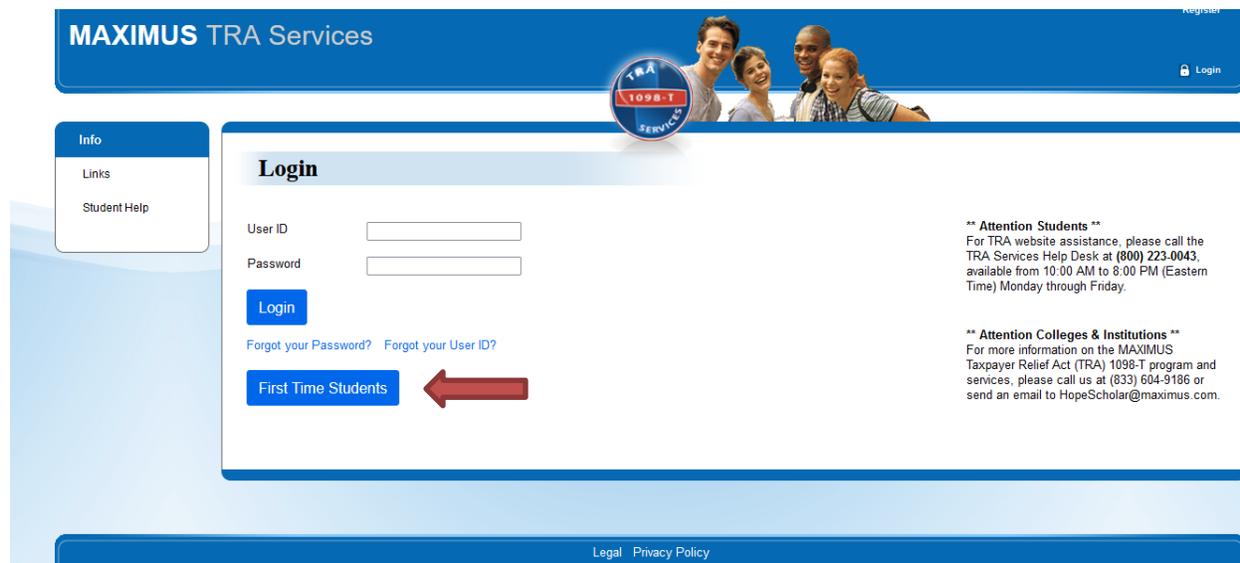


# Accessing your 1098T online through Maximus.

**For assistance please call 833-604-9184. Hold on the line to speak with an agent.**

1. Open a web browser and navigate to <http://tra.maximus.com>.
  - a. Internet Explorer 7 and 8, and all versions of Firefox, Chrome and Safari should work well. 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.
2. On the Maximus TRA Services home page, click on "First Time Students."



3. Enter the last 5 digits of your Social Security Number, and your full first and last name (as it is recorded with BCC), then click "Next."

**Registration**

You must enter either the last 5 digits of your Social Security Number or your full Student ID, AND your full first and last name in order to be authenticated in this system. Note, the Student ID method will only work if your school has reported your Student ID to us. Many do not. Further, you must enter your name as it was provided to us by your school. If you've had a name change, you should use the name that was in use at the end of the tax year.

SSN or Student ID

Last 5 digits of your SSN

or

Student ID

AND

First and Last Name

First Name\*

Last Name\*

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 8 and 9, you may need to use the compatibility view, which you should find in the tools menu of your browser.

4. You should receive the following message:

1098-T forms have been found for you. In order to review your forms you must complete your registration and login. Fill out additional information below.

By accessing this site and creating an account, I am representing that I am authorized to access this information and any misuse of the information herein will be prosecuted under applicable privacy laws. I understand that I am not to share my login credentials with anyone and doing so may put my personal information at risk.

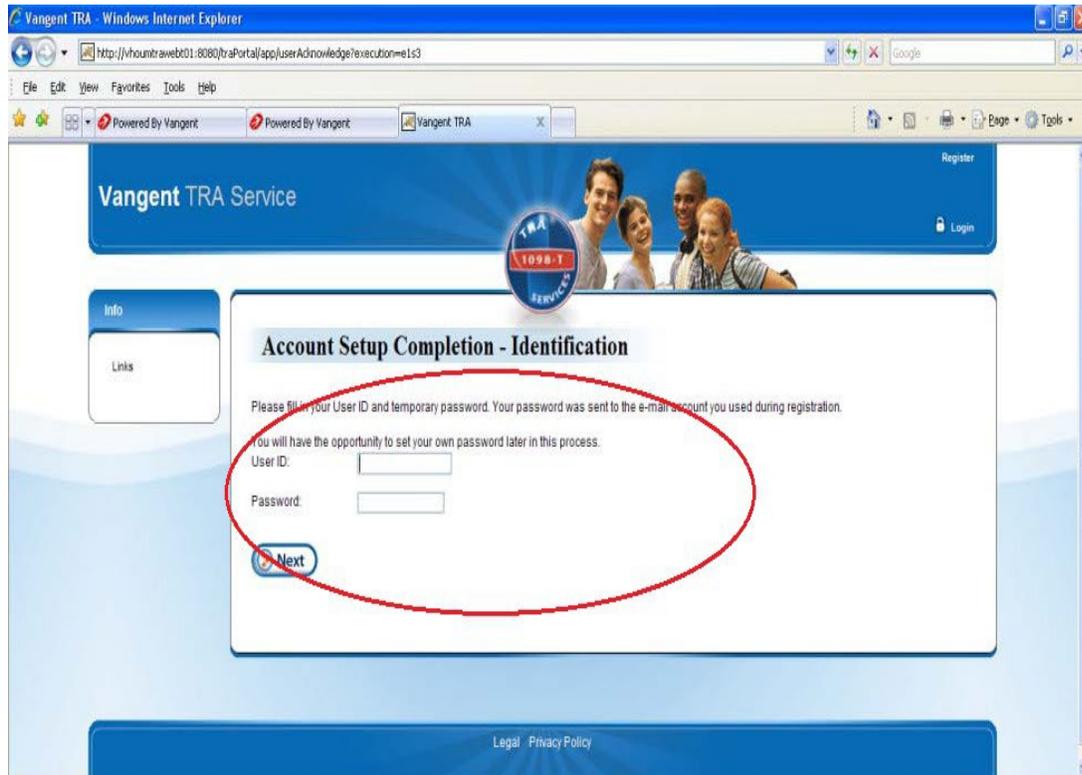
If you do not receive this message, you may click “Try Again” to re-enter your information, making sure you use the correct digits from your SSN and your name as it is listed with BCC. If you have trouble logging in, or lock yourself out by exceeding 3 attempts, you may call 833-604-9184 for technical assistance. Hold on the line to speak with an agent for assistance.

5. If records were found for you, proceed by providing the following information and then click “Complete Registration.” Please note that only one account can be created per email address, so you cannot have multiple accounts associated with the same email address.

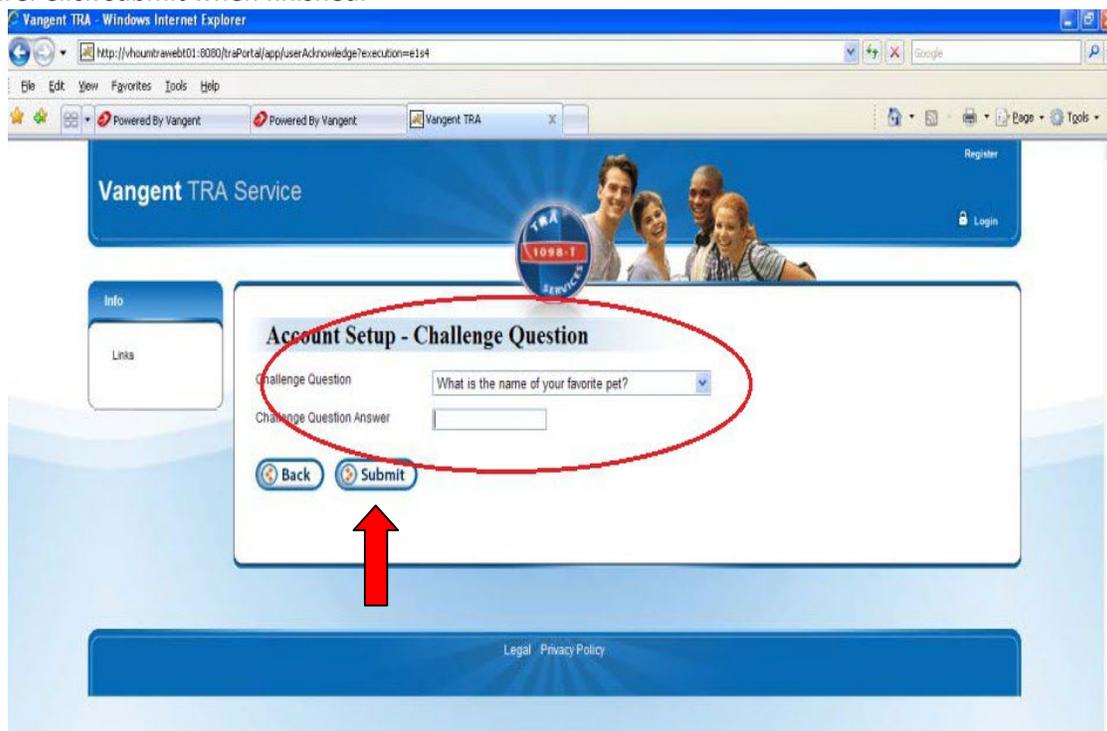
The screenshot shows a web browser window with the following content:

- Browser title: Vangent TRA Mozilla Firefox
- Address bar: vhourstraweb01:8080/tra/portal/app/register?execution=e2s1
- Form fields: First Name\*, Last Name\*, E-mail Address, Verify E-mail Address, Create User ID.
- Registration instructions: 1098-T forms have been found for you. In order to review your forms you must complete your registration and login. Fill out additional information below.
- Privacy statement: By accessing this site and creating an account, I am representing that I am authorized to access this information and any misuse of the information herein will be prosecuted under applicable privacy laws. I understand that I am not to share my login credentials with anyone and doing so may put my personal information at risk.
- Complete Registration button.
- Footer: Legal Privacy Policy

6. You will receive an email from TRA Customer Service (Hopescholar@maximus.com), that will contain a link to complete your registration and a temporary password. If you do not receive the email, check your junk mail folder. 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.



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



8. Provide a new password for your account. Create a strong password that you will remember. Keep this information somewhere safe. Click “Next” when done.

Vangent TRA Service

### Account Setup - Password

Understand that adults who are not required to create a strong password. Strong passwords are not based in words, but contain a mixture of upper and lowercase letters, special characters, and numbers.

New Password

Confirm Password

[Back](#) [Next](#)

Legal Privacy Policy

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

Vangent TRA Service

### Student Options

Welcome James Brown!

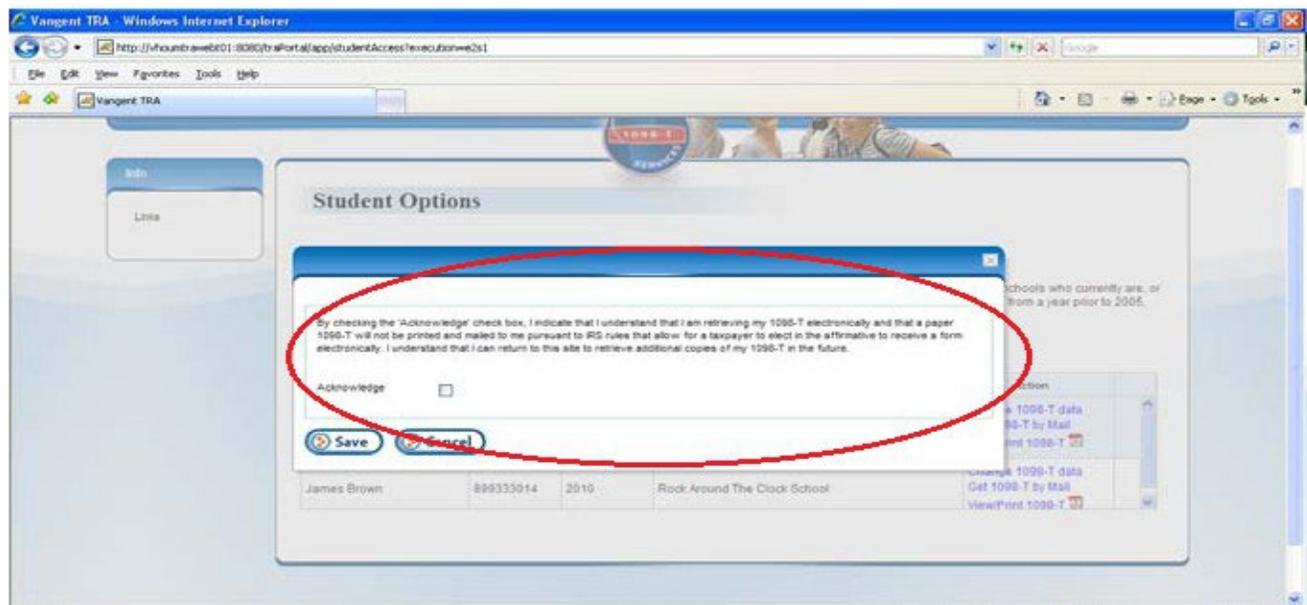
The following is a listing of the 1098-Ts that are associated with your Social Security Number. Please note, this list is only from schools who currently are, or were previously using Vangent's services. The available 1098-T records displayed are from 2005 - present. If you need a 1098-T from a year prior to 2005, please contact TRA Customer Service at 800-223-0043.

Records Found: 2

Name	SSN	Tax Year	Campus Name	Action
James Brown	899333014	2011	Rock Around - The Clock School	Change 1098-T data Get 1098-T by Mail <a href="#">View/Print 1098-T</a>
James Brown	899333014	2010	Rock Around The Clock School	Change 1098-T data Get 1098-T by Mail View/Print 1098-T

10. You will receive the following message if you've accessed your 1098-T prior to about January 31. If you click 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.

Whether you "Acknowledge" the message or not, you will be able to return to the system to view, download, or print your forms in the future. There is no limit to the amount of times you may print your 1098-Ts. If you are accessing your 1098-T after they have been mailed out (around January 20<sup>th</sup>) then you will not receive the "Acknowledge" message.



11. Once you check the "acknowledge" box and "Save", you will be able to view/print your 1098-T. Remember that you will be able to return at any time to view/print your 1098-T, and there is no limit to the number of copies you may print.

**Contact Maximus at 833-604-9184 for assistance logging in and using this site. Hold on the line to speak with an agent.**

