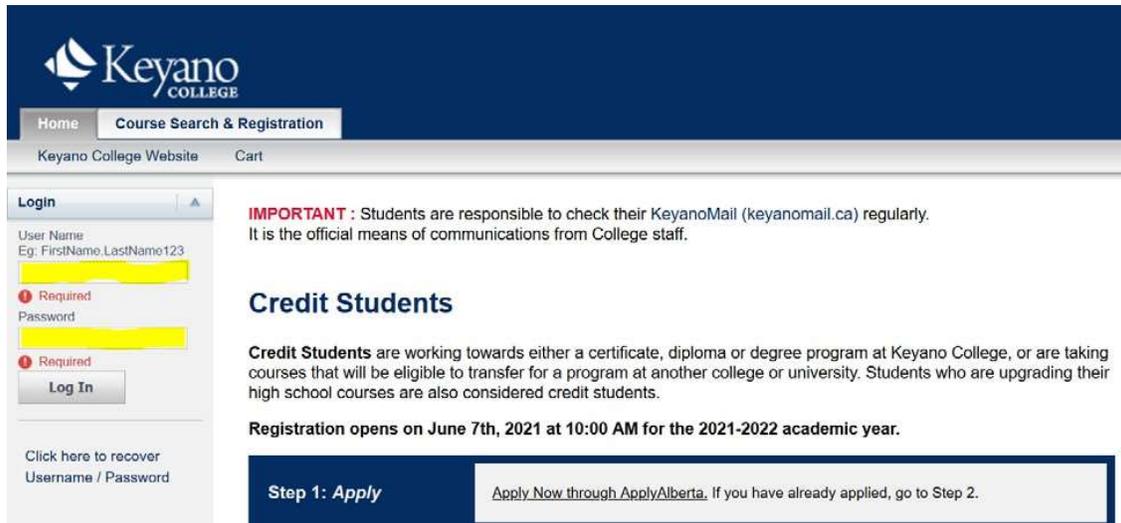


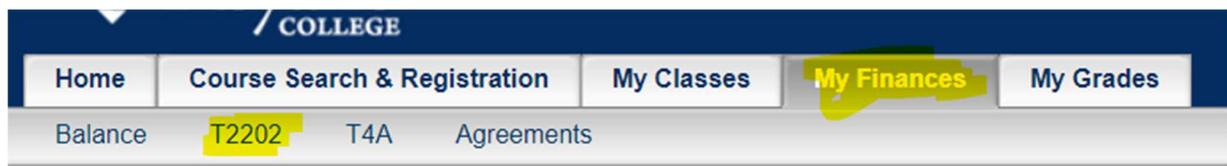
How to View T2202 Tax Receipt

1. Login to Self Service. <https://selfservice.keyano.ca/SelfService/Home.aspx>

Note that for Self Service ONLY, you do not add the “@keyanomail.ca” to the end of your User ID.

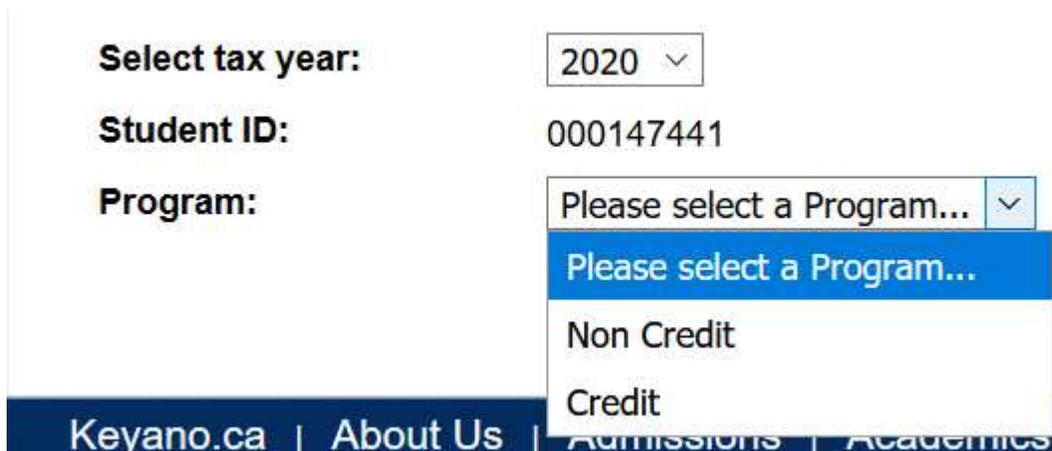


2. Select the **My Finances**, then select **T2202A**.



By law, tax receipts are available no later than the end of February of the following calendar year.

3. Scroll to the bottom and select the year you were registered in the program (**not** the year payment was made), and if it was Non Credit or Credit.



4. Click on the printer icon to generate the T2202.

Generate report:



Remember to log out of Self Service and close the browser when you are finished.