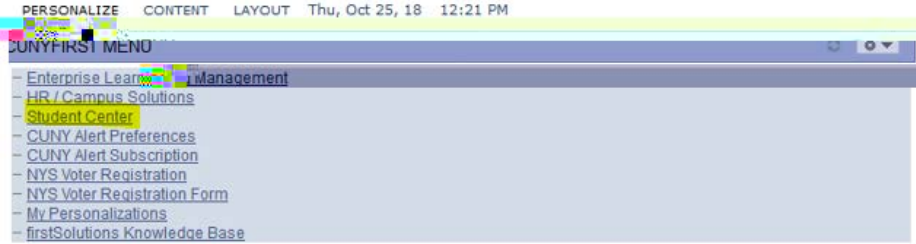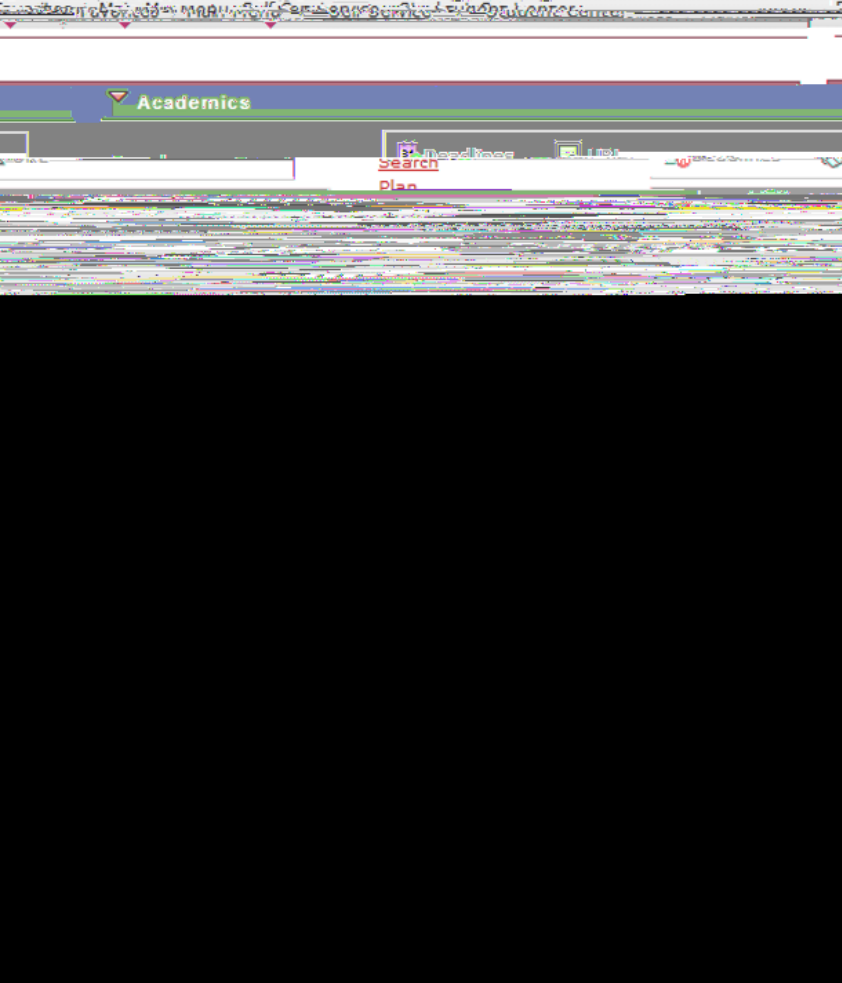# Instructions: How to Download your eBill from CUNYfirst

Step 1: Log into CUNYfirst.
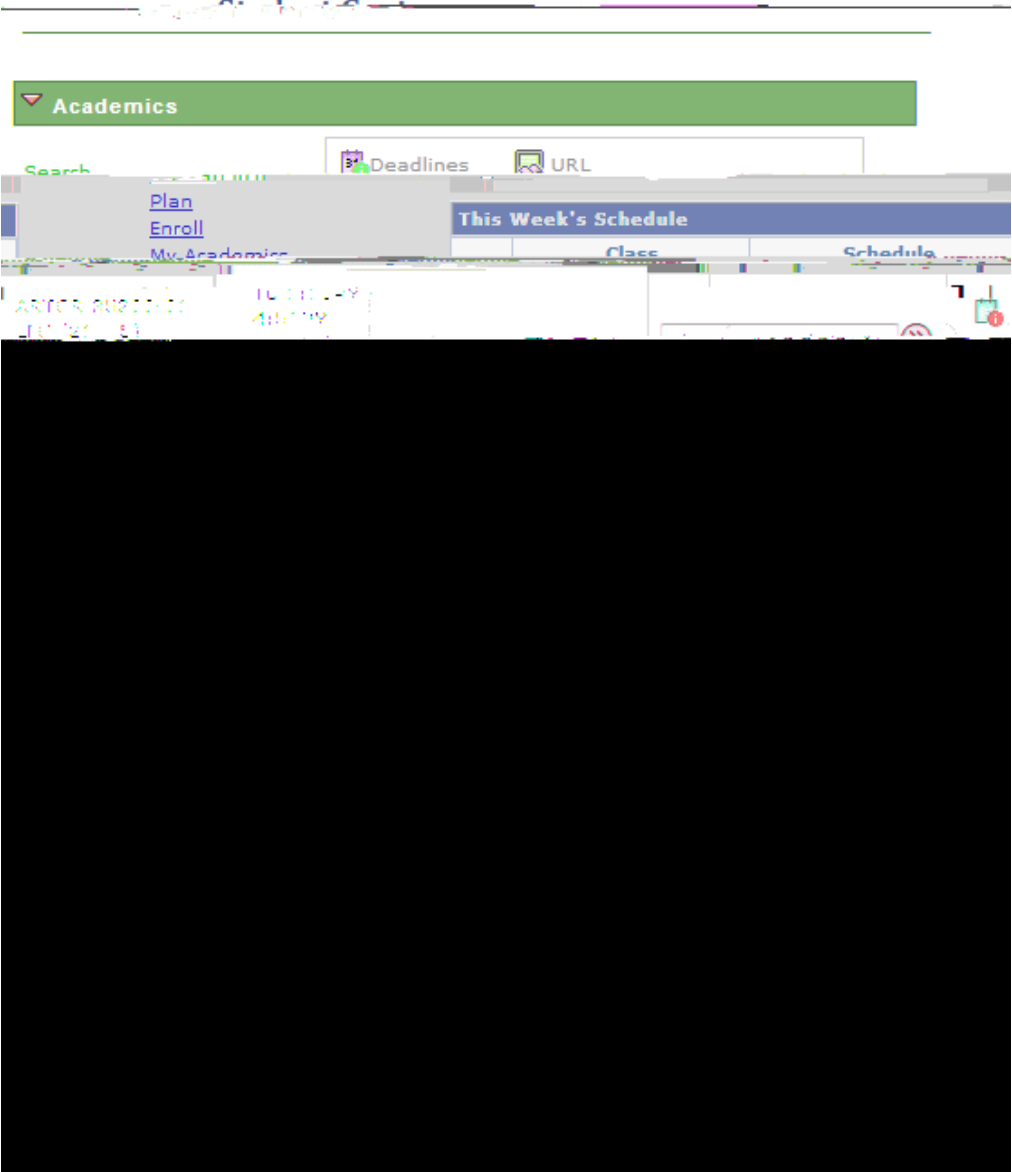
Step 2: Select *Student Center* from the left-hand menu.

PERSONALIZE   CONTENT   LAYOUT   Thu, Oct 25, 18   12:21 PM

CUNYFIRST MENU

- Enterprise Learning Management
- HR / Campus Solutions
- Student Center
- CUNY Alert Preferences
- CUNY Alert Subscription
- NYS Voter Registration
- NYS Voter Registration Form
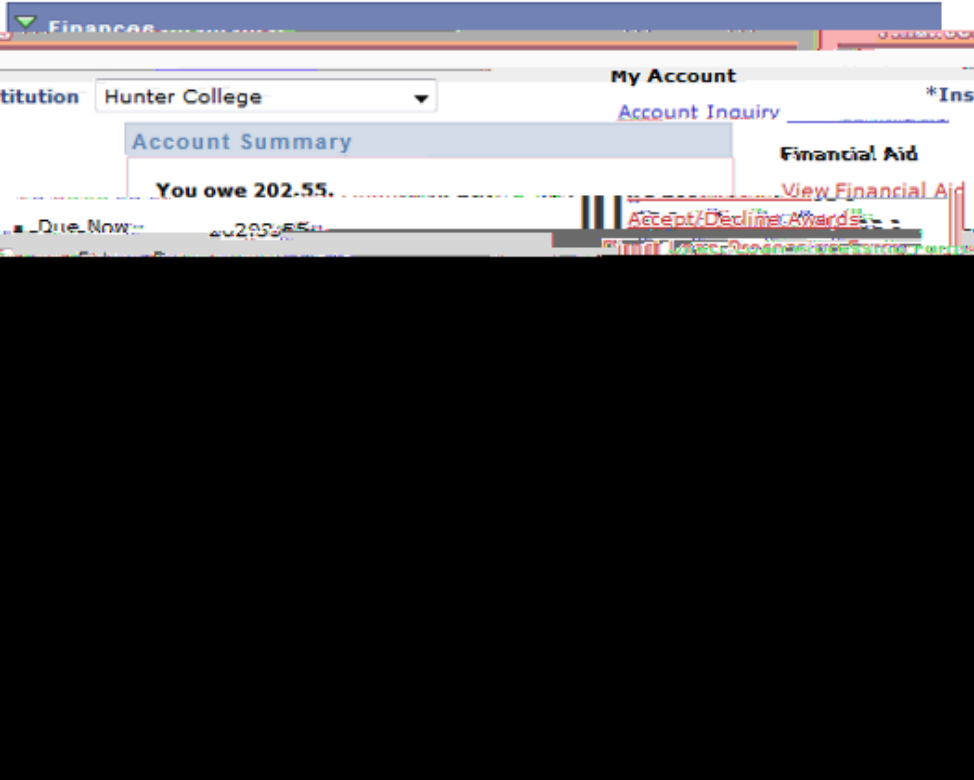- My Personalizations
- firstSolutions Knowledge Base

Step 3: Scroll down to the **Finances** section on the page. Then select the Institution (i.e. school) for which you are seeking an eBill.

Academics

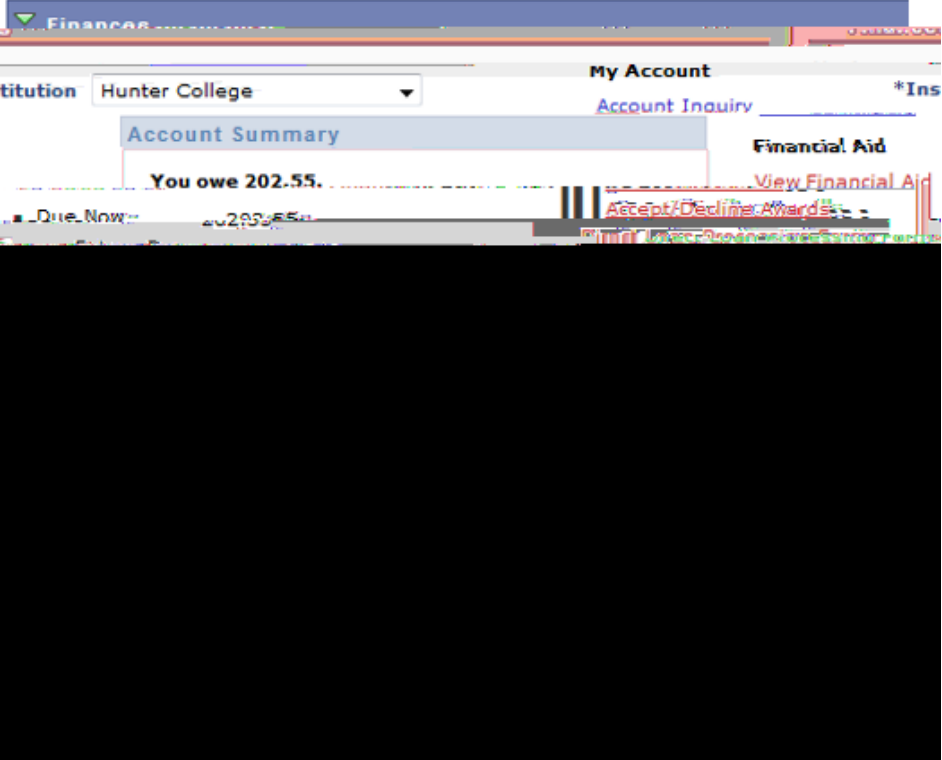Search

Plan

Step 4: Still under **Finances**, click on the <u>drop down menu</u> (highlighted in yellow in the picture below).

▽ Academics

Search
Plan
Enroll
My Academics

Deadlines   URL

This Week's Schedule

Class   Schedule

Step 5: From the drop-down menu, select "eBill".

Step 6: Then click on the arrow next to the drop-down menu.

Step 7: You will see two eBills. That is, one eBill per term for the two most recent terms in which you were enrolled. (Note: If you have only enrolled in one term at the school you selected in Step #2, you will only see one eBill.)

Select Term for eBill

Institution	Institution	Term	Term	Term Begin	Term End	eBill
HTR01	Hunter College	1186	2018 Summer Term	05/30/2018	08/20/2018	eBill
HTR01	Hunter College	1189	2018 Fall Term	08/27/2018	12/21/2018	eBill

RETURN

Step 8: Disable pop-up blockers.

Step 9: To view a specific eBill, click on the "eBill" button on the right. (For example, if you want to see your Fall 2018 eBill, click on the button next to "2018 Fall Term".) The eBill will open in a new window for you to view, print, or download.

Select Term for eBill

Institution	Institution	Term	Term	Term Begin	Term End	eBill
HTR01	Hunter College	1186	2018 Summer Term	05/30/2018	08/20/2018	eBill
HTR01	Hunter College	1189	2018 Fall Term	08/27/2018	12/21/2018	eBill

RETURN

Step 10: To return to your Student Center, click on "Return". (Do not use your internet browser's back button.)

Select Term for eBill

Institution	Institution	Term	Term	Term Begin	Term End	eBill
HTR01	Hunter College	1186	2018 Summer Term	05/30/2018	08/20/2018	eBill
HTR01	Hunter College	1189	2018 Fall Term	08/27/2018	12/21/2018	eBill

RETURN