

February 16, 2012

### 3D Memo for Online Customer Billing in Facilities Management

Facilities Management is excited to announce the launch of our new online customer billing report. For those customers who already have a login for our online service request system, you can use your login information to access your online bills now, too. You can access your invoices by going to our homepage ([www.fm.arizona.edu](http://www.fm.arizona.edu)) and clicking on the Service Request tab then selecting Customer Billing Invoices. You will be required to login with your UA NetID.

If you currently do not access service requests through our online system, please go to our website ([www.fm.arizona.edu](http://www.fm.arizona.edu)), click on the Service Request tab, then click on Request Access to FM Service System. Enter the required information, select Submit, and we will get back to you to let you know your UA NetID has been registered. You must have an active job number with FM in order to request access to the online service request and billing system.

You will be able to view your most recent online bill as well as those from the previous 12 months. Our long term goal is to contribute further to the sustainability efforts of Facilities Management and the University of Arizona by allowing customers to view their bills online while making the process paperless.

Please do not hesitate to contact Facilities Management Cost Accounting at [fm-ca@distribution.arizona.edu](mailto:fm-ca@distribution.arizona.edu) for specific questions on bills or the Facilities Management Work Control area at [fm-workdesk@email.arizona.edu](mailto:fm-workdesk@email.arizona.edu) for specific questions regarding the online service request login or to restrict access.

Thank you.

Christopher M. Kopach, Assistant Vice President  
Facilities Management

