

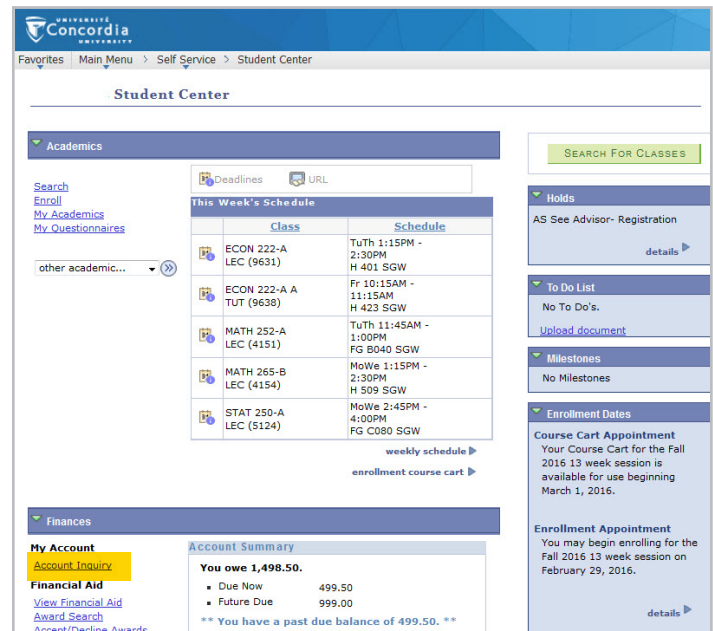


HOW TO DOWNLOAD YOUR INCOME TAX RECEIPTS

This is a step-by-step guide explaining how to download your income tax receipts using your new self-serve portal.

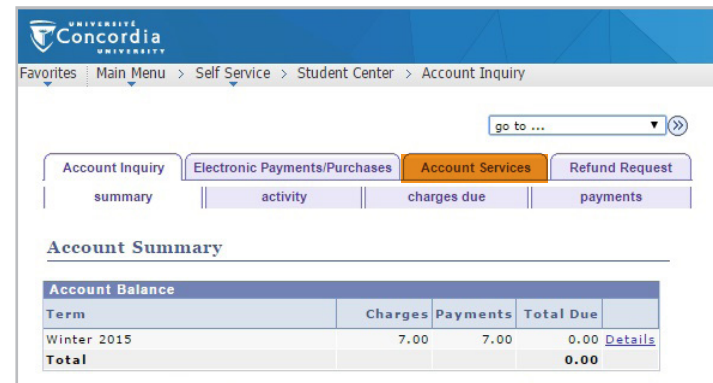
Begin by logging into MyConcordia Portal. Once logged in, click on **"My Student Centre"** located on the upper left-hand side of the screen to access your self-service dashboard. Under the Finances section, select **"Account Inquiry"**. Select the **"Account Services"** tab to see all of your available receipts. Choose the type of receipt you need, such as a **T2202A**, **Relevé 8**, or a **Concordia Receipt**. You may download any of those that have a **"Download"** link in blue. Once selected, your receipt will open as a PDF file in a new window.

1
Under the Finances section, select **"Account Inquiry"**.



The screenshot shows the 'Student Center' dashboard. Under the 'Finances' section, the 'Account Inquiry' link is highlighted in yellow. Other visible sections include 'Academics', 'My Account', and 'Financial Aid'.

2
Select the **"Account Services"** tab.

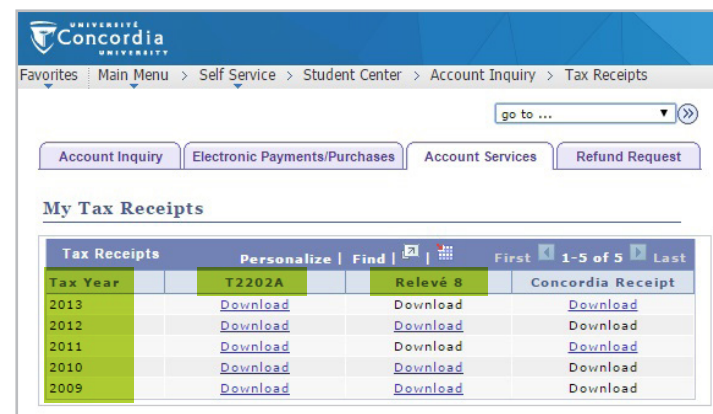


The screenshot shows the 'Account Inquiry' page. The 'Account Services' tab is selected and highlighted in orange. Below the tabs is an 'Account Summary' table.

Account Summary			
Account Balance			
Term	Charges	Payments	Total Due
Winter 2015	7.00	7.00	0.00 Details
Total			0.00

3
You can see all of your available receipts. Choose the type of receipt you need, such as a **T2202A**, **Relevé 8**, or a **Concordia Receipt**. You may download any of those that have a **"Download"** link in blue. Your receipt will open as a PDF file in a new window.

NOTE: You may need to ensure that you have pop-ups enabled in your internet browser.



The screenshot shows the 'My Tax Receipts' page. It features a table with columns for 'Tax Year', 'T2202A', 'Relevé 8', and 'Concordia Receipt'. Each row contains a 'Download' link in blue text.

Tax Receipts	Personalize	Find	First	1-5 of 5	Last
Tax Year	T2202A	Relevé 8	Concordia Receipt		
2013	Download	Download	Download		
2012	Download	Download	Download		
2011	Download	Download	Download		
2010	Download	Download	Download		
2009	Download	Download	Download		