How to change 1098-T delivery method

When logging in between December 1st and June 1st students will receive a pop-up requesting consent to receive the form 1098-T electronically.

*** Whether the student consents or not they only receive this pop-up once ***

A student may change their consent at any time following these steps:

- Login to Bill+Payment and on the home screen select “Consents and Agreements” in the right hand column under My Profile Setup.
On the Consents and Agreements page the current method of delivery is displayed. Click the “Change” button to switch from paper to electronic delivery or vice versa.

A pop-up will display asking for consent to receive the 1098-T electronically. Click “Accept Consent.”
• You will be returned to the Consents and Agreements page where a message should display indicating you have changed the method of delivery.

The 1098-T will now be available electronically for as long as you have access to Bill+Payment.