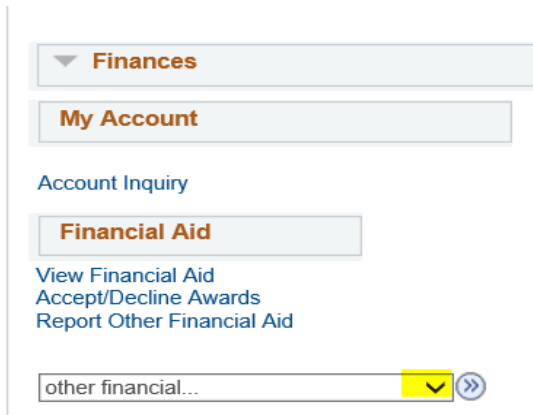


---Go to Finances>other financial section



---Click on the drop down arrow.

It will bring up the choices of

- Account Activity
- Charges Due
- Payment
- Pending Financial Aid
- View 1098-T
- other financial



---Select View 1098-t and click on the arrow (right most arrow)

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:

1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

1098-T Report Selection

General Box Amount

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2020	Original	391805963	1098T Processing	01/04/2021	

i You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.

Grant Consent

---Click on Grant Consent



1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated 01/05/2021 Yes, I have read the agreement

Cancel Submit

- Check and read the agreement
---Click on Submit



2. 1098-T Consent Confirmation

You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

View 1098-T Selection

- Click on View 1098-T Selection

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:

- 1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

1098-T Report Selection

General Box Amount

Table with 6 columns: Tax Year, Version, Federal Tax ID, Description, Printed Date, Transmittal Date. Row 1: 2020, Original, 391805963, 1098T Processing, 01/04/2021, (empty)

- Click on 2020

Make sure to print the form. Once the form is viewed, you will not receive a paper form.