Note: Students must grant access (see instructions here) before Authorized Users can view the 1098-T.

**IMPORTANT:**
You **MUST** have a computer with Adobe Acrobat Reader 8.X or higher to view your electronic 1098-T statement. Statements may not display properly on all mobile devices.

**Step 1:** Go to www.baylor.edu/ebill and choose either the "Student" or "Authorized User" login button.

**View & Pay Bill**

![Login Buttons]

**View Your Bill**
You can locate your bill in the E-Bill System under the *My Account* tab by selecting *Statements*.

**Step 2a:** Students will log in using their BearID and Password, along with their Duo two-factor authentication.
**Step 2b:** Authorized Users will be sent to the E-Bill System where they will log in using their Email Address and Password they were set up with.

**Step 3:** From the home page, click "View Statements" on the latest 1098-T Statement link.

**Step 4:** Select "View" next to the 1098-T Tax Statement year that you would like to view.
**Step 5:** You will be directed to a third-party 1098-T processor page hosted by ECSI. Click on "View" after selecting the tax year in order to view or print your 1098-T statement.

Note: Disregard the box at the bottom that requires you to enter a code.