



Baylor University

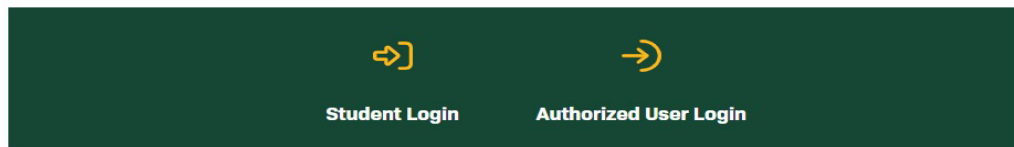
Student Instructions for Granting Consent to Electronic Delivery of Form 1098-T

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

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.



Bear ID
bobby_baylor

Password
.....

Do Not Remember Login



Log In

[Forgot Password?](#)

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DIVISION OF FINANCE AND ADMINISTRATION
STUDENT ACCOUNTS

One Bear Place #97048 • Waco, TX 76798-7048 • (254) 710-2311 • www.baylor.edu/sfs/contactus



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Step 3: Click on “Consents and Agreements” on the right side of the home page if you are not automatically prompted with the **Paperless 1098-T Option**.

Paperless 1098-T Option

By clicking **Accept Consent** below, you state your intent to receive your IRS Form 1098-T electronically for each year that you attend Baylor University. Furthermore, you agree to return to this site to print or save a copy of your 1098-T. With this consent, you agree that a paper copy of your 1098-T will NOT be mailed. If you elect not to consent, a paper copy of your 1098-T will be sent to you via US Mail. You must have Adobe Acrobat Reader 8.X or higher to view your 1098-T once it is available. Thank you for helping Baylor reduce the cost of producing and distributing these forms.

Your paperless 1098-T choice can be changed at any time via the Agreements page.

Accept Consent

I Do Not Consent

Step 4: You can agree to electronic delivery of your Form 1098-T by clicking **Accept Consent**.

After agreeing to receive an electronic copy of your Form 1098-T, all future copies of your Form 1098-T will be made available online in the E-Bill system by the end of each January.