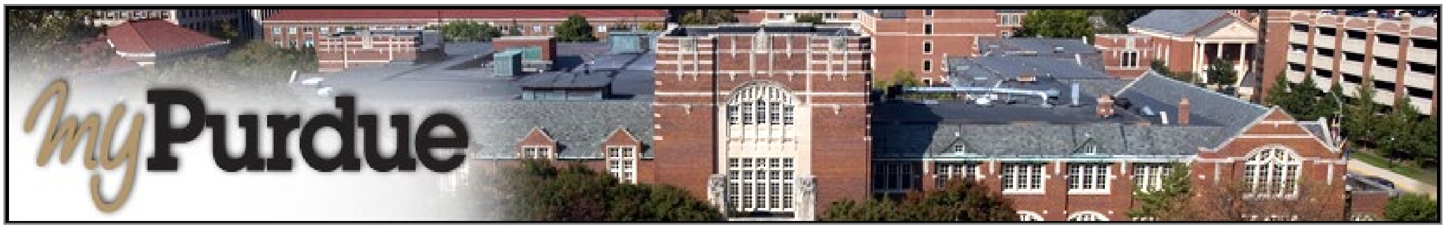
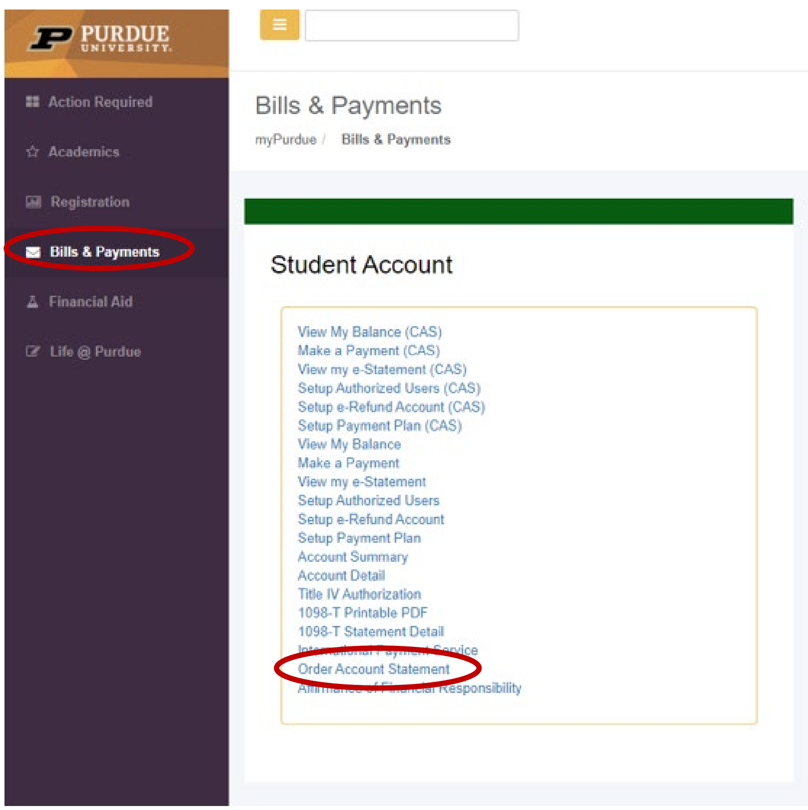


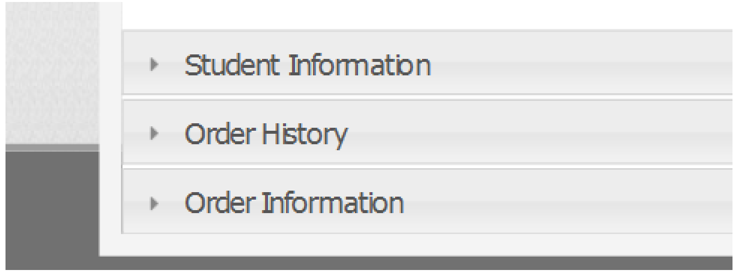
How do I receive a signed, official Account Statement?

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

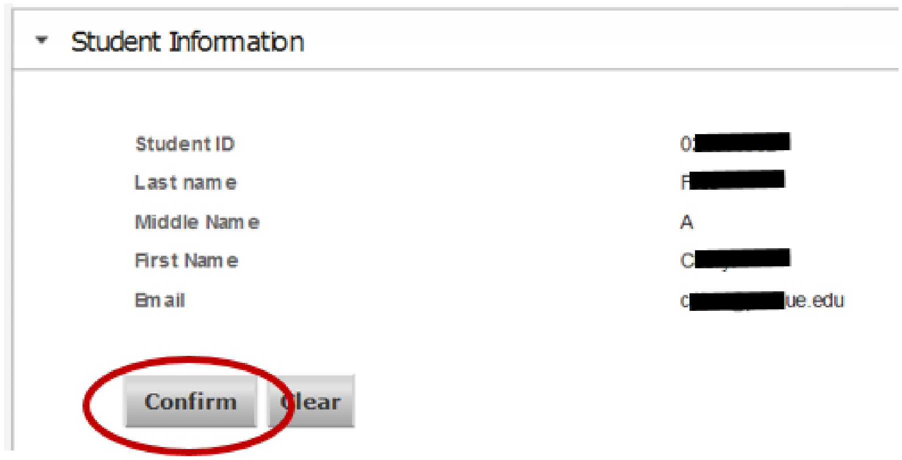
- Click on the **Bills & Payments** tab and then click on the **Order Account Statement** link.



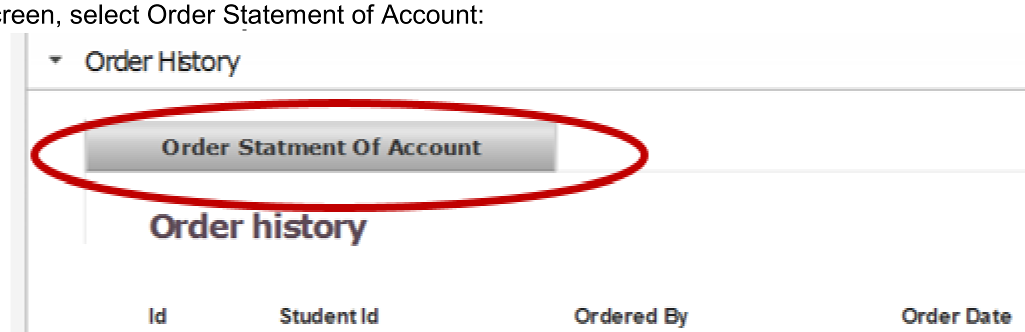
You will have a screen similar to this:



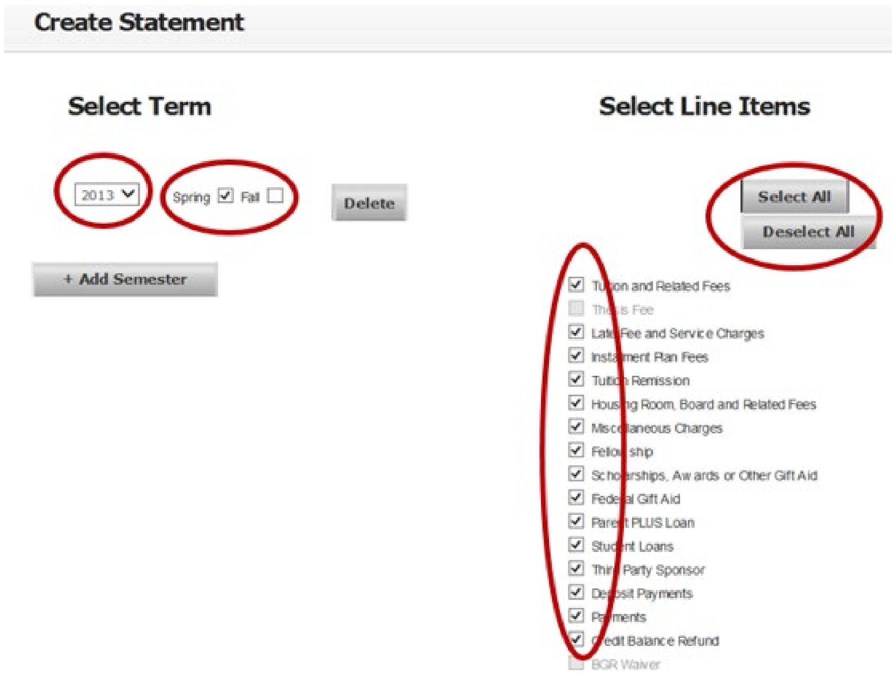
- Under ‘Student Information’, verify your information is correct; click on Confirm:
-



- On next screen, select Order Statement of Account:



- 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):



- 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.