Accessing Your T2202

St. Lawrence College

This manual contains pertinent information about accessing your T2202 through the new SLC.me Portal.

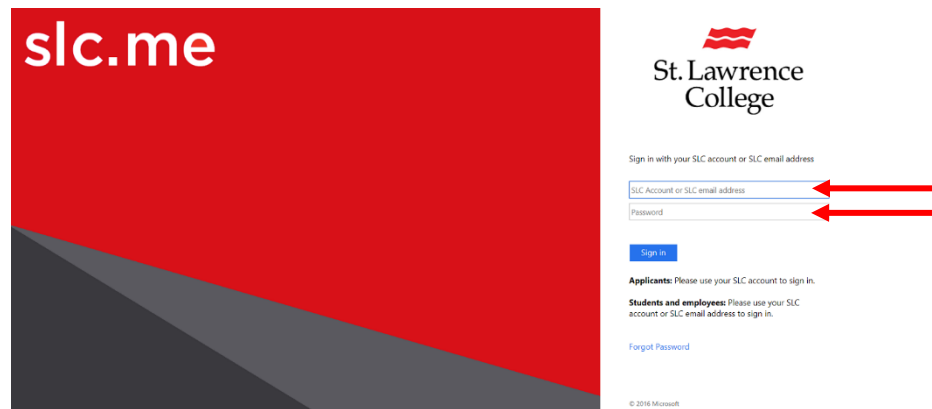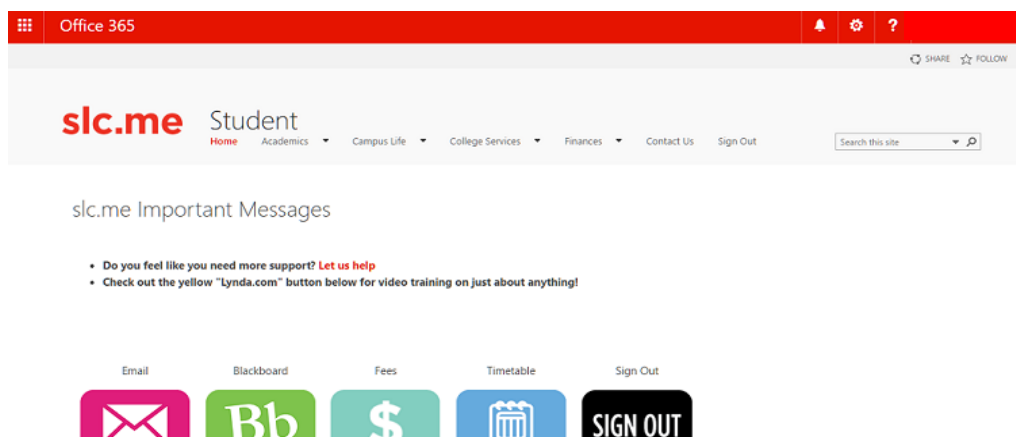February 2020

About

As Students prepare to file tax returns each year, they will be asked for information about their tuition and book expenses. To facilitate this information demand, St. Lawrence College prepares and releases electronic **T2202 tax forms** each year for students to access through their Slc.me Student portal. T2202 tax forms are typically released to students near the end of February for the previous year.

How to Access

1. To access your T2202, you will need to log in to Slc.me by going to Http://slc.me/?
   You will be presented with the login screen. On the right-hand side, you will be asked for your **username** and **password**. Enter the information and click the **login** button

Once logged in, the Slc.me Student Portal Homepage will display like below.

2. By clicking the **Fees** icon, you will be brought to your **Account Summary.**

Fees

3. This page will show any outstanding balances on the account, and has tabs for activity, charges due, payments, and T2202. The **T2202 Tab** page will display asking for the tax year that is required.
The year can be selected by entering the year or by clicking the magnifying glass.
Once the year is entered, the **preview/print your T2202** button will become available. *Before clicking the preview button, please ensure that your pop-up blocker is turned off.*
Enter the previous year (i.e. if it's now 2020, enter 2019 in this field) and click **Generate Tax Receipt**, this will then open another tab displaying the document required.