



How do I get a receipt?

It's all available to you online

We offer documentation on our website to support the charges that will appear on the SOA (Statement Of Account) when the job is finalized in our business office.

You will be prompted to log in with your kerberos password. The first time you log in you will be required to enter a shortcode. This will be your default shortcode for placing orders or viewing online documentation. If you use more than one shortcode, additional shortcodes can be added to your profile. Please send an email to pcmbusinessoffice@umich.edu and list all shortcodes that you would like to utilize.

Please note:

** The billing documentation will be available on our website once we've submitted our billing on the last day of the month.

If you have questions, please contact our Business Office at: PCMBusinessOffice@umich.edu

ACCESSING YOUR BILLING DOCUMENTATION

- ▶ 1. Go to our online order website: <http://printcopymail.umich.edu/>
- ▶ 2. Click on the "MI Print Order Enter Here" button
- ▶ 3. Login using your unickname and password; verify through Duo if necessary
- ▶ 4. Once logged in, located in the blue bar at the top of the screen, click on 'Order Status'. You can now search by date range or job number. If you decide to search by job number, the search will still reference the date range showing and only search within that date range. We recommend changing the start date to the previous year.
- ▶ 5. When the results of your query are displayed, click on the job number and it will provide the job details and shipping information. You can also print out this information for your records.