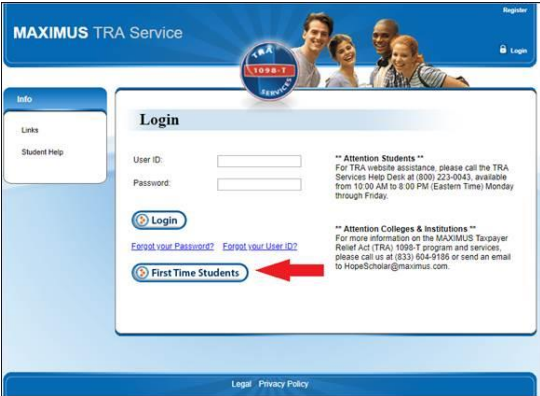


Accessing your IRS Form 1098-T online through MAXIMUS TRA Services

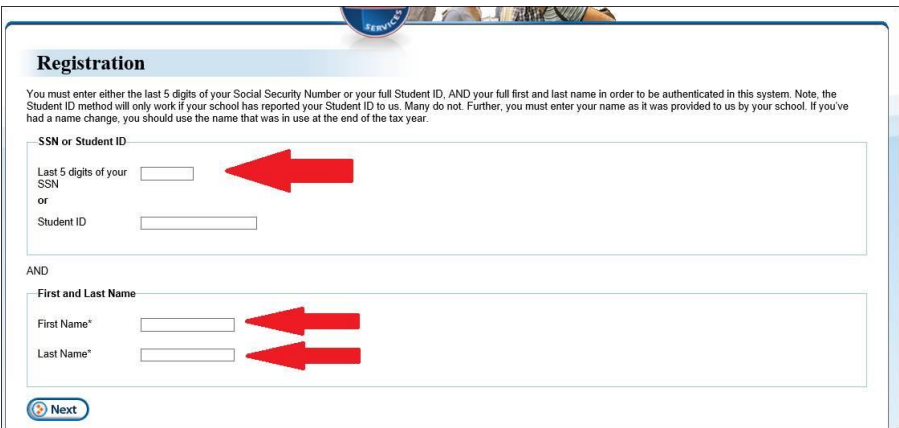
If you have used Vangent or General Dynamic Information Technology (GDIT) previously to access your 1098-T information, you will need to login with your account information. Use the “Forgot your Password?” or “Forgot your User ID?” links as necessary.

1. Login at [MAXIMUS TRA Services](#)
 - a. All versions of Firefox, Chrome, and Safari should work well.
 - b. If using Internet Explorer, we strongly encourage that you do not use an Internet Explorer version older than 9.
 - i. If you are using Internet Explorer 9, you may need to use the “Compatibility View.” You can generally find an option for “Compatibility View” in the tools menu of your browser.
 - c. While this site will work on most mobile platforms, there may be some issues with receiving password emails on your mobile device.
 - i. If you encounter this issue, we recommend that you complete the registration via desktop or laptop, and then you should be able to access the documents via your mobile device.

2. On the MAXIMUS TRA Services Login page, select “First Time Students.”



3. Enter the last 5 digits of your SSN and your full first and last name (as it is recorded with UVM), then select “Next.”



Note: If you type in the last 5 digits of the SSN, first and last name, and your browser is spinning but does not advance, please check your browser type. For Internet Explorer 9, you may need to use the compatibility view, which you should find in the tools menu of your browser.

4. If records were found for you:
 - a. Proceed by providing the following information
 - i. Please note that only one account can be created per email address, so you cannot have multiple accounts associated with the same email address.
 - b. Select “Complete Registration.”

- c. If records were not found for you:
 - i. Select “Try Again” to re-enter your information (making sure, you use the correct digits from your SSN and your name as it is listed with UVM).
 - d. If you have trouble logging in, or lock yourself out by exceeding three attempts, you may call 800-223-0043 for technical assistance.

5. You will receive a confirmation and an email from MAXIMUS TRA Customer Service (HopeScholar@maximus.com) that will contain a link to complete your registration and a temporary password.

- a. If you do not receive the email, check your junk mail folder.
- b. Enter the UserID you created and the temporary password from the email, and click “Next.” The UserID is not case sensitive, but the password is case sensitive.

From: TRA Customer Service <HopeScholar@maximus.com>
Sent: Monday, September 16, 2019 11:09 AM
To:
Subject: [EXTERNAL] New TRA Account

Dear ,

Thank you for creating an account in the TRA system.

Your temporary password is \$aWL3y2

Please click the link below to log in and complete your account creation. You may either select the link or copy the entire link and paste it into the address or location line of your Web browser. Make sure you copy and paste the entire link.

<https://tra.maximus.com/traPortal/app/userAcknowledge>

Once logged in, you will be required to set up your password as well as select and answer a challenge question. The challenge question will be used if you need to retrieve your password.

Once your account has been created you should bookmark <https://tra.maximus.com> for you future visits to the site. Using the account creation link above for return visits may result in unnecessary confusion.

Thank you,
 TRA Customer Service

Account Setup Completion - Identification

Please fill in your User ID and temporary password. Your password was sent to the e-mail account you used during registration.

You will have the opportunity to set your own password later in this process.

User ID:

Password:




6. Select a security question and provide the answer for it.
 - a. The answer is case sensitive. You will use this question/answer to reset your password or retrieve your UserID if you forget them in the future.
 - b. Select submit when finished.

Account Setup - Challenge Question

Challenge Question

Challenge Question Answer

7. Provide a new password for your account.
 - a. Create a strong password that you will remember. Keep this information somewhere safe.
 - b. Select "Next" when done.

Account Setup - Password

New Password

Confirm Password

8. Once your password has been established and you are logged in, you can select the form you wish to view, download or print.
 - a. Select “View/Print 1098-T” pdf icon in the Action column for the form that you want.
 - i. Forms are available for the current year and up to 3 years in the past, if you were a UVM student and received a 1098-T for those years.
 - ii. You will not have the “Change 1098-T data” option, as UVM does not accept updates to address information through this system.

Student Options

Welcome [REDACTED]

The following is a listing of the 1098 - T's that are associated with your Social Security Number. Please note, this list is only from schools who currently are, or were previously using MAXIMUS's services. The available 1098 - T records displayed are from 2005 - present.

Show 10 entries Search: [REDACTED]

Name	SSN	OPEID	Tax Year	Campus Name	Action
[REDACTED]	[REDACTED]	[REDACTED]	2018	[REDACTED]	Change 1098-T data Get 1098-T by Mail View/Print 1098-T

Showing 1 to 1 of 1 entries

Previous 1 Next

9. You will receive the following message if accessed your 1098-T prior to January 31.
 - a. If you select the “Acknowledge” box, you are agreeing to receive an electronic copy of your 1098-T (which you can print), and to not receive a copy by mail.
 - i. Whether you “Acknowledge” the message or not, you will be able to return to this system to view, download and print your forms in the future.
 - ii. There is no limit to the number of 1098-T’s you can print.
 - iii. If you are accessing your 1098-T after they have been mailed (around January 31), then you will not receive the “Acknowledge” message.
10. Once you check the “Acknowledge” box and “Save,” you will be able to view/print your 1098-T.
 - a. Remember that you will be able to return at any time to view/print your 1098-T, and you can print an unlimited amount of 1098-T’s.

Contact TRA website assistance at (800) 223-0043 (available from 10 AM to 8 PM ET, Monday – Friday), for assistance logging in and using this site.