

# IRS Form 1098-T: Consent to Receive Your Form Electronically

Federal regulations allow those eligible to receive IRS Form 1098-T the option to receive the form electronically instead of regular mail. In order to deliver your Form 1098-T electronically, the College needs your permission.

**Follow these steps to consent to receive your 1098-T electronically:**

1. Log in to the student portal (inside.cod.edu).

2. Locate the myACCESS menu.

3. Click MYACCESS FOR STUDENTS.

4. Select Student Payment Information.

5. Select 1098-T Electronic Consent & View Forms.

6. Select the bubble next to YES then click Submit.

When your 1098-T Form is available to view, an email will be sent to your @dupage.edu email address. Your 1098-T will be available electronically before January 31. To view your 1098-T electronically, follow steps 1 to 4 above, then select *View My 1098-T Forms*.