1098-T Electronic Consent

Overview

This quick reference guide will guide you to update your electronic consent for 1098-T processing.

Process

1. After logging into Workday, click the Finances icon on your home page.

2. The Finances dashboard provides quick links to your Account Activity, Make a Payment, Payment Elections, 1098T information and Financial Aid.

3. Click the My Account section.

4. Select the Manage Paperless 1098-T option

5. You will be prompted to enter the Calendar Year and then click OK

6. To provide consent, check the box that says “Go paperless for this year” and then click OK