If student already have authorized user set up, student can update the authorized users setting to view student’s 1098-T in the Bill and Payment System.

The Student must first log into the Bill and Payment System with their **PatriotWeb** Username and Password.
On the Home Page, you must click “Authorized Users” under My Profile Setup.
Click the button under Action will display options to edit, delete, show agreement.

Click Edit to update their setting.
On this screen you may allow the authorized user to view:
- Your billing statement
- Your 1098-T statement
- Your payment history

Once done, click “Update User”.
On this screen it displays the confirmation that authorized user’s setting is updated.

If there’s multiple authorized user, please repeat the step on page 2-5.

Now, your authorized user can view your 1098-T.