1. Log into your UofC Student Portal (my.ucalgary.ca)
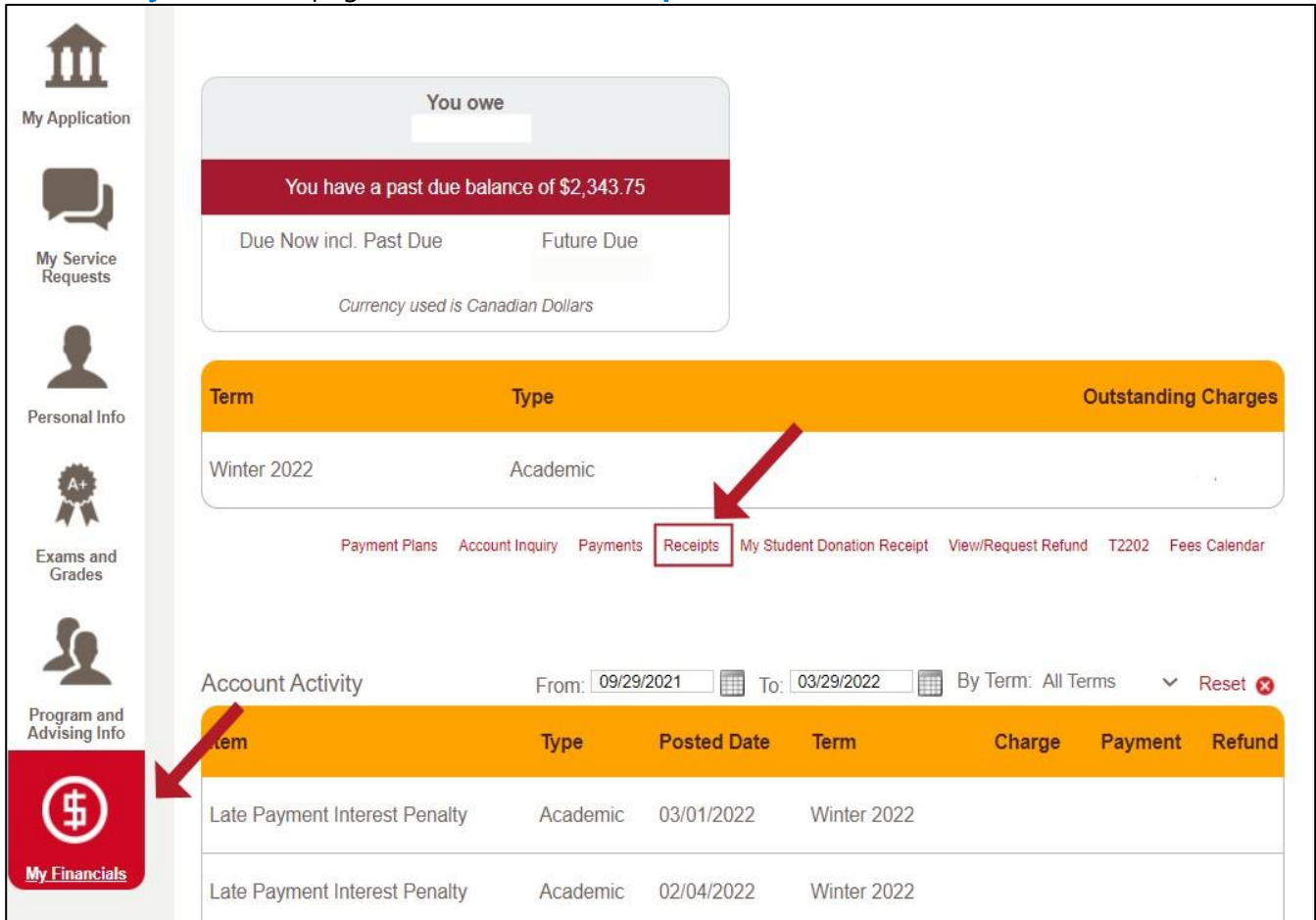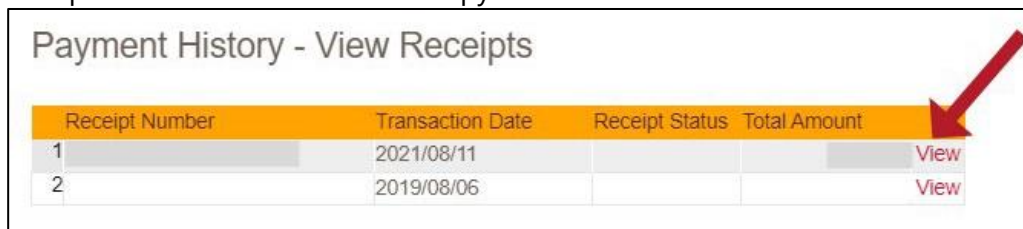
2. Go to the **My Financials** page and click on the **Receipts** red link.

3. The Receipts window will show a history of all the payments made to the account. For specific receipts, click on View to open and download the PDF copy.

4. You will need to **disable your pop-up blocker** as the document will open in a new tab/window.

End of Procedure. For further questions, please contact Enrolment Services.