



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 FinancialAid.

3. Click the **My Account** section.



4. Select the **Manage Paperless 1098-T** option

Manage Paperless 1098-T

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**

Go paperless for this year ☒