

Accessing Form 1098-T

Note: Students must grant access (see instructions <u>here</u>) before Authorized Users can view the 1098-T.

IMPORTANT:

You **MUST** have a computer with Adobe Acrobat Reader 8.X or higher to view your electronic 1098-T statement. Statements may not display properly on all mobile devices.

Step 1: Go to <u>www.baylor.edu/ebill</u> and choose either the "Student" or "Authorized User" login button.

View Bill

Login to View Your Bill



You can locate your billing information in the E-Bill System by selecting the "View Statement" link in the blue box. Past billing statements can be found under the *My Account* tab by selecting *Statements*.

Step 2a: Students will log in using their BearID and Password, along with their Duo two-factor authentication.

Baylor University					
Bear ID					
bobby_baylor					
Password					
Do Not Remember Login					
protected by					
Log In					

Forgot Password?

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<u>Step 2b:</u> Authorized Users will be sent to the E-Bill System where they will log in using their Email Address and Password they were set up with.

	A Merry Constant
Authorized User Access	Welcome to the E-Bill System
Login for parents or others who have been	Welcome to the Baylor University E-Bill System. This 24/7 service lets students and their authorized users view bills, make payments, and manage the student account.
granted access.	Student Account Center
Email:	Check your balance.
	 Make a payment towards your balance.
Password:	 View your payment history.
	 Store your payment methods for quick and easy payment.
Forgot Password Login	 Designate Authorized Users: Students may provide permission to others (parents, employers, etc) to view the bill and make payments and contact the Cashier's Office on their behalf.
	E-Billing
	• View and print your billing statement.
	Payment Plan Management
	• Enroll in a payment plan so you can pay your balance in installments.
	 View your current payment plan status.
	 Make a payment toward one of your installments.
	Schedule future installment payments.
	To make the Baylor education more manageable, a Payment Plan is available to our students and their parents. It is available to undergraduate and graduate students, part- time or full-time, with the exception of Online MBA students. Payment Plan enrollment required are there in which you shows to architected.

<u>Step 3:</u> From the home page, click "View Statements" on the latest 1098-T Statement link.



Step 4: Select "View" next to the 1098-T Tax Statement year that you would like to view.

1098-T Tax Statement	
Tax Year	Action
2022	View

<u>Step 5:</u> You will be directed to a third-party 1098-T processor page hosted by ECSI. Click on "View Details" if the statement detail does not prepopulate automatically.

YOUR TAX STATEMENT	
STATEMENT DETAIL FOR CURRENT REPORTING PERIOD	
1098-T STATEMENT	View Details »

<u>Step 6</u>: To view or print your 1098-T statement, click on "View/Print Statement" next to the desired Tax Year.

Status:	Delivered US	Tax Year:	2023	View/Print Statement »
Reporting	Mail			You must turn off your pop-up blocker to view and
Institution:	Baylor University			print the tax form.