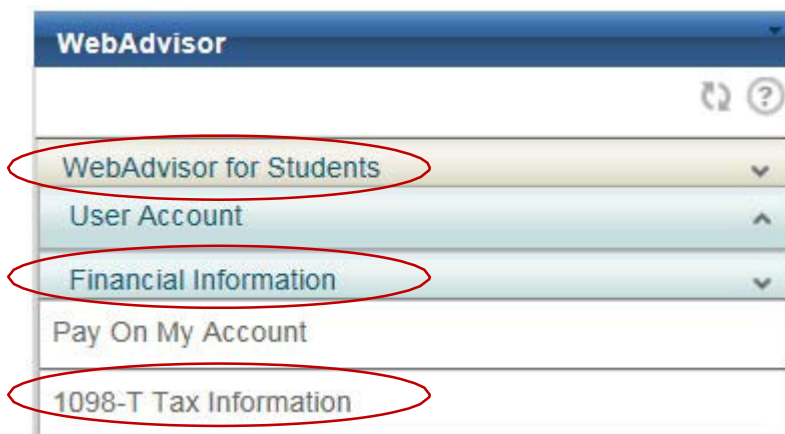
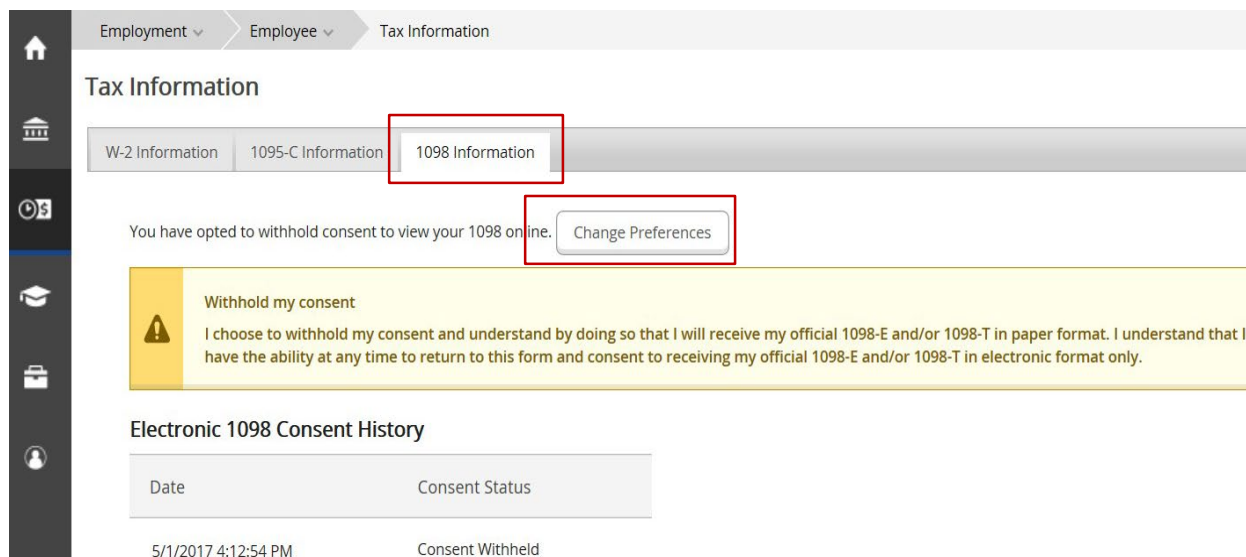


How to Access Your 1098-T Tax Information in the Merced College Portal

1. Log in to the portal: <http://mc4me.mccd.edu>
2. Under WebAdvisor, click on:
 - a. The “**WebAdvisor for Students**” menu option,
 - b. Then, “**Financial Information**,”
 - c. Then “**1098-T Tax Information**” which will open up the Self-Service program.



3. Click on the “**1098 Information**” tab.
4. 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.



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

Click the "Save" button.

Employment > Employee > Tax Information

Tax Information

W-2 Information | 1095-C Information | 1098 Information

Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format

Withhold my consent

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.

I choose to withhold my consent and understand by doing so that I will receive my official 1098-E and/or 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-E and/or 1098-T in electronic format only.

Cancel | Save

Electronic 1098 Consent History

Date	Consent Status
5/1/2017 4:12:54 PM	Consent Withheld

6. 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.

Employment > Employee > Tax Information

Tax Information

W-2 Information | 1095-C Information | 1098 Information

You have opted to receive your 1098 in electronic format. [Change Preferences](#)

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.

1098T Statements

Tax Year	Notation
2015	2015 1098T Statement

Electronic 1098 Consent History

Date	Consent Status
5/1/2017 4:34:38 PM	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"