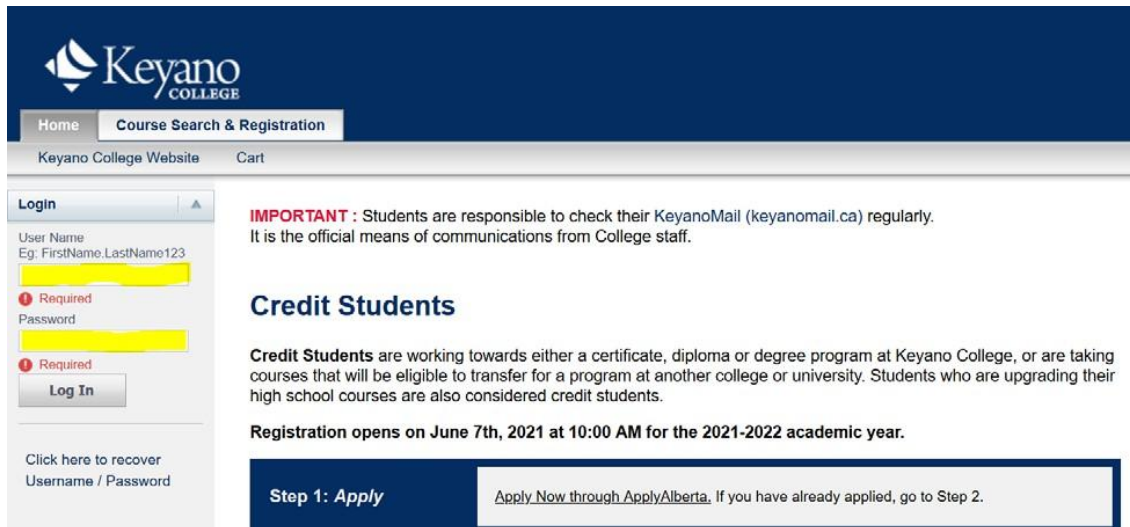


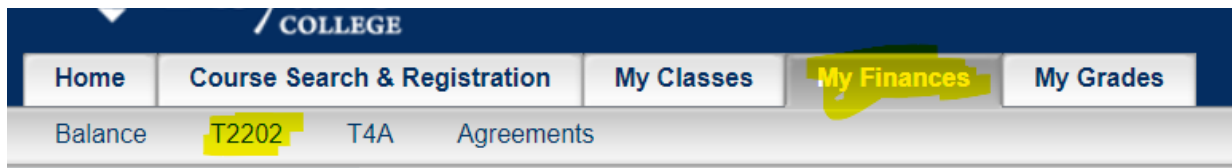
# How to View T2202 Tax Receipt

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.

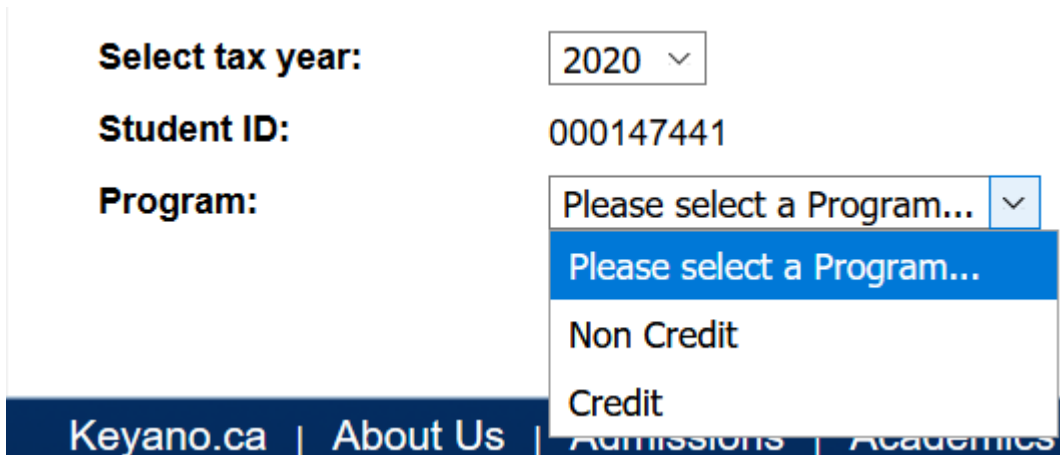


2. Select the **My Finances**, then select **T2202**.



**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.