

To Grant Permission and View 1098T online:

In accesSPoint:

1. Select the Financial Account/Billing tile
2. Click on the drop-down arrow by Account Services
3. Select view 1098-T
4. Click the Grant Consent button
5. Check the "Yes I have read the agreement" box and hit submit
6. Click the View 1098-T Selection button
7. Select the tax year for the 1098-T document
8. For detail, select the Box Amount tab and click on any of the blue amounts

STEP 1: Select the Financial Account/Billing Tile

The screenshot displays the accesSPoint dashboard with the following components:

- accesSPoint News:** Contains four bullet points: "Print your [Voter ID Enrollment Verification Letter](#)", "Make sure to check your class schedule in the My Classes tile. Many classes have moved to different rooms or have switched to hybrid or online over the summer. A grid view is available under 'My Weekly Schedule' - online classes do not show in the time grid, but will show in the list view.", "Looking for your Book List? You can find the link in My Classes.", and "Have a registration or financial aid question? Try [Ask a Question](#) - get answers 24 hours a day!"
- Profile:** Represented by a person icon with a pencil.
- Tasks:** Represented by a warning triangle icon, with "1 To Do's" and "2 Holds" below it.
- My Classes:** Represented by a calendar icon with a graduation cap.
- Degree Progress:** Represented by a pie chart icon.
- Graduation:** Represented by a graduation cap icon.
- Financial Account/Billing:** Represented by a building icon with a crown and coins. A purple arrow points to this tile.
- Academic Record:** Represented by a graduation cap icon over a document.
- Financial Aid:** Represented by a graduation cap icon over a document with a dollar sign.
- Forms:** Represented by a document icon with a pencil.
- Search for Classes:** Represented by a calendar icon with checkmarks.
- Helpful Links:** Contains four links: "What is accesSPoint?", "Contacts", "Help", and "Change accesSPoint account password".

STEPS 2 & 3: Click on the drop-down arrow by Account Services & select View 1098-T

The screenshot shows a vertical menu with the following items: Account Balance, Make a Payment, Account Activity, Payment History, Direct Deposit, Account Services, Financial Aid Pay Permission, and Invoices/Bills. The 'Account Services' item is highlighted with a purple circle, and a purple circle around its drop-down arrow indicates it should be clicked. The 'View 1098-T' option is also circled in purple.

STEP 4: Click the Grant Consent button

[Account Inquiry](#) | [Account Services](#)

[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. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting 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.

1098-T Report Selection

General		Box Amount			
Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2019	Original	391805963	UWSP 1098T Statement		

 You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.

[Grant Consent](#)



STEP 5: Check the “Yes I have read the agreement” box and hit submit

1098-T Consent



1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the “Yes, I have read the agreement” checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated

10/23/2020

Yes, I have read the agreement

Cancel

Submit

STEP 6: Click the View 1098-T Selection button

1098-T Consent



2. 1098-T Consent Confirmation



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

View 1098-T Selection

STEP 7: Select the tax year for the 1098-T document

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. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting 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.

1098-T Report Selection

General

Box Amount



Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2019	Original	391805963	UWSP 1098T Statement		

Go to top

STEP 8: For detail, select the Box Amount tab and click on any of the blue amounts


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. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting 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.

1098-T Report Selection

[General](#) [Box Amount](#) 

Tax Year	Version	Payments Received	Amount Billed	Prior Year Adjustments	Scholarships or Grants	Prior Year Grant Adjustments
2019	Original	8537.76	0.00	0.00	0.00	0.00

View 1098-T - 2019 - Payments Received

View 1098-T - 2019 - Payments Received

Item Amount	Description	Account Type	Term	Actual Billing Date	Date Posted	Payment Date
1 150.00	Federal Unsubsidized Loan 1	Tuition and Fees	2019 Spring			01/15/2019
2 199.92	Federal Unsubsidized Loan 1	Tuition and Fees	2019 Spring			01/15/2019
3 2371.08	Federal Unsubsidized Loan 1	Tuition and Fees	2019 Spring			01/15/2019
4 75.84	529 Plan payment	Tuition and Fees	2019 Spring			01/30/2019
5 120.08	529 Plan payment	Tuition and Fees	2019 Spring			01/30/2019
6 778.08	529 Plan payment	Tuition and Fees	2019 Spring			01/30/2019
7 25.00	Check Payment	Miscellaneous Fees	2019 Spring			04/02/2019
8 443.72	Check Payment	Tuition and Fees	2019 Spring			04/02/2019
9 150.00	Federal Unsubsidized Loan 1	Tuition and Fees	2019 Fall			08/27/2019
10 199.92	Federal Unsubsidized Loan 1	Tuition and Fees	2019 Fall			08/27/2019
11 200.00	Federal Unsubsidized Loan 1	Tuition and Fees	2019 Fall			08/27/2019
12 2666.08	Federal Unsubsidized Loan 1	Tuition and Fees	2019 Fall			08/27/2019
13 25.00	Check Payment	Miscellaneous Fees	2019 Fall			10/31/2019
14 75.84	Check Payment	Tuition and Fees	2019 Fall			10/31/2019
15 574.12	Check Payment	Tuition and Fees	2019 Fall			10/31/2019
16 483.08	Check Payment	Tuition and Fees	2019 Fall			10/31/2019

[Return to View 1098-T](#)