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 and choose the "Student Login" button.

View & Pay Bill

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

Step 3: Click the Authorized Users tab.
**Step 4:** Choose the Authorized User you wish to grant 1098-T access and click **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.
Adding a New Authorized User with 1098-T Access

**Step 1:** Go to 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:** Enter the email address of the Authorized User you wish to add. Ensure you have allowed the desired access options. Click **Continue**.

**Step 5:** 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.