Printing a Student Statement

1. Log into Self Service Carolina.
2. Click on Account Information.
3. Click on Payment Gateway to open Touchnet.
4. Click on the eStatements link.
5. This screen will allow you to see the account activity charges and payments since your last statement. At the bottom is a button to show all transactions (for the semester).
6. Select the statement period you which to view and click “Select.” This will display the statement in a new window.
Viewing Receipt

Viewing Statement (receipt/bill) with the Touchnet system bills are actually account statements. As such the previous balance will be at the top any new transactions including payments will be shown in the various subsections on the statement.

This is an official payment document and should meet the needs for such in reimbursement situations and the like.

Use the browsers print command to print the receipt.
- Firefox: click the orange Firefox box in the upper left.
- Internet Explorer: click on the Tools Gear Icon on the upper right.
- Chrome: Chrome controls Icon on the upper right.

If this is not sufficient for your needs you will need to come to the Office of the Bursar to request either an itemized or summarized transactions report from the office staff.