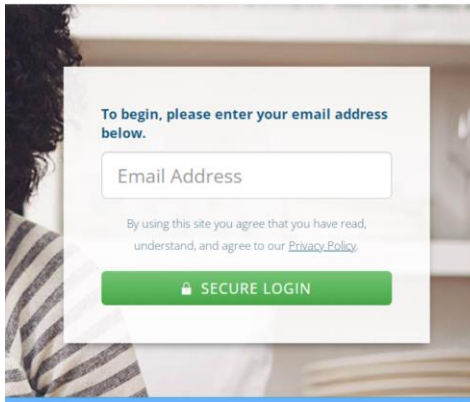


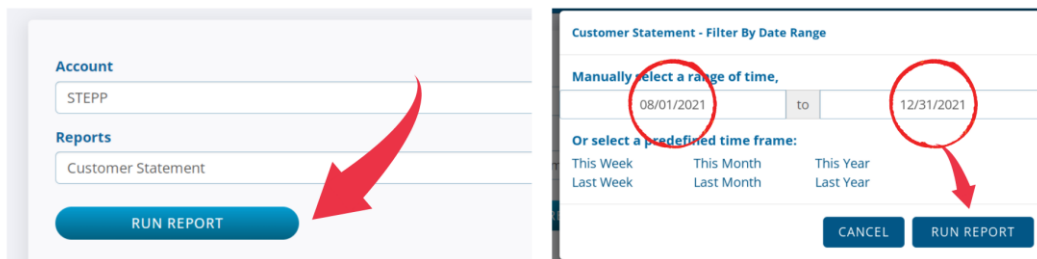
# Accessing Your 2021 Tax Statement Through MyProcure.com

1. Go to MyProcure.com and enter your email.  
This is the same email you use on the app.






2. Enter your password (if you do not remember this, click [Forgot Password](#)). If this is your first time accessing MyProcure.com, it will have you complete additional steps to verify. On the Home Screen, you will see the tabs listed above. Click "Reports".

3. Your account will automatically be selected, as will Customer Statement. These are the correct options. Click Run Report.



4. Select the date range. For these statements, select 08/01/2021 through 12/31/2021. Click Run Report. It will open in a PDF on another tab, so be sure to have this enabled.

## Notes:

-  In coming years, you can select the This Year or Last Year option. This is the only year when you will need to select specific dates for the report.
-  You CANNOT access this on the mobile app! The only way to obtain this is via MyProcure.com - a laptop or PC is preferred.
-  To obtain a statement from January to March, or April through July, please reach out to your campus.