

1. Go to SharePoint <https://ovprea.sharepoint.asu.edu/Pages/Default.aspx>
2. From the blue tabs choose operations
3. Under Sites along the left hand side of the page choose ORPSA
4. Under ORSPA along the left hand side of the page choose E-Business
5. Scroll down the page until you come to My Invoice
6. Click on MyInvoice-My Invoice Systems for Defense Finance and Accounting Service to get log in and current password
7. Click on link <https://wawf.eb.mil/>
8. Click on "More Information", then choose "Go on to the webpage (not recommended)"
9. Accept Privacy Statement and Warning
10. Enter User ID and PIN (password) submit
11. Choose myInvoice
12. From Reports dropdown choose Payment Report
13. Enter Total Payment Amount
14. Press Search
15. Payment information will appear if available, press details for more payment information
16. Enter invoice information on CashPro
17. Exit out of myInvoice