



Baylor University

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.

Pages 1 – 2 Granting 1098-T Access for Existing Authorized Users

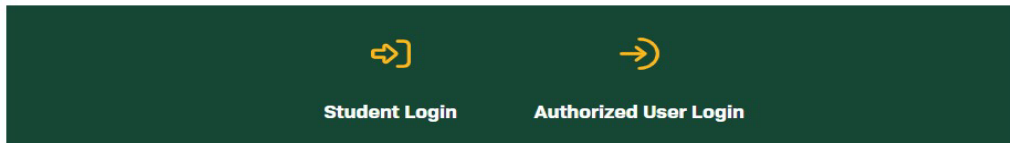
Pages 3 – 4 Adding a New Authorized User and granting 1098-T Access

Granting 1098-T Access for Existing Authorized Users:

Step 1: Go to www.baylor.edu/ebill and choose the “Student 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 2: You will log in using your BearID and Password, along with your Duo two-factor authentication.

Baylor University

Bear ID
bobby_baylor

Password
.....

Do Not Remember Login

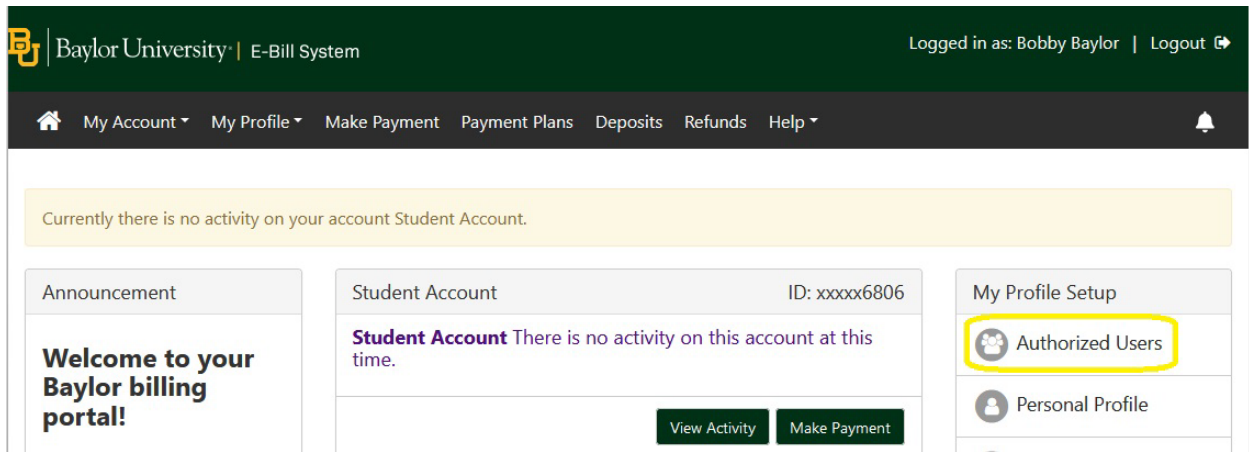
protected by
duo

Log In

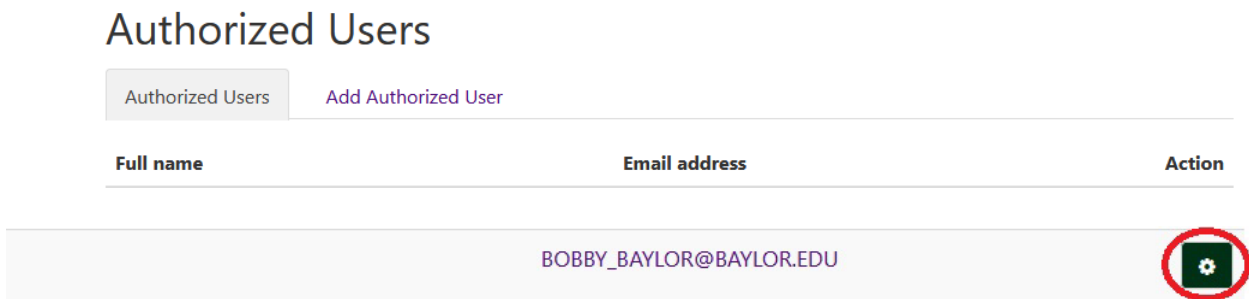
[Forgot Password?](#)

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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.

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

Would you like to allow this person to receive your payment plan communications? Yes No

Update User

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.

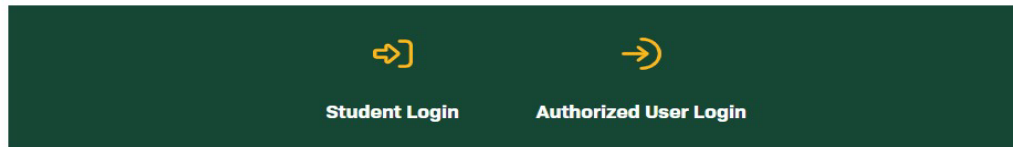


Adding a New Authorized User with 1098-T access:

Step 1: Go to www.baylor.edu/ebill and choose the “Student Login” button.

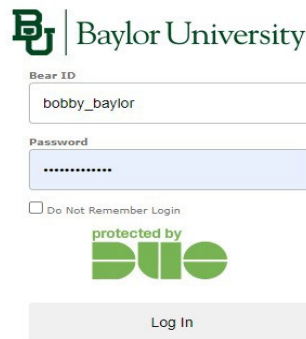
View Bill

Login to View Your Bill



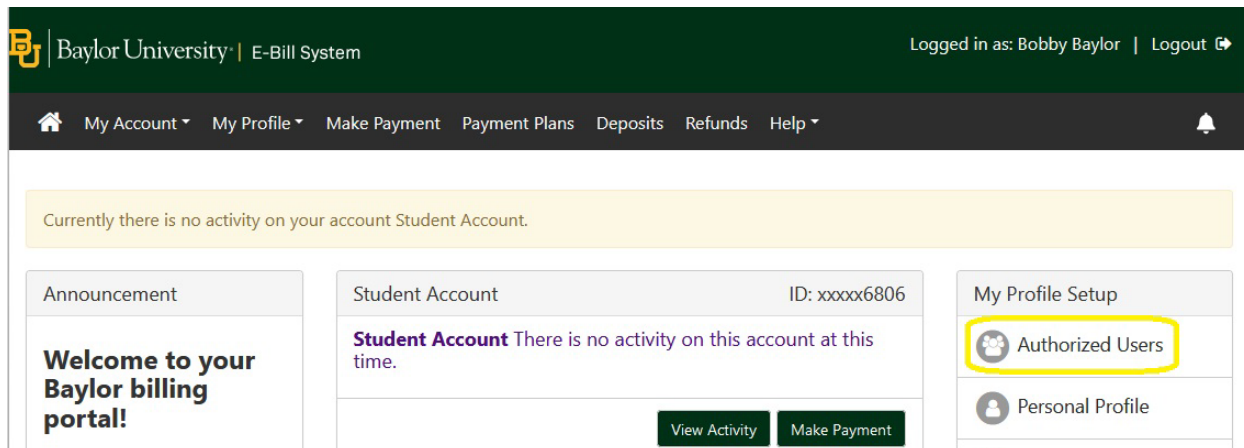
You can locate your billing information in the E-Bill System by selecting the “View Statement” link in the blue box. Past billing statements can be found under the *My Account* tab by selecting *Statements*.

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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**.

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? 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 and account activity? Yes No

Would you like to allow this person to receive your payment plan communications? Yes No

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

Agreement to Add Authorized User

I hereby authorize **Baylor University** to grant Mom@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 23-Jan-2024 3:32:29 PM CST.

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

129.62.214.155 at 23-Jan-2024 3:32:29 PM CST

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

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.