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](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 on “Consents and Agreements” on the right side of the home page if you are not automatically prompted with the Paperless 1098-T Option.

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.