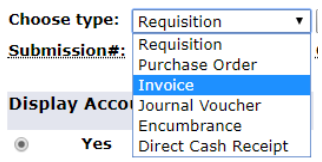
Viewing Documents in Self Service Banner

1) Log into your Stockton portal, click on the Employee Tab > SSB.

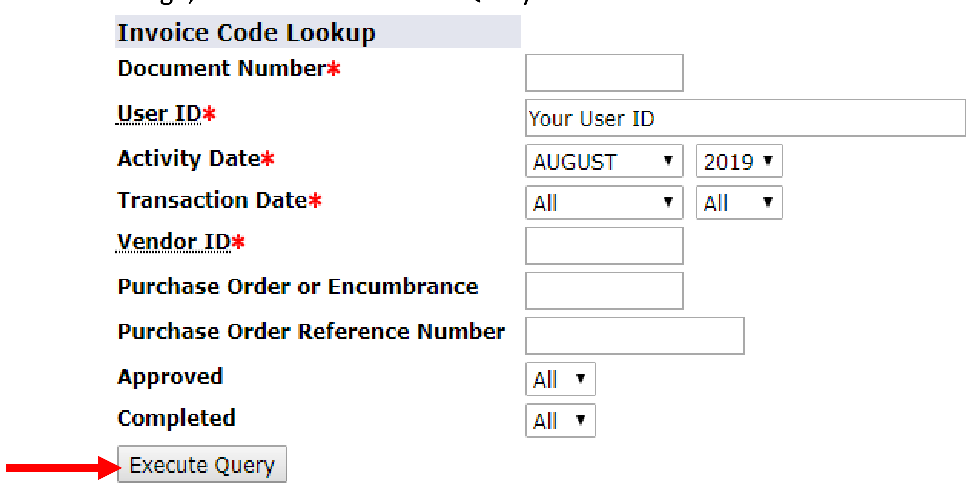
2) Click on the Finance Tab > View Document.

3) Select the type of document you would like to view from the drop-down menu.



4) Click on Document Number.

5) Your User ID will auto-populate. Update the activity date to display your documents from a specific date range, then click on Execute Query.



6) To view a document, click on the document number > View Document.

7) To view the backup that is attached to the document, click on Display Documents.