Accessing Form 1098-T

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 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.

![E-Bill System screenshot](image)

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

![View link](image)

**Step 4:** Click on the "Action" button and select "View" next to the 1098-T Tax Statement year that you would like to view.

![Action button](image)

**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.

![View button](image)