

Viewing an Expense Report

1. Navigate to the [GeorgiaFIRST Financials webpage](https://www.usg.edu/gafirst-fin/) (<https://www.usg.edu/gafirst-fin/>)
2. Select the **GeorgiaFIRST Self-Service button**.
3. If prompted, select the **GoWest** shield logo.
4. Login using your **UWG Username** and **Password**.
5. You will be prompted to dual authenticate using the Duo authentication method previously established.
6. Select the **My Expense Reports** tile.
7. To view all expense reports, click the **View All** menu link. To see reports based on status, click any of the other available statuses (Not Submitted, Awaiting Approval or Pending Payment).
8. Click on the desired **Expense Report** to view the expense lines.
9. You can view each expense line by clicking on the desired line from the left hand side list.