

VIEW AND PRINT INSTRUCTIONS FOR YOUR IRS FORM 1098-T

- 1) Go to the UAS (University Accounting Services, LLC) Website (GetMyDocument):
<https://www.getmydocument.com>
- 2) A certificate is needed to retrieve your 1098T. Click on the green box next to Request Certificate.
- 3) Select the University attended: UW PLATTEVILLE (or UW PLATTEVILLE LEARNING INNOVATION for Distance Learning Students).
- 4) Email Address: Put in the email address where you would like the certificate emailed.
- 5) Confirmation Email Address: Put in the same email address as above.
- 6) Place the last four digits of your tax id number (social security number).
- 7) First Name: enter your first name.
- 8) Last Name: enter your last name.
- 9) Enter the security code shown at the bottom and press "Request Access" or enter.
- 10) An email will be sent to the email address you entered.
- 11) Open the email received from 1098@eforms.uwsa.edu.
- 12) Click on the blue hyperlink with the certificate number.
- 13) This link takes you back to the GetMyDocument website. The certification number is place in the Certificate in Email line.
- 14) Select the University attended: UW PLATTEVILLE (or UW PLATTEVILLE LEARNING INNOVATION for Learning Innovation/Distance Learning Students).
- 15) Place the last four digits of your tax id number (social security number).
- 16) First Name: enter your first name.
- 17) Last Name: enter your last name.
- 18) Read the consent and disclosure.
- 19) Enter the security code shown at the bottom and press "I consent".
- 20) Click under document name for your 2010 1098T; for prior years look in the archived folder for 2009, 2008 and 2007 1098T.

**If you have problems retrieving your 1098T document call
UAS GetMyDocument: 800-756-4311.**