

**How to view your T4 on myInfo.**

Log into *myInfo* at <https://lud.lakeheadu.ca/> using your employee or student ID number and password (as you would to view your pay advice).

Click on the 'for Employees' tab.

Under the 'My Financial Profile' tab you will see 'T4 Electronic Consent' and click on 'Yes'.

This will allow you to view your T4.

Under the same tab, click on 'T4 Slips' and select the appropriate year (only 2010 available to date).

Your T4 will open in .pdf format.

Print, view or save your T4 as a .pdf document.

Please report any issues or concerns to:

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