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.

![Login Bill](image)

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

![Login](image)
Step 3: Click Authorized Users under My Profile Setup.

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.

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.

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 each year.
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.

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

**Step 3:** Click **Authorized Users** under **My Profile Setup**.
**Step 4:** Under the **Add Authorized User** tab, enter the email address of the Authorized User you wish to add. Ensure you have selected the desired access options. Click **Continue**.

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

After completing these steps, your Authorized User will receive two emails from the Baylor Student Accounts Office with instructions for accessing the E-Bill System. Please remind the new Authorized User to monitor his/her junk/spam folder as our emails are sometimes redirected there.