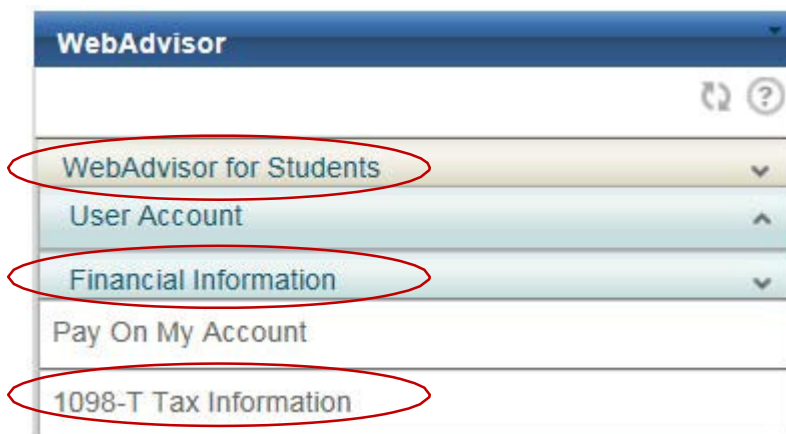


How to Access Your 1098-T Tax Information in the Merced College Portal

1. Login to the MC Portal (<http://mc4me.mccd.edu>)
2. In WebAdvisor for Student, select “**Financial Information**”
3. Select, “**1098-T Tax Information**”



4. You will be directed to your portal tax information.
5. If you have opted to receive your 1098 in paper format and would like to change your preference to be able to receive your 1098 in electronic format, click the “**Change Preferences**” button.

A screenshot of the 'Tax Information' page in the Merced College portal. The page has a dark sidebar on the left with navigation icons. The main content area has a breadcrumb trail: 'Employment > Employee > Tax Information'. Below this is the title 'Tax Information' and sub-tabs for 'W-2 Information', '1095-C Information', and '1098 Information'. A message states: 'You have opted to receive your 1098 in electronic format.' with a blue 'Change Preferences' button. Below this is a blue information box with an 'i' icon: 'Receive my 1098 only in electronic format. By selecting this option, I agree to receive my official 1098-E and/or 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.' At the bottom, there are two tables. The first table, '1098 Statements', has columns for 'Tax Year' and 'Notation'. The second table, 'Electronic 1098 Consent History', has columns for 'Date' and 'Consent Status'.

Tax Year	Notation
2019	2019 1098T Statement

Date	Consent Status
10/17/2019 11:25:31 AM	Consent Given

6. Click "Receive my 1098 only in electronic format" radio button.

Click the "Save" button.

The screenshot shows the '1098 Information' page. At the top, there are navigation tabs for 'W-2 Information', '1095-C Information', and '1098 Information'. Below the tabs, a message says 'Select an option below to set your preferences for receiving your electronic 1098:'. There are two radio button options: 'Receive my 1098 only in electronic format' (which is selected) and 'Withhold my consent'. Below these options are two informational boxes. The first box explains that by selecting the electronic option, the user agrees to receive their 1098-E and/or 1098-T only in electronic format. The second box explains that by selecting 'Withhold my consent', the user will receive their 1098-E and/or 1098-T in paper format. At the bottom of the preference section are 'Cancel' and 'Save' buttons. Below the preference section are two tables: '1098 Statements' and 'Electronic 1098 Consent History'.

Tax Year	Notation
2019	2019 1098T Statement

Date	Consent Status
10/17/2019 11:25:31 AM	Consent Given

7. Click on the tax year below you would like to view. It will open in a new window and display as a .pdf document that can be saved or printed.

The screenshot shows the 'Tax Information' page. At the top, there are navigation tabs for 'W-2 Information', '1095-C Information', and '1098 Information'. Below the tabs, a message says 'You have opted to receive your 1098 in electronic format.' with a 'Change Preferences' button. Below this message are two informational boxes. The first box explains that by selecting the electronic option, the user agrees to receive their 1098-E and/or 1098-T only in electronic format. Below these boxes are two tables: '1098 Statements' and 'Electronic 1098 Consent History'. The '2019 1098T Statement' link in the '1098 Statements' table is highlighted with a blue circle.

Tax Year	Notation
2019	2019 1098T Statement

Date	Consent Status
10/17/2019 11:25:31 AM	Consent Given

NOTE: If you would like receive a paper 1098 statement in the mail next year, be sure to go back to step 6 and change your preference back to "withhold my consent"