



Student Instructions for Granting or Revoking 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 & Pay Bill



View Your Bill

You can locate your bill in the E-Bill System under the "eStatements" tab.

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



BearID

Password

Do Not Remember Login

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Step 3: You may be prompted with the **Paperless 1098-T Option** if you have not responded to this prompt before. You can agree to electronic delivery of your Form 1098-T by clicking **Accept Consent**.

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.



Change Consent Step 1: You may change your 1098-T delivery preference at any time under **My Account > Consents and Agreements**.

My Account Make Payment Deposits Help

Current Activity
Statements
Account Payment
Payment History
Consents and Agreements

Student Account ID: xxxxx7496
Balance \$0.00
Make Payment View Activity

Statements
You currently do not have any billing statements.

My Profile Setup
Authorized Users
My Payment Profile

Change Consent Step 2: Your current selection will be noted. To change your preference or read more about your consent options, click **Change**.

Consents and Agreements

You have switched to paperless 1098-T.

Change

Change Consent Step 3: You will view the **Paperless 1098-T Option** to review your consent options and make a selection (see Step 3 on Page 1).