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 placed 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.