



How do I receive a signed, official Account Statement?

- Using your Purdue career account user name and BoilerKey, login to **myPurdue** at <https://mypurdue.purdue.edu>.

PURDUE
UNIVERSITY™
Log in using your Purdue Career Account

Login:

Password:

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

- Click on the **Bills & Payments** tab and then click on the **Order Account Statement** link.

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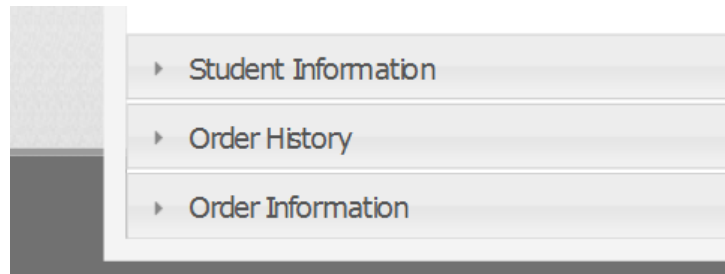
myPurdue / Bills & Payments

Bills & Payments

Student Account

- View My Balance (CAS)
- Make a Payment (CAS)
- View my e-Statement (CAS)
- Setup Authorized Users (CAS)
- Setup e-Refund Account (CAS)
- Setup Payment Plan (CAS)
- View My Balance
- Make a Payment
- View my e-Statement
- Setup Authorized Users
- Setup e-Refund Account
- Setup Payment Plan
- Account Summary
- Account Detail
- Title IV Authorization
- 1098-T Printable PDF
- 1098-T Statement Detail
- International Payment Service
- Order Account Statement**
- Altitude of Financial Responsibility

You will have a screen similar to this:



- Under 'Student Information', verify your information is correct; click on Confirm:
-

A screenshot of the 'Student Information' form. The form contains the following fields: Student ID (0 [redacted]), Last name (F [redacted]), Middle Name (A), First Name (C [redacted]), and Email (c [redacted]@ue.edu). At the bottom of the form, there are two buttons: 'Confirm' and 'Clear'. The 'Confirm' button is circled in red.

- On next screen, select Order Statement of Account:

A screenshot of the 'Order History' screen. At the top, there is a dropdown menu labeled 'Order History'. Below it, there is a button labeled 'Order Statement Of Account' which is circled in red. Below the button, the text 'Order history' is displayed. At the bottom, there is a table header with four columns: 'Id', 'Student Id', 'Ordered By', and 'Order Date'.

- Select the Academic year you want, select the terms you want, and select the line items you want displayed. (this may take a couple of minutes to run):

Create Statement

Select Term

Spring Fall

Select Line Items

- Tuition and Related Fees
- Thesis Fee
- Late Fee and Service Charges
- Instrument Plan Fees
- Tuition Remission
- Housing Room, Board and Related Fees
- Miscellaneous Charges
- Fellowship
- Scholarships, Awards or Other Gift Aid
- Federal Gift Aid
- Parent PLUS Loan
- Student Loans
- Third Party Sponsor
- Deposit Payments
- Payments
- Credit Balance Refund
- BGR Waiver

- Scroll down to see a sample of your statement, if all looks ok, select Generate & Download. You will see a PDF file that you can save and/or print.

Log Out of TouchNet

- When you are finished conducting business in TouchNet, click on the **Log Out** link in the upper right hand corner of the screen.

