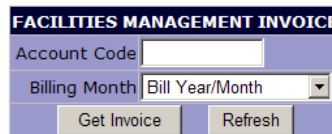# How to Obtain FM Invoices

Step 1: Start on *Emory University Campus Services* website (http://fm.emory.edu/).

Step 2: Under *Customer Info Tab*, click on *Invoices*.

Step 3: The *Campus Services Login* screen will appear. Enter your Emory University User ID and password.

Step 4: The *Emory University Facilities Management Web Application Men*u screen will appear (blue, white and yellow). Select *Account Number* under the "Customer Billing – Search Invoice By" header.
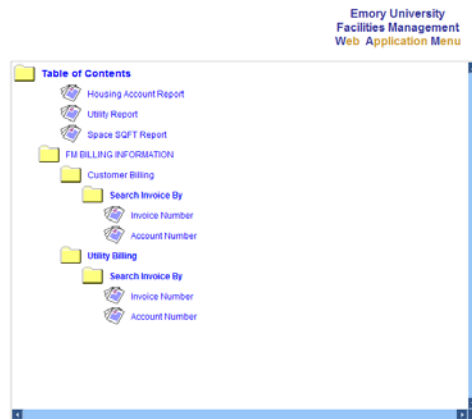
Step 5: The *Facilities Management Invoice* screen will appear. Enter *Account Code* which is the SmartKey for the charge you are looking for

Step 6: Select a *Bill Year/Month*.

Step 7: Click *Get Invoice*. The .pdf of the invoice will appear.