Step 1  Log into SiS and click the "Finance Center" option on the left menu:

Or – Log into SiS and click the “Finance and Financial Aid” tile, then click the “Student Financial Center” button:
Step 2  Scroll down to the Tax Info section, and click the "Sign up for 1098T eConsent" link:

Step 3  To consent to receiving 1098-T forms electronically, check off the “Yes, I agree and do consent.” box then click “Submit”:

To Cancel, go to Step 6
Step 4

Review 1098-T Consent Confirmation page, then click “View 1098-T Selection” button:

Step 5

To review your electronic 1098-Ts, click the link on each available year:

When you return to the Finance Center page, the “Sign up for 1098T eConsent” link will be removed:

You may withdraw consent to electronic delivery at any time by completing the “Revoke eConsent of 1098-T Electronic Delivery” Docusign form.
Step 6 (Cancel)

To cancel and not sign up for electronic 1098-T delivery, click the “Cancel” button, then click “Yes”:

Step 7

You will be redirected to the View 1098-T page:

If you would like to grant consent for electronic delivery of 1098-T forms, click the "Grant Consent" button and go back to step 3.