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 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.

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

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

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**Consents and Agreements**

You have switched to paperless 1098-T.

**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).