# 1098-T Form Student Enrollment and Download Information

Below are instructions for accessing 1098-T Forms for students attending a college partnering with Financial Payments for 1098-T Processing. Protecting student financial information is extremely important and requires multiple steps to verify the student's identity and email so that only approved individuals can access, view, print or download a 1098-T.

If at any time the process displays an error, it's best to close out of your browser completely and begin again with a NEW USERNAME! Internet Explorer has caused several challenges for Enrollment, so we suggest using another web browser, such as Chrome, Firefox, or Safari.

Step 1

Go to 1098tforms.com website and click on the black rectangle with instructions: TO STUDENT ENROLLMENT PAGE.
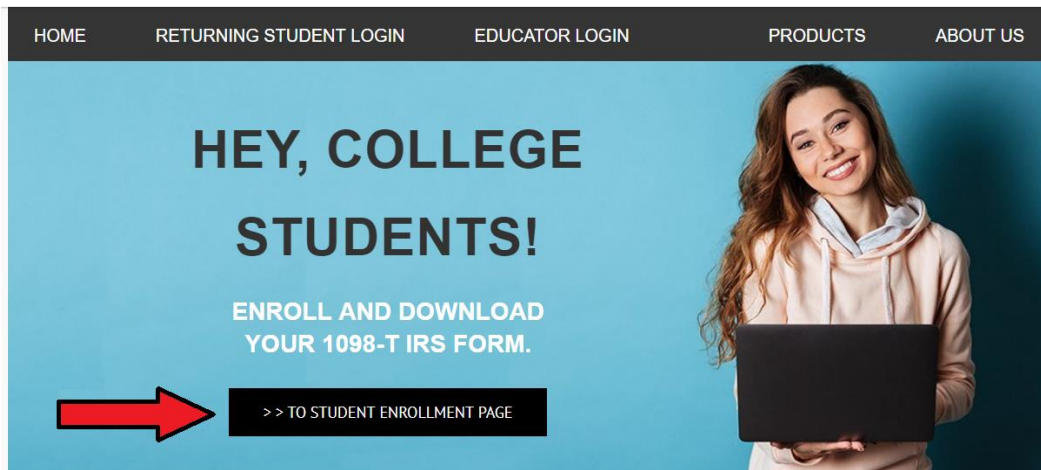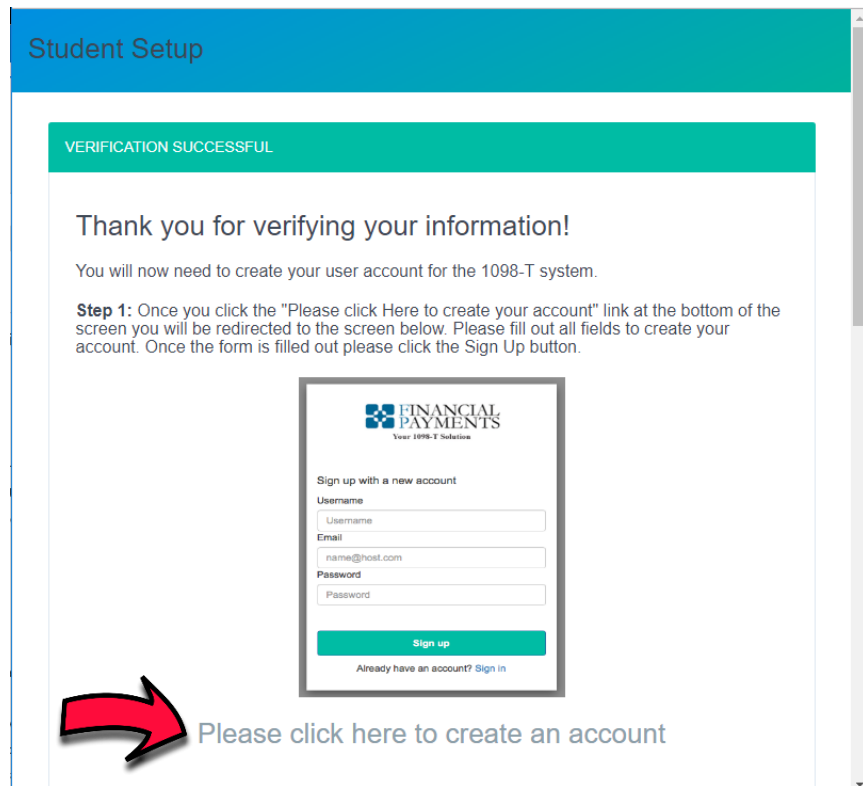

Step 2

The Student Setup Page appears with the instructions, PLEASE VERIFY YOUR STUDENT INFORMATION.
Please enter your first name, last name and social security number in the relevant boxes.
Please click the VERIFY INFORMATION box/link.

Step 3

You will be prompted VERIFICATION SUCCESSFUL on the next page. There are several instructions on this page. Please just click the link PLEASE CLICK HERE TO CREATE AN ACCOUNT.

Step 4

Please enter a Username, Email and Password. Record this information to remember it later. Now Click the SIGN UP link.

The message below will appear.
DO NOT click on the Continue Link yet!
First, open your email account that you used in the account setup.
Next, open the email with "1098-T Account Verification" in the Subject Heading.
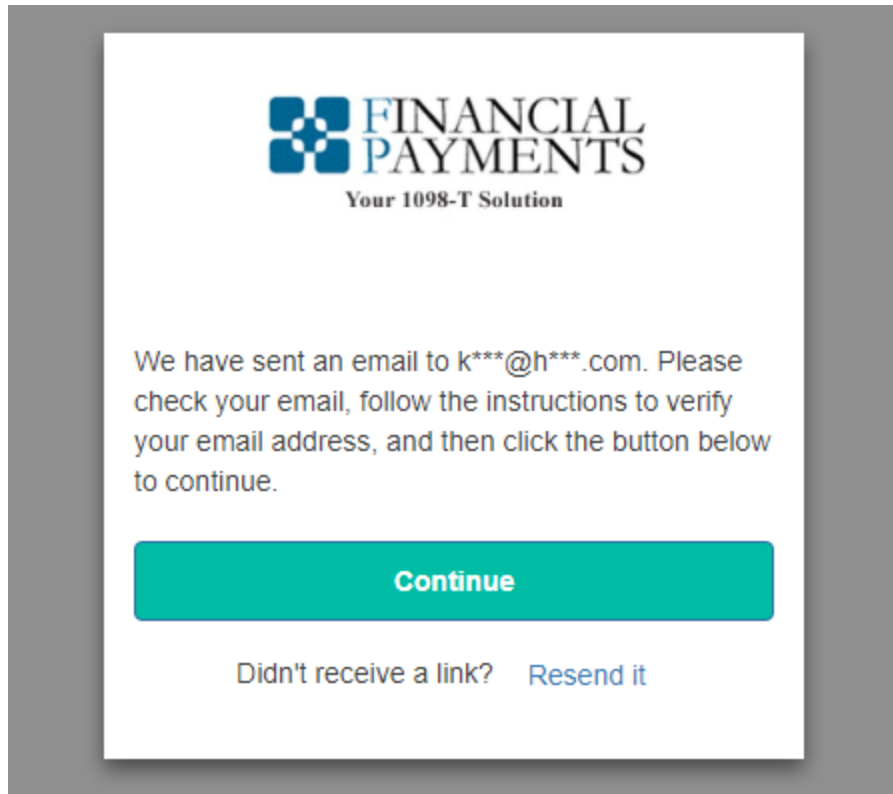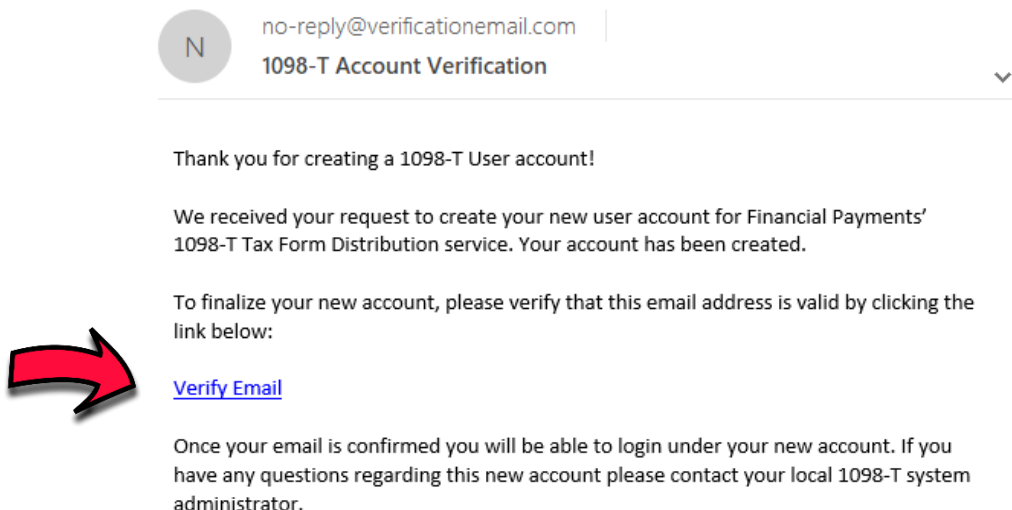The email will be from: No-reply@verificationemail.com
Review the email in Step 6 below.

FINANCIAL PAYMENTS
Your 1098-T Solution

We have sent an email to k***@h***.com. Please check your email, follow the instructions to verify your email address, and then click the button below to continue.

Continue

Didn't receive a link?   Resend it

Step 6

After opening the "1098-T Account Verification" email, the following message should appear.
Read it and then please click on the VERIFY EMAIL link.

> 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.

Step 7

The following image will appear after clicking the VERIFY EMAIL link.
The image confirms that your registration has been confirmed.

Step 8

You may now go back to the web browser screen and click CONTINUE.
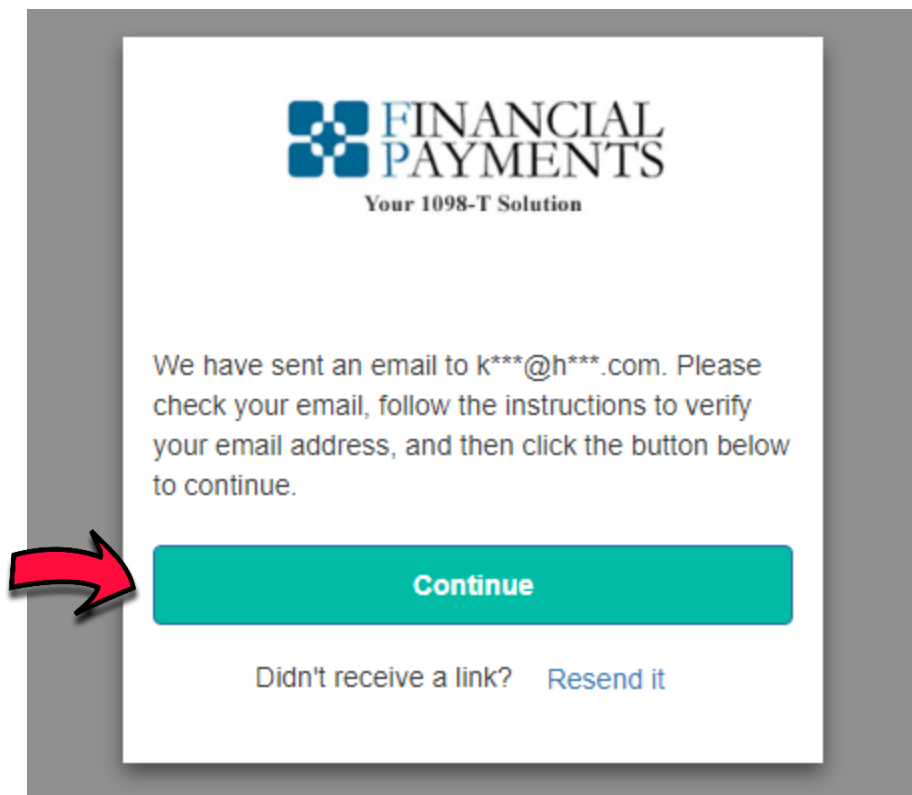
Step 9

You may now enter your USERNAME and PASSWORD for the account. Please click on the Sign In link.

Step 10

Your enrollment is complete, and you've LOGGED IN successfully. Now you must agree to the conditions set out in the Electronic Consent form for 1098-T. Please click on the AGREE link at the bottom of the page.
(This image does not show the entire form.)

Consent

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.

Agree   Disagree

Step 11

After agreeing to the 1098-T Consent form, your Enrollment is complete, and you can click on the PLEASE CLICK HERE TO ACCESS YOUR 1098-T FORM.

Student Setup

YOUR ENROLLMENT IS COMPLETE

Please Click Here to Access Your 1098-T Form

Step 12

Check the name of the college/university you attend in the window below. If it's correct, click the View/Download Link.

Student Portal   Sign Out

VIEW / DOWNLOAD YOUR 1098-T FORM

Name of Your College/University
2017 Form 1098-T

View / Download

The student's 1098-T form will appear in a PDF. You may view, print or download the form at this time. The image below is a blank form and NOT an actual 1098-T.