Downloading Tax Statements (Desktop)

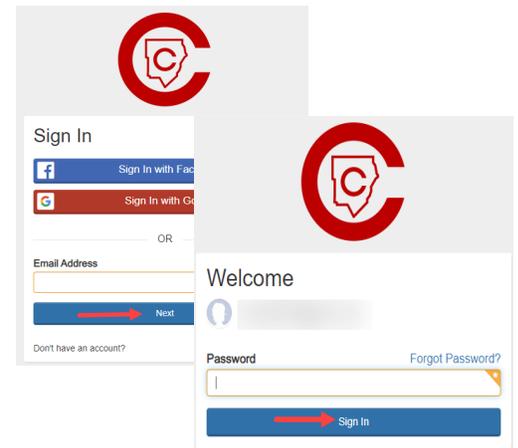## Step 1:

For Enrolling Adult Only

- On your computer, <u>open</u> an internet browser

- In the browser, <u>enter</u> the URL: https://cobbk12.ce.eleyo.com

- <u>Click</u> on the words that say "Sign In" at the top right corner

- To change the language to Spanish, <u>click</u> the **blue box** that says "En ESPAÑOL"
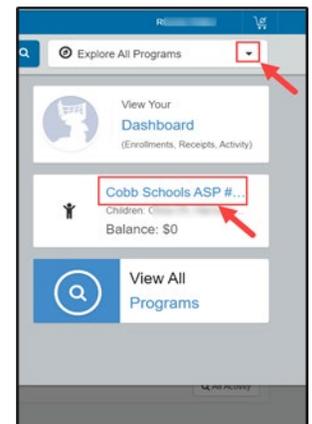
Step 2:

- Now at the Eleyo Sign in Screen, <u>enter</u> the email used to register your account

- <u>Click</u> Next in the **blue** box

- <u>Enter</u> the password for the account and <u>click</u> the **blue** Sign In box

- Now proceed to **Step 4** on the next page

Step 3:

- In the top right corner of the screen <u>click</u> the down arrow at the words: Explore All Programs

- <u>Click</u> the **blue** words: **Cobb Schools ASP** to open the details of your account
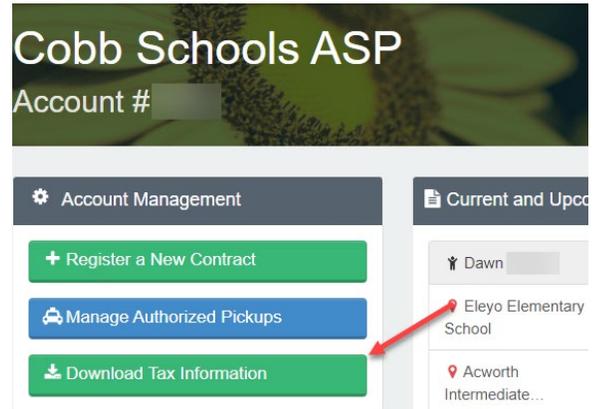
If you have any questions, please contact your school's ASP Director
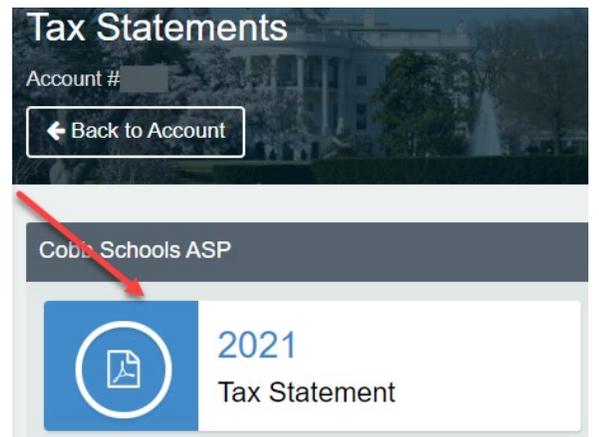
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Step 4:

▪ <u>Click</u> on the green Download Tax Information button

Step 5:

▪ <u>Click</u> on the Tax Statement button for the desired year to download the statement

Step 6:

▪ The statement will download into a .pdf format

If you have any questions, please contact your school's ASP Director

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