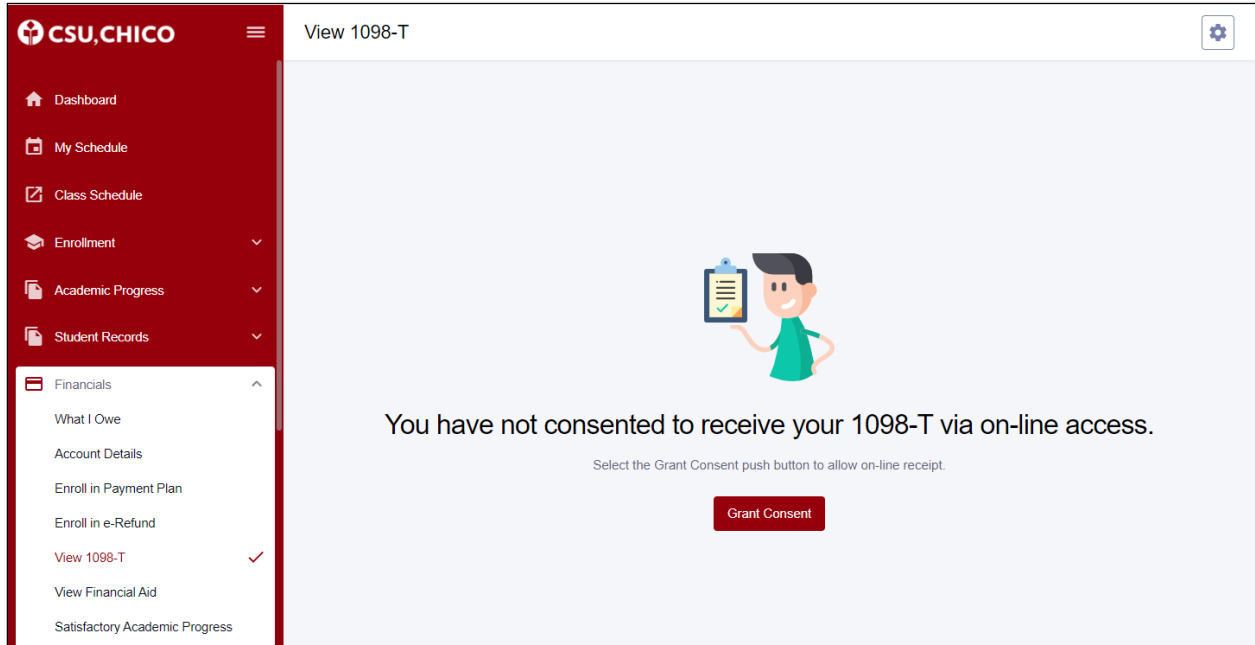
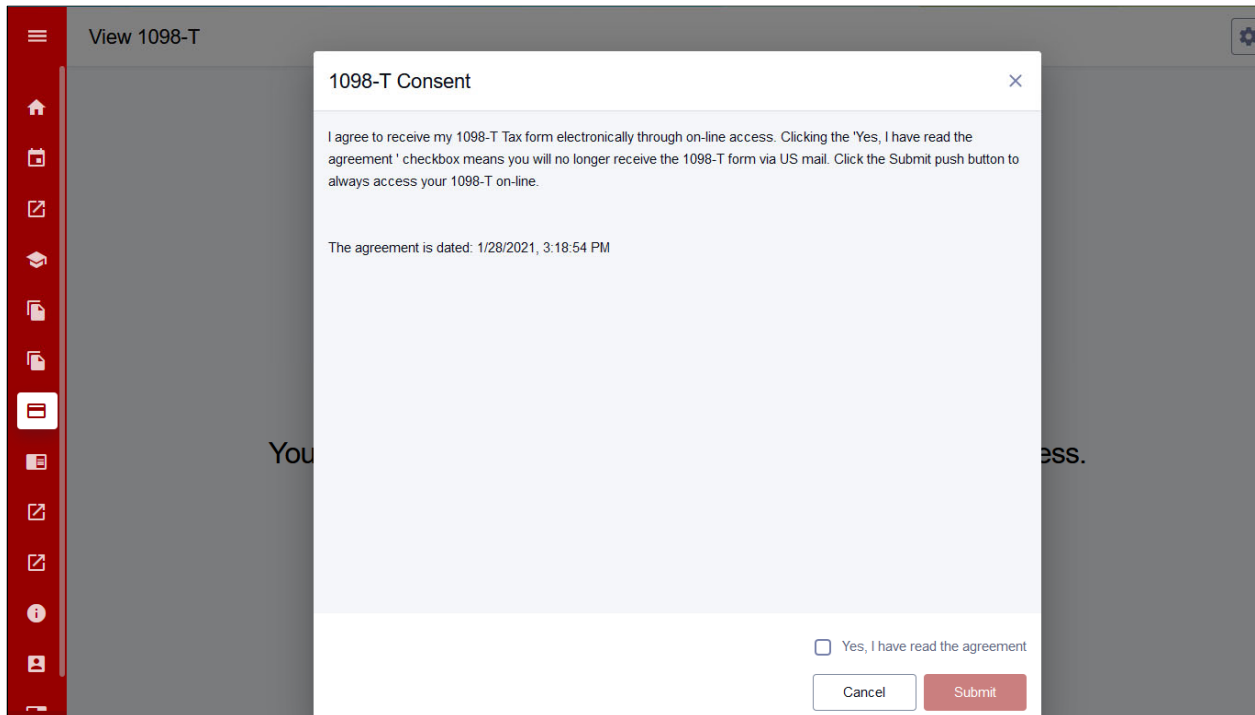


How to View 1098-T Form

- Select “View 1098-T” from the Dashboard Menu under “Financials”
- If you have not opted in to receive your 1098-T electronically, then you will see the screen below. Select “Grant Consent” if you wish to proceed.



- Read the dialogue window, check the “Yes, I have read the agreement” checkbox, and Submit.



- You will now be able to view current and prior year 1098-T forms.

The screenshot shows a web interface for viewing 1098-T forms. At the top left, there is a red sidebar with navigation icons. The main header is 'View 1098-T' with a settings gear icon on the right. Below the header is a 'Year' dropdown menu set to '2020'. An orange callout box points to this dropdown with the text 'choose the Year'. To the right of the dropdown is a 'View PDF' button. An orange callout box points to this button with the text 'click to view the form as a .pdf file. The form will open as a pop-up, you may need to disable pop-up blockers'. Below this is an 'INFORMATION' section with fields for Version (Original), Federal Tax ID, Institution (California State Univ Chico), Printed Date, and Transmittal Date. Below the information is a 'Box Amount' section. An orange callout box points to a chevron icon next to 'Payments Received' with the text 'click the > to view the details that make up the total'. The 'Box Amount' section contains a table with the following data:

Category	Total
> Payments Received	\$3,648.00
Amount Billed	\$0.00
Prior Year Adjustments	\$0.00
> Scholarships or Grants	\$6,872.00
Prior Year Grant Adjustments	\$0.00

For further assistance contact Student Financial Services at 530-898-5936 or cash@csuchico.edu