Instructions for granting an Authorized User electronic access to a student’s 1098-T through the Samford One Stop Payment Portal.

**Step 1** – Select Student and Staff Login.

**Step 2** – Enter your Samford Student ID number or User ID along with your Password, then select Login.
Step 3 – Select Authorized Users

Step 4 – Select the settings gear icon below *Action* on the Authorized User listing.
Step 5 – Select *Edit*.

Step 6 – Select *Yes* for, Would you like to allow this person to view your 1098-T tax statement? After selecting *Yes*, select *Update User*.
Step 7 – Select the, I Agree radio button and then select Continue to grant the Authorized User access to view your 1098-T electronically.