How to Print a Web Check Payment Receipt

Students

- ✓ **Log in to your student portal at my.hofstra.edu**

- ✓ **Proceed to your Student Payment Center**

- ✓ **Once logged into your student account, from the My Account drop-down menu, select Payment History**

- ✓ **Under Payment History, select the tab Payments in this System**

- ✓ **For Payer, select Payments made by All, and for Payment type, select All Payment Types**

- ✓ **Click the View Report button to generate a report of all payments**

- ✓ **For web checks submitted to your account after March 28th, under the Receipt column, you will see a cog icon**

- ✓ **Click on the cog icon to print or view a receipt for that payment**

Please note: This is a new feature on your student account and is only available for web check payments made after March 28th. By the end of June 2025, this feature will be available for Paypath Credit Card payments.