

# View Your Statement Online

## Using the My Account Info Portlet

1) Login to VikingWeb and choose the "Finances" tab



2) Under "My Account Info" select "Course and Fee Statement"

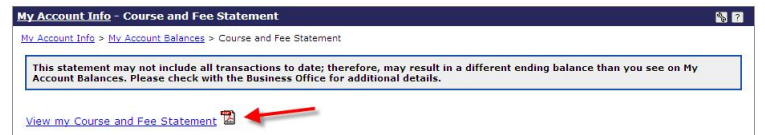


Then select "Generate my Course and Fee Statement"



This generates a PDF document that you can now view.

3) Selecting "View my Course and Fee Statement" opens a PDF document.



This PDF can be saved, printed or emailed.

