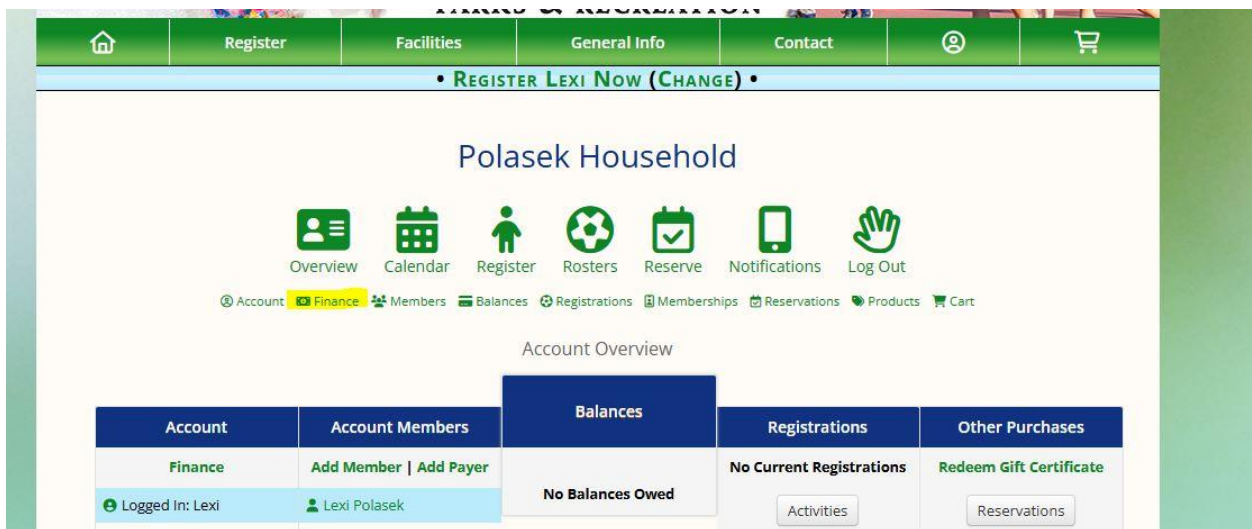


How to access financial records through MyRec

1. Log into your MyRec account with your username and password.
2. Click the “Home” symbol once logged in, you will see the last name of your account’s overview (reference photo 1).
3. Click the small Finance link (highlighted in reference photo 1).
4. Once in the Finance tab, select the dates you wish to view then hit submit (reference photo 2, dates are highlighted). For more details, click on any invoices in the far left column.

Reference Photo 1



Reference Photo 2

