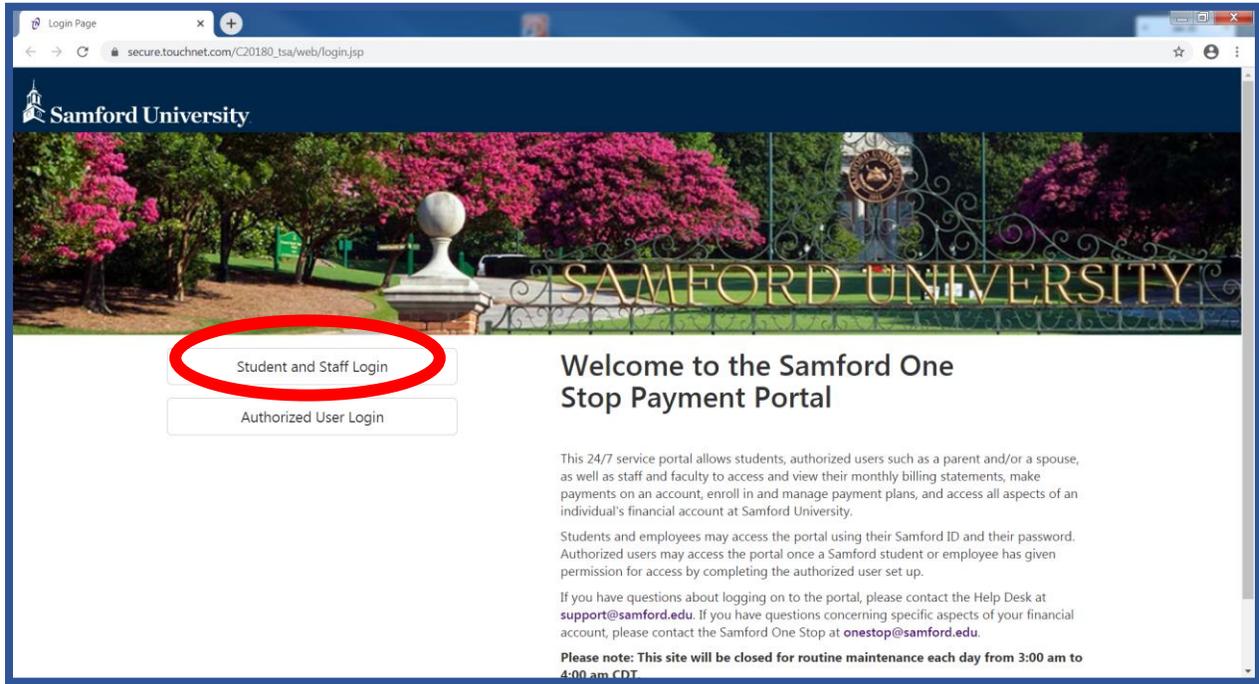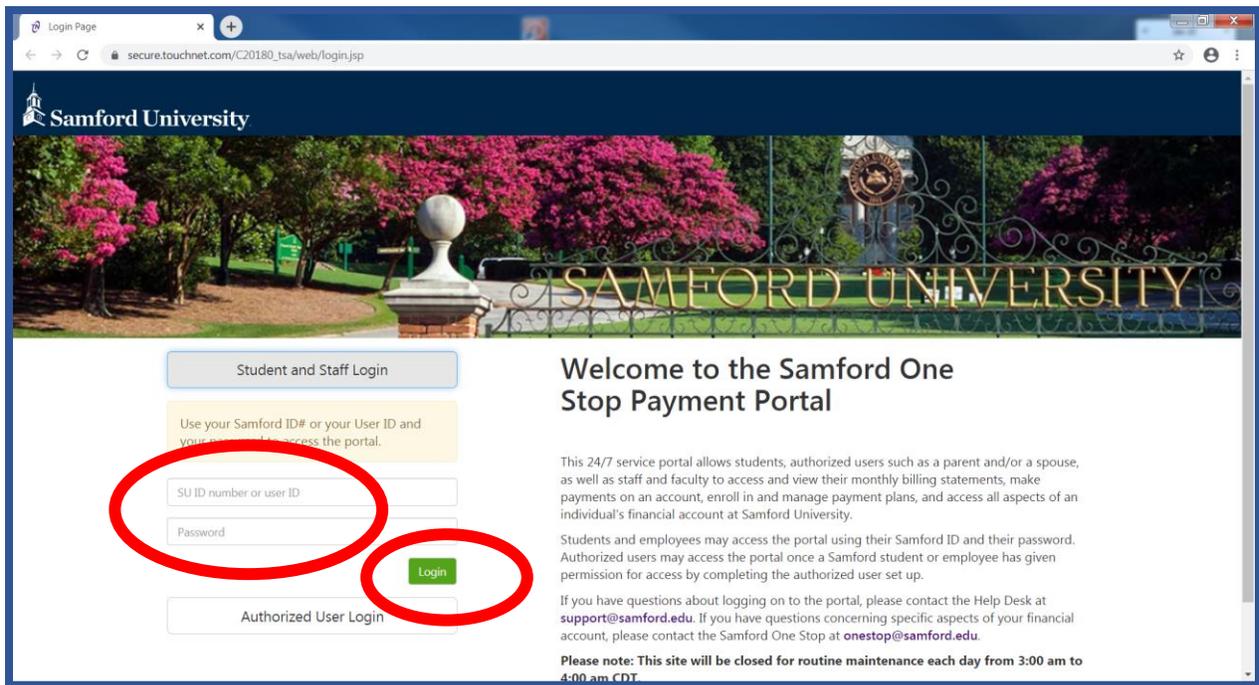**Instructions for granting an Authorized User electronic access to a student's 1098-T through the Samford One Stop Payment Portal.**
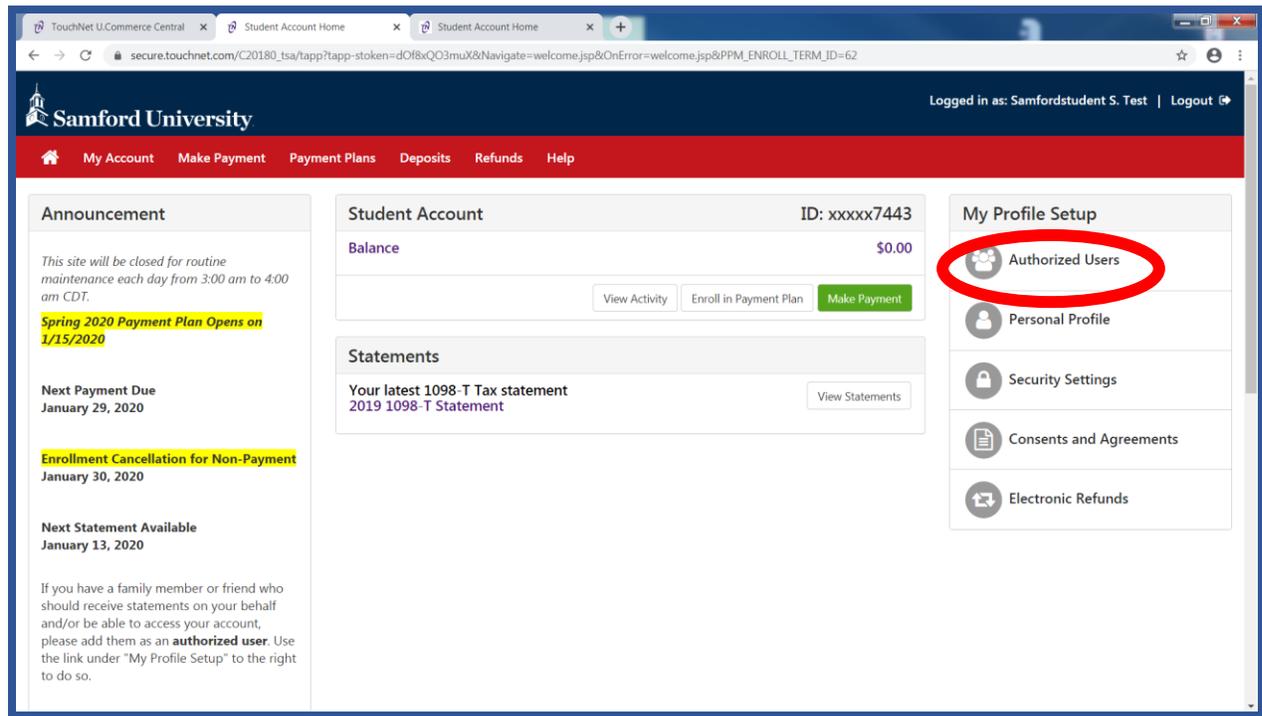
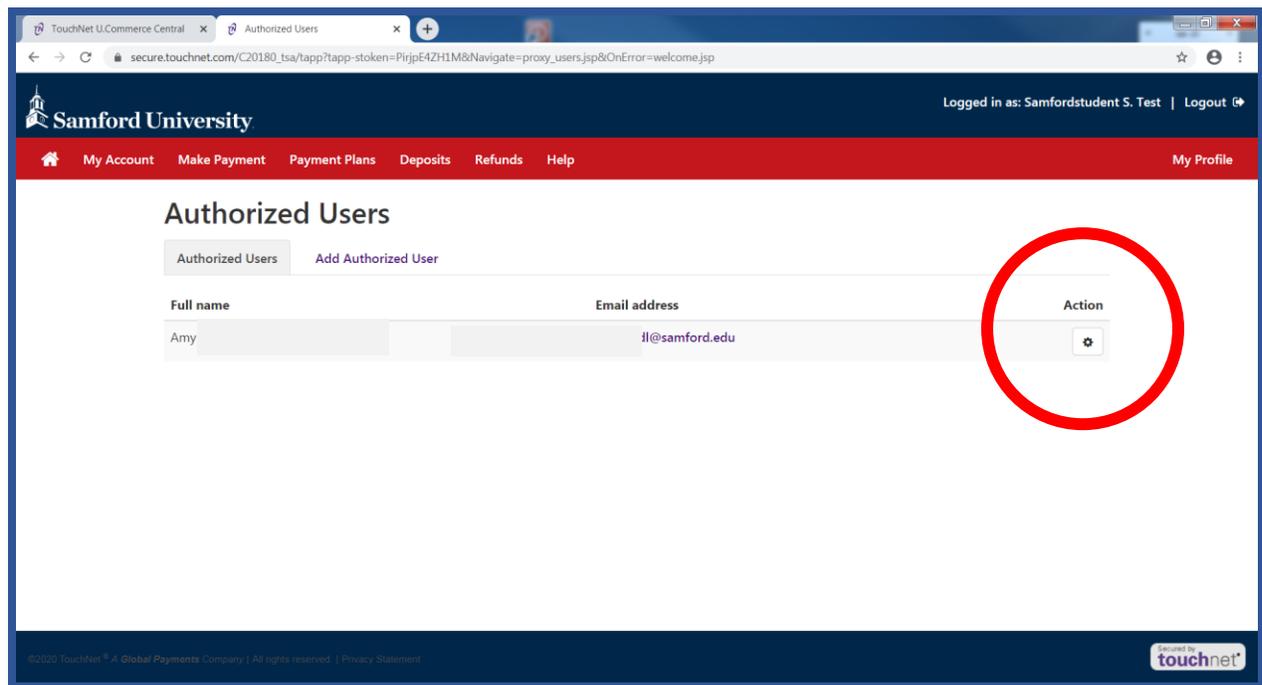**Step 1 – Select** *Student and Staff Login.*

Step 2 – Enter your *Samford Student ID number* **or** *User ID* **along with your** *Password***, then select** *Login.*
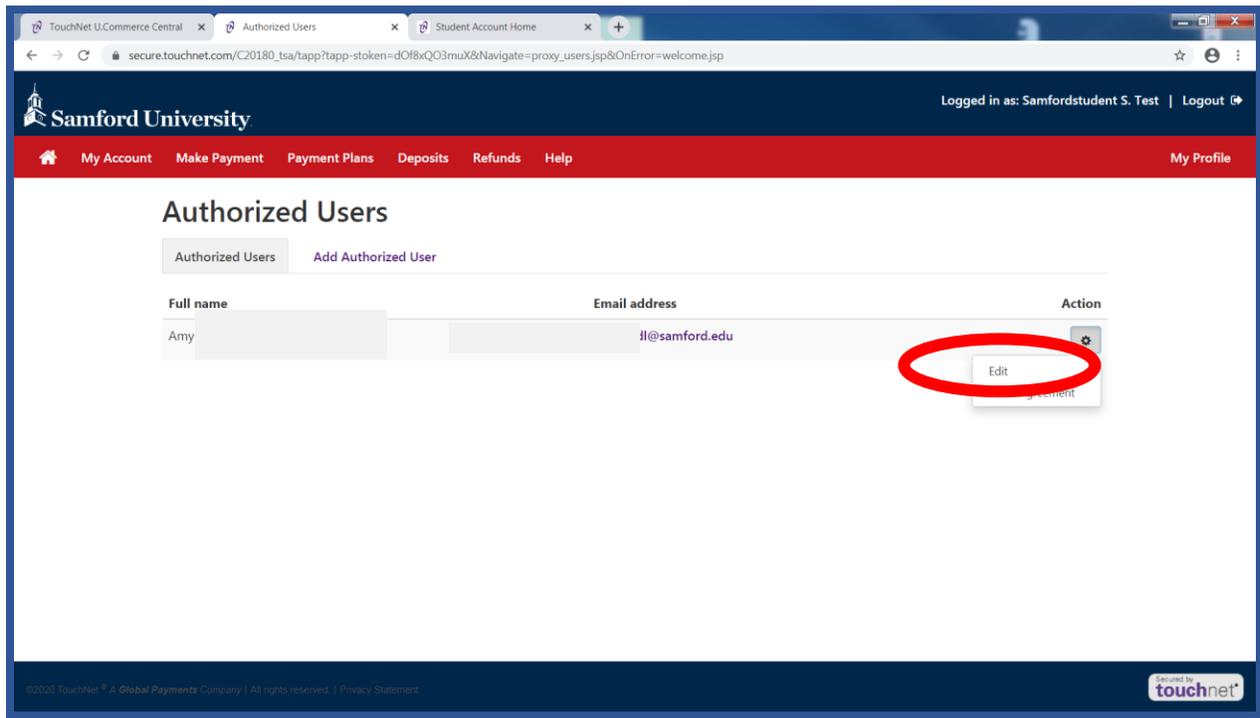
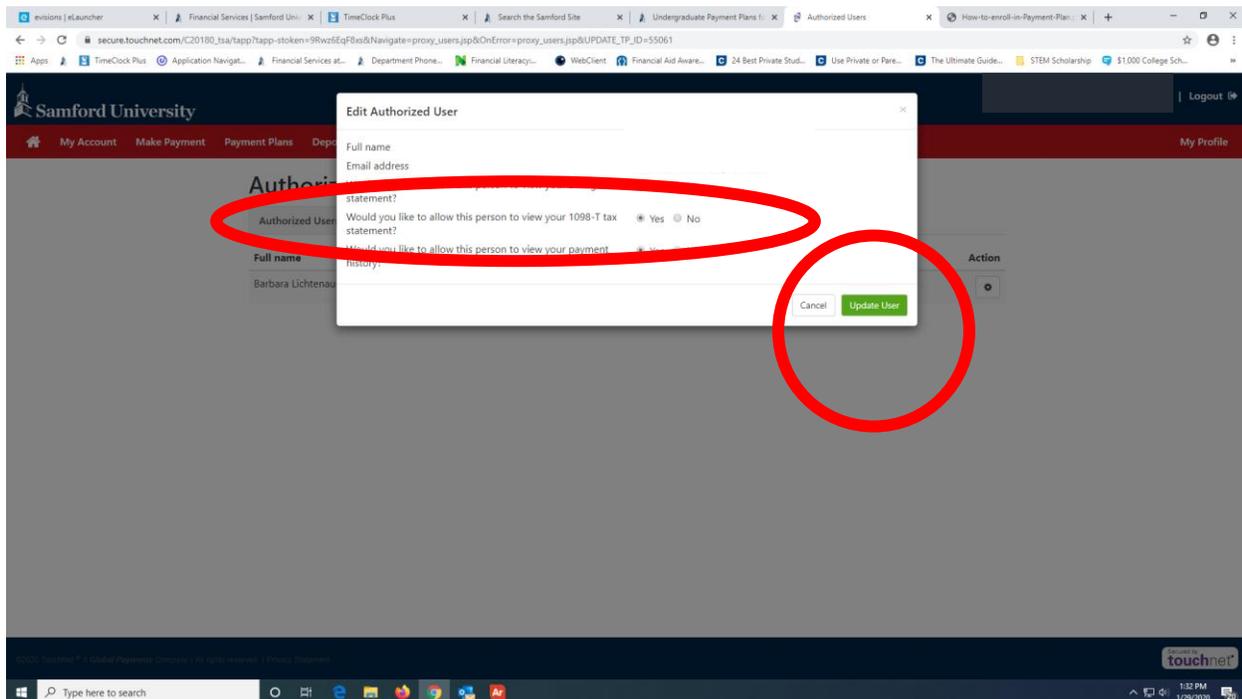**Step 3** – Select *Authorized Users*

Step 4 – Select the settings gear icon below *Action* on the Authorized User listing.

Step 5 – Select *Edit.*

Step 6 – Select *Yes* for, **Would you like to allow this person to view your 1098-T tax statement? After selecting *Yes*, select *Update User*.**

Step 7 – Select the, *I Agree* radio button and then select *Continue* to grant the Authorized
User access to view your 1098-T electronically.