

## How to Use Web Imaging

**Note: Use Web imaging to view copies of your vendor invoices and purchasing attachments.**

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1. Access the Minerva web site at <http://www.is.mcgill.ca/minerva/>
2. Click on **Minerva Login**
3. Enter your **McGill ID** (*Example: 15099999*)
4. Enter your **Pin** (If you do not know your Pin, click on the **Forgot Pin?** button, answer the **Authentication Question**, and enter in a new **Pin** number).
5. Click on **McGill Fund Administration Menu**.

### How to Obtain a Copy of your Invoice

6. Click on **Invoice Copies**.
7. Enter your **Invoice number** (I0000001) and click on **Submit**.
8. Click on **View**.
9. Change the **Zoom** from **30%** to **50%** and click **Update**.
10. If the writing on the image is **backwards** (invoice was scanned wrong), check the **Horizontal Flip** box  Horizontal Flip and click **Update**.
11. If the image is flipped **upside down** (invoice was scanned wrong), check the **Vertical Flip** box  Vertical Flip and click **Update**.
12. You can **Print** the invoice by clicking on your browser's **Print icon**.

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For **MORE INFORMATION** on this form see the Finance "How -To's" at <http://www.is.mcgill.ca/minerva>