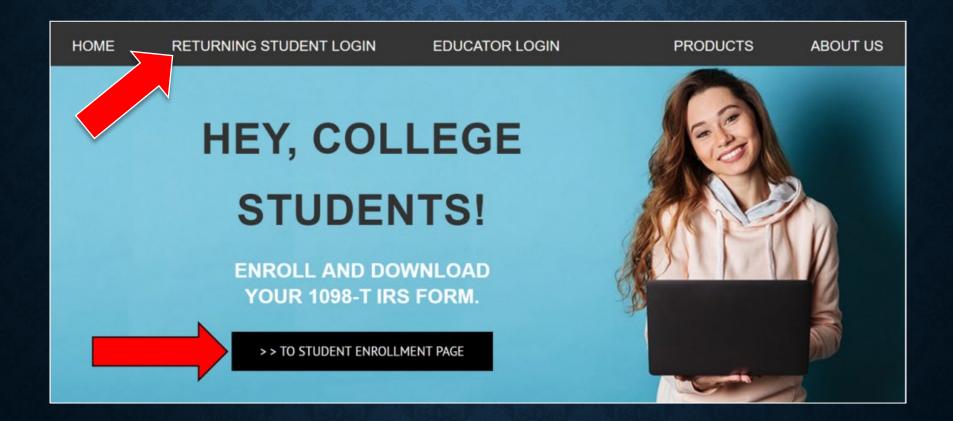
STEPS FOR STUDENTS

- 1. Referral to 1098tforms.com Student Page
- Student enters validating data (SS#, First/Last Name)
- 3. Student creates username and password
- 4. Student completes Validate Email address process
- 5. Student OPTS IN to receive 1098-T PDF form
- 6. Student can save, print or email PDF form
- 7. If Student does not OPT IN, forms are postmarked before January 31st.



1098TFORMS.COM



1098-T SIGN IN

Returning student with forgotten login information

1098-T Sign In
FINANCIAL PAYMENTS
Username
Password
Forgot Username • Forgot Password
Sign In
Marketing information goes here

Student Setup

First Name Last Name Social Security Number First Name Last Name Social Security Number Social Security Number Q: How will my information be used? A: The information you provide will be used to determine that you have a valid 1098-T record within our system in accordance with our privacy policy. Q: What if a record is not found after clicking the Verify Information link? A: If your information is not found, please try again at a later time or contact your college's business office.

Student Setup

First Name	Shara	
Last Name	Winwright	
Social Security Number	•••••	
Email Address	Email Address	
Username	Username	
Password	Password	
Confirm Password	Confirm Password	
*Passwords must contain at least on	e number and one uppercase letter and be at least 8 c	haracters

If student's record is not in the system...

VERIFY YOUR STUDENT INFORMATION Your student information is not yet on file for the tax year. Contact the business office if the problem persists. First Name **Last Name** Social Security Number DoesntExist Student 204-88-2402 Q: How will my information be used? A: The information you provide will be used to determine that you have a valid 1098-T record within our system in accordance with our privacy policy. Q: What if a record is not found after clicking the Verify Information link? A: If your information is not found, please try again at a later time or contact your college's business office. Need Help? Click Here for instructions. **Verify Information**

Student Setup



EMAIL VERIFICATION

- 1. An email from "No-reply@verificationemail.com" was sent to your account. Open the email and please CLICK the **VERIFY EMAIL** Link.
- 2. A "Registration has been successful" pop-up screen will appear. Please close it, return to this screen and follow directions below.
- 3. If you DID NOT receive an email, please CLICK HERE to receive a new email.

FINAL STEP FOR ENROLLMENT

1. After successfully VERIFYING EMAIL, CLICK HERE to access 1098-T Sign-In page.



N

no-reply@verificationemail.com

1098-T Account Verification

Thank you for creating a 1098-T User account!

We received your request to create your new user account for Financial Payments' 1098-T Tax Form Distribution service. Your account has been created.

To finalize your new account, please verify that this email address is valid by clicking the link below:

Verify Email



Once your email is confirmed you will be able to login under your new account. If you have any questions regarding this new account please contact your local 1098-T system administrator.



Your 1098-T Solution

Your registration has been confirmed!

Student Setup

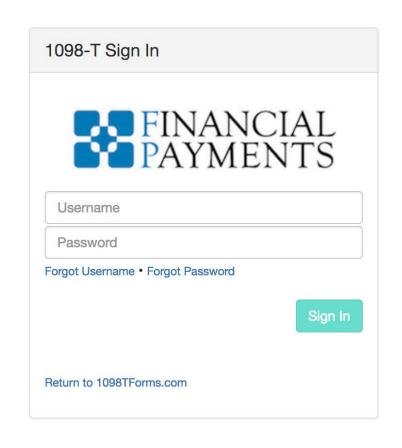
EMAIL VERIFICATION

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- 2. A "Registration has been successful" pop-up screen will appear. Please close it, return to this screen and follow directions below.
- 3. If you DID NOT receive an email, please CLICK HERE to receive a new email.

FINAL STEP FOR ENROLLMENT



1. After VERIFYING EMAIL, log-In to 1098tforms.com and retrieve 1098-T



Sign Out **ELECTRONIC COMMUNICATION CONSENT** Q: Why should I elect to receive my 1098-T digitally? A: Electronic delivery is immediate and more secure since you won't run the risk of a document with you SSN being lost in the mail. **Electronic Communication Consent** Online Service Electronic Communication Disclosure and Consent Please review this document carefully and print a copy for your reference. This Online Service Electronic Communication Disclosure and Consent ("Disclosure"), applies to all communications for those products and services offered through our 1098-T processing By selecting "Accept", you represent that you have read and understand this Disclosure and that you affirmatively consent to receive all communications regarding the Services that are offered through our online service electronically as described herein. You are also confirming that you have the authority to consent on behalf of the person responsible for making payments to your Institution using the Services. You agree that we do not need to provide you with an additional paper (non-electronic) copy of the communications, unless specifically requested. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current e-mail address at which we may send electronic communications to you.

