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

<u>Step 1</u> – Select *Student and Staff Login*.



<u>Step 2</u> – Enter your *Samford Student ID number* or *User ID* along with your *Password*, then select *Login*.



<u>Step 3</u> – Select Authorized Users



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

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<u>Step 5</u> – Select *Edit*.



<u>Step 6</u> – Select *Yes* for, Would you like to allow this person to view your 1098-T tax statement? After selecting *Yes*, select *Update User*.

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<u>Step 7</u> – Select the, *I Agree* radio button and then select *Continue* to grant the Authorized User access to view your 1098-T electronically.

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