



# Student Instructions for Granting 1098-T Access for Authorized Users

**Note: Only students can consent to electronic delivery or grant 1098-T access to an Authorized User.**

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## Granting 1098-T Access for Existing Authorized Users

**Step 1:** Go to [www.baylor.edu/ebill](http://www.baylor.edu/ebill) and choose the "Student Login" button.

### View & Pay Bill



#### View Your Bill

You can locate your bill in the E-Bill System under the *My Account* tab by selecting *Statements*.

**Step 2:** You will log in using your BearID and Password, along with your Duo two-factor authentication.



BearID

Password

Do Not Remember Login

**Step 3:** Click **Authorized Users** under **My Profile Setup**.

**BAYLOR** E-Bill System Logged in as: Bobby J. Baylor | Logout

My Account   Make Payment   Deposits   Help

<b>Announcement</b>  <b>Always Allow Popups!</b> Billing statements display in a new tab or window. Set your browser to allow pop-ups from <a href="http://pay.baylor.edu">pay.baylor.edu</a> . <a href="#">Click here for help.</a>  To view semester and monthly billing statements, click <b>My Account</b> , then click <b>Statements</b> .  The Minimum Amount Due is shown only on your semester bill. <a href="#">Where is my Minimum Amount Due?</a>	<b>Student Account</b> ID: xxxxx7695 Balance \$32,636.75 Estimated Financial Aid \$14,500.00 Balance Including Estimated Aid \$18,136.75 <input type="button" value="Make Payment"/> <input type="button" value="View Activity"/>	<b>My Profile Setup</b> <input checked="" type="button" value="Authorized Users"/>
	<b>Statements</b> Your latest eBill Statement Statement (3/14/12) - \$0.00 <input type="button" value="View"/>	



**Step 4:** Under the **Authorized Users** tab, choose the Authorized User you wish to grant 1098-T access and click the **Action** gear and select **Edit**.

## Authorized Users

Authorized Users	<a href="#">Add Authorized User</a>	
Full name	Email address	Action
	BOBBY_BAYLOR@BAYLOR.EDU	

**Step 5:** Select **Yes** next to the option which allows your Authorized User to view your 1098-T. Select **Update User** when finished updating access options.

### Edit Authorized User ×

Full name:

Email address:

Dad@example.com

Would you like to allow this person to view your billing statement?

Yes  No

Would you like to allow this person to view your 1098-T tax statement?

Yes  No

Would you like to allow this person to view your payment history?

Yes  No

**Update User**

Cancel

Your Authorized User will now be able to access your 1098-T via the E-Bill System once the forms are loaded in late January.



## Adding a New Authorized User with 1098-T Access

**Step 1:** Go to [www.baylor.edu/ebill](http://www.baylor.edu/ebill) and choose the "Student Login" button.

### View & Pay Bill



#### View Your Bill

You can locate your bill in the E-Bill System under the "eStatements" tab.

**Step 2:** You will log in using your BearID and Password, along with your Duo two-factor authentication.



BearID

Password

Do Not Remember Login

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**Step 3:** Click **Authorized Users** under **My Profile Setup**.

BAYLOR E-Bill System Logged in as: Bobby J. Baylor | Logout ↗

[Home](#) [My Account](#) [Make Payment](#) [Deposits](#) [Help](#)

#### Announcement

**Always Allow Popups!** Billing statements display in a new tab or window. Set your browser to allow pop-ups from [pay.baylor.edu](http://pay.baylor.edu). [Click here for help.](#)

To view semester and monthly billing statements, click [My Account](#), then click [Statements](#).

The Minimum Amount Due is shown only on your semester bill. [Where is my Minimum Amount Due?](#)

#### Student Account

ID: xxxxx7695

Balance	\$32,636.75
Estimated Financial Aid	\$14,500.00
Balance Including Estimated Aid	\$18,136.75

#### Statements

Your latest eBill Statement (3/14/12) - \$0.00

#### My Profile Setup

Authorized Users



**Step 4:** Under the **Add Authorized User** tab, enter the email address of the Authorized User you wish to add. Ensure you have allowed the desired access options. Click **Continue**.

## Authorized Users

Authorized Users

Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Would you like to allow this person to view your 1098-T tax statement?

Would you like to allow this person to view your payment history and account activity?

Yes       No  
 Yes       No  
 Yes       No

Cancel **Continue**

**Step 5:** Verify that the agreement to Add Authorized User. Check **I Agree** and click **Continue**.

### Agreement to Add Authorized User

x

I hereby authorize Baylor University to grant Dad@example.com full access to my student account, including the ability to view all billing statements and payment history, to make payments on my behalf, and to communicate with Baylor Student Financial Services regarding my student account. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Monday, June 12, 2017.

For fraud detection purposes, your internet address has been logged:

129.62.167.102 at 6/12/17 2:30:34 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

**Continue**

Print Agreement

Cancel

After completing these steps, your Authorized User will receive two emails from Cashiers\_Office@baylor.edu with instructions for accessing the E-Bill System.