---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**

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Version</th>
<th>Federal Tax ID</th>
<th>Description</th>
<th>Printed Date</th>
<th>Transmittal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Original</td>
<td>3918058633</td>
<td>1098T Processing</td>
<td>01/04/2021</td>
<td></td>
</tr>
</tbody>
</table>

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

---Click on Grant Consent
1098-T 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

---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.

---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.

<table>
<thead>
<tr>
<th>1098-T Report Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Tax Year</td>
</tr>
<tr>
<td>2020</td>
</tr>
</tbody>
</table>

--- Click on 2020

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