

INSTRUCTIONS FOR RECEIVING YOUR IRS FORM 1098-T

- 1) Go to the UAS (University Accounting Services, LLC) Website:
<https://www.getmydocument.com>
- 2) Complete the **New Members** to create a new secure online account. You will be asked for the name of your university (pick UW Colleges from the drop down list), your first name, your last name, and the last 4 digits of your social security number. Press Create Account.
- 3) For added security you will be asked to select your street address from a drop down menu. If everything matches you will be able to proceed with the account setup.
- 4) If the personal information is correct just enter continue. If you wish to **change your email address**, you may change it here under email address and email address (confirm). You **do not** have to enter your birthdate, your primary phone number or your gender.
- 5) Now create a **Screen ID**, a password, a secret question, and an answer. Press continue.
- 6) You have now created a **GetMyDocuments account**. An email message containing an account activation link has been sent to your email address. The email is sent from: **inform@getmydocuments.com**
- 7) Close this window and follow the activation link in the email message you will receive.
- 8) Press on the link: Activate Account.
- 9) Enter your screen name and password and press continue.
- 10) Press Log into My Account.
- 11) Now under **Current Members** enter your screen ID, and password (from #5) and the security code numbers (in green). Press Log-In.
- 12) Check the box to agree to use an electronic process to view the document and press continue.
- 13) Your personal information is now shown. Press continue.
- 14) To view and/or print your 1098-T click on the System ID number.
- 15) Now print a copy of your 1098-T for your records.
- 16) Press continue to exit out of the UAS website.