How to request Alternative Formats and Upload Receipts
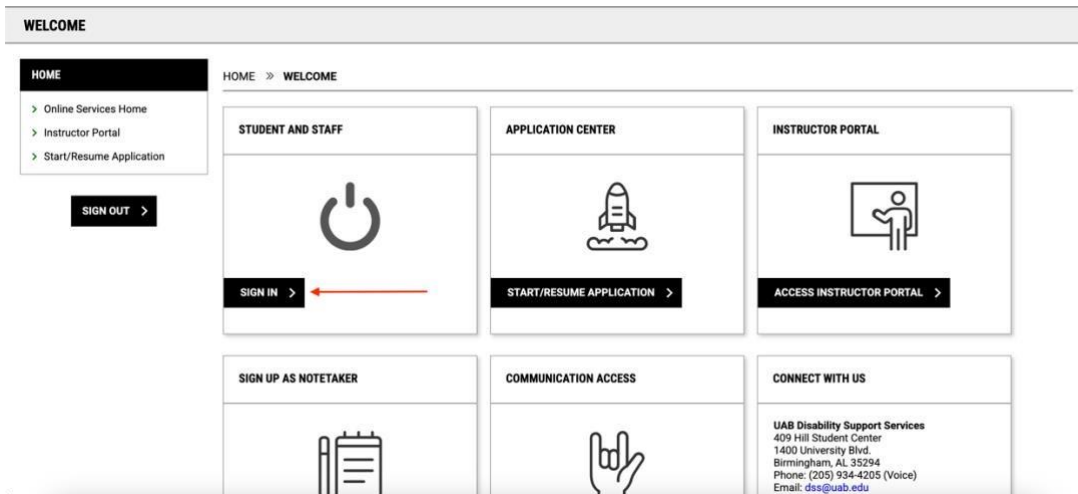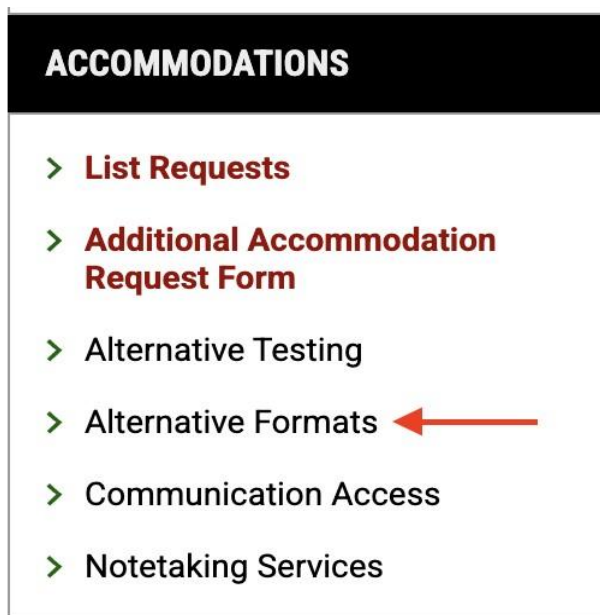
1. Login to the DSS Online Portal with your UAB username and password.

2. On the left side of the portal under 'My Accommodations' select 'Alternative Formats'.

3. To Request Alternative Formats for a book, select 'Review Requests or Add Books'. Then, fill out the 'Reading Material' section and select 'Submit Request'.

4. To upload a receipt (in order to provide evidence, you have purchased the book), please select 'Upload Receipt' in the upper right corner of the 'Alternative Format' Section.
   - Fill out the 'Receipt Detail' section by uploading the receipt and selecting the class the book corresponds to. Select 'Upload Receipt'.

- Once the receipt has been uploaded you will be able to see the receipt in the 'Uploaded Receipts' section.

5. If an alternative format is no longer needed for a course, please select 'Cancel Request'; under the 'List Requests for Alternative Formats' section.