



UNIVERSITY YOUTH & COMMUNITY PROGRAMS

Receipts from past years can be accessed online through your account history. View the information below for instructions.

How to Get Your Receipt for Tax Purposes, Flex Spending Accounts, etc.:

Receipts for New Registrations

Receipts for new registrations will show on your screen at the end of your online transaction. You will also receive an email confirmation. Print or save your receipt at that time. You may return to your account later to view details or retrieve receipts.

To retrieve your receipt:

- 1) Visit the online registration website at:
<https://apm.activecommunities.com/umnrecwell/>
- 2) Click on **“Login”** and enter your login and password
- 3) Use the **“Forgot Password?”** link if you need your account access information. You will be prompted for your email address. NOTE that it must be the email address you set up within your account. Your account information will be sent to that email address.
- 4) After logging in, choose **“My Account”**.
- 5) In your account you will see Payment Details. Choose **“List of Account Payments”**
- 6) Click on the receipt number that shows up. (There may be multiple receipt numbers if you did multiple transactions; you will need to open them all separately).
- 7) Once the receipt opens, you can either choose to e-mail it to yourself (this option is on the top left side of the page) or you can choose a **“Printer Friendly Version”** on the top right side of the page. Note: If multiple users/accounts from the same family were used to register for camps, you will need to look up the receipts for each user separately.

For assistance, please contact us at ypsummer@umn.edu or (612) 625-2242