Accessing Form 1098-T

*Note: Students must grant access (see instructions [here](#)) 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 [www.baylor.edu/ebill](http://www.baylor.edu/ebill) 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.
**Step 2b:** 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.

**Step 3:** 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.

**Step 5:** 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.
**Step 6:** To view or print your 1098-T statement, click on “View/Print Statement” next to the desired Tax Year.