Step 1: To view your 1098-T online, please log into your YES landing page and link to Student Accounts. From there click the Self-Service link:

![Screen capture of YES landing page]

Step 2: In the Campus Finances link, click View 1098-T:

![Screen capture of Campus Finances link]

Step 3: Next, in order to access the form, you must click the Grant Consent link:

![Screen capture of Grant Consent link]

Step 4: Read the agreement information. Check the box to agree to the consent and click Submit:

![Screen capture of 1098-T Consent agreement]

The agreement is dated: 01/24/2013

Yes, I have read the agreement

[Submit]
Step 5: Click View 1098-T Selection:

1098-T Consent

2. 1098-T Consent Confirmation

You have elected to receive your 1098-T electronically instead of through the US mail. Click the View 1098-T Selection button to continue viewing your 1098-T.

Step 6: You will then need to click on the 2012 tax year for the 1098-T (highlighted in blue).

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:
1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar’s office should you need more information.

Step 7: Your 1098-T information will then be available to view or print.