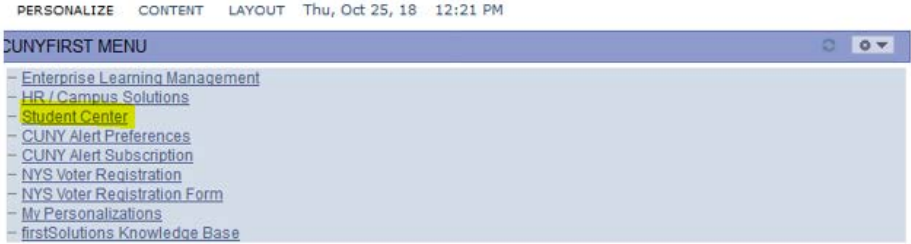


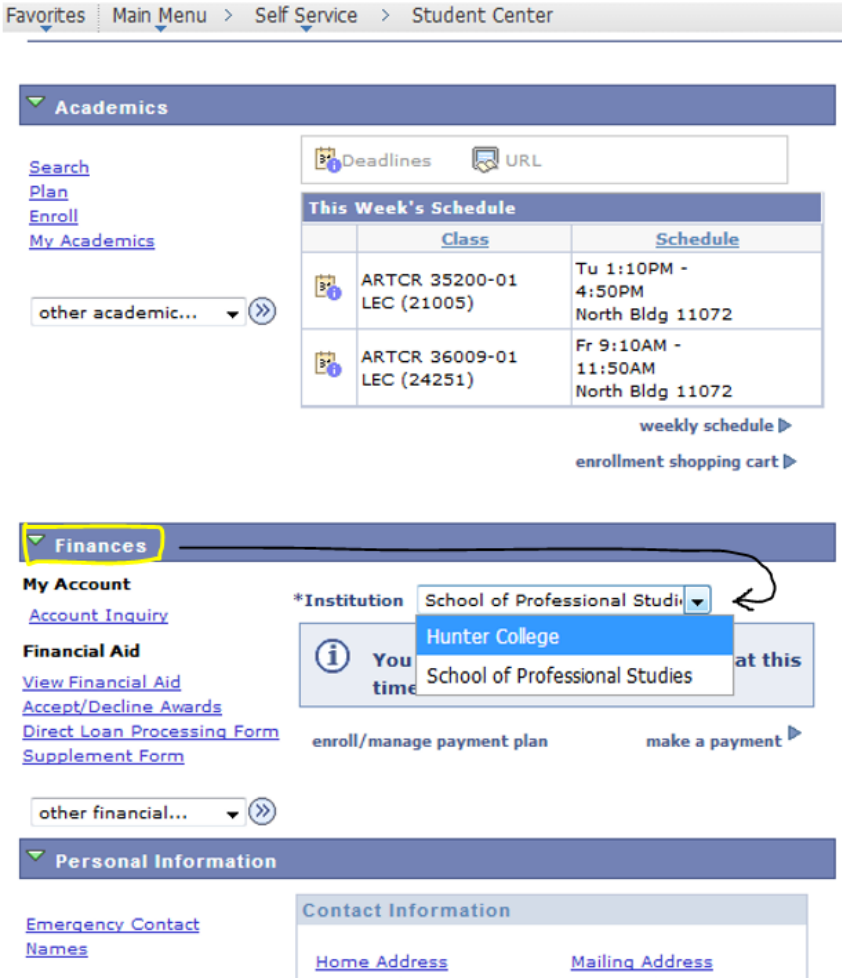
# Instructions: How to Download your eBill from CUNYfirst

**Step 1:** Log into CUNYfirst.

**Step 2:** Select *Student Center* from the left-hand menu.



**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.



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

**Student Center**

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic... ▾

Deadlines URL

This Week's Schedule		
	Class	Schedule
	ARTCR 35200-01 LEC (21005)	Tu 1:10PM - 4:50PM North Bldg 11072
	ARTCR 36009-01 LEC (24251)	Fr 9:10AM - 11:50AM North Bldg 11072

[weekly schedule](#) ▶  
[enrollment shopping cart](#) ▶

**Finances**



**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Direct Loan Processing Form Supplement Form](#)

other financial... ▾

\*Institution

**Account Summary**

**You owe 202.55.**

- Due Now 202.55
- Future Due 0.00

**\*\* You have a past due balance of 202.55. \*\***

Currency used is US Dollar.

[enroll/manage payment plan](#) [make a payment](#) ▶

**Personal Information**

[Emergency Contact Names](#)

**Contact Information**

[Home Address](#) [Mailing Address](#)

**Step 5:** From the drop-down menu, select “eBill”.

The screenshot shows a web interface for a student account. At the top, there is a blue header with a dropdown arrow and the text "Finances". Below this, on the left, are sections for "My Account" (with a link to "Account Inquiry") and "Financial Aid" (with links to "View Financial Aid", "Accept/Decline Awards", "Direct Loan Processing Form", and "Supplement Form"). A dropdown menu is open, showing options: "Account Activity", "Charges Due", "Enroll in Direct Deposit", "Payments", "Pending Financial Aid", "View 1098-T", "eBill" (highlighted in blue), and "other financial...". To the right of the menu is a dropdown for "\*Institution" set to "Hunter College". Below that is an "Account Summary" box containing the text "You owe 202.55." followed by a table: "Due Now 202.55" and "Future Due 0.00". Below the table is the text "\*\* You have a past due balance of 202.55. \*\*" and "Currency used is US Dollar." At the bottom of this box are two buttons: "enroll/manage payment plan" and "make a payment". Below the summary box is a "Contact Information" section with links for "Home Address", "Mailing Address", "Phone", and "Email".

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

This screenshot is identical to the previous one, showing the same web interface. The "eBill" option in the dropdown menu is now highlighted in blue, indicating it has been selected. The rest of the page content, including the "Account Summary" and "Contact Information" sections, remains the same.

**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

Select a term						
Institution	Institution	Term	Term	Term Begin	Term End	eBill
HTR01	Hunter College	1186	2018 Summer Term	05/30/2018	08/20/2018	<a href="#">eBill</a>
HTR01	Hunter College	1189	2018 Fall Term	08/27/2018	12/21/2018	<a href="#">eBill</a>

[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

Select a term						
Institution	Institution	Term	Term	Term Begin	Term End	eBill
HTR01	Hunter College	1186	2018 Summer Term	05/30/2018	08/20/2018	<a href="#">eBill</a>
HTR01	Hunter College	1189	2018 Fall Term	08/27/2018	12/21/2018	<a href="#">eBill</a>

[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

Select a term						
Institution	Institution	Term	Term	Term Begin	Term End	eBill
HTR01	Hunter College	1186	2018 Summer Term	05/30/2018	08/20/2018	<a href="#">eBill</a>
HTR01	Hunter College	1189	2018 Fall Term	08/27/2018	12/21/2018	<a href="#">eBill</a>

[RETURN](#)