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 with 1098-T Access

Granting 1098-T Access for Existing Authorized Users

Step 1: Login to the E-Bill System at www.baylor.edu/ebill.

- Students use the top box (Baylor ID number and 6-character pin).

Step 2: Click the Authorized Users tab.
**Step 3:** Choose the Authorized User you wish to grant 1098-T access and click **Edit**.

![Authorized Users](image)

**Step 4:** 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](image)

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.
Adding a New Authorized User with 1098-T Access

**Step 1:** Login to the E-Bill System at [www.baylor.edu/ebill](http://www.baylor.edu/ebill).

- **Students** use the top box (Baylor ID number and 6-character pin).

**Step 2:** Click the Authorized Users tab.

**Step 3:** Enter the email address of the Authorized User you wish to add. Ensure you have allowed the desired access options. Click **Continue**.
Step 4: Verify that the agreement to Add Authorized User. Check I Agree and click Continue.

After completing these steps, your Authorized User will receive two emails from Cashiers_Office@baylor.edu with instructions for accessing the E-Bill System.