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## Steps to view and print your 1098T Statement.

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\* Note that the statements are also sent via U.S. Mail to the student's permanent home address on record.

1. Log on to your account, either as a student or authorized user. ([www.southern.edu/pay](http://www.southern.edu/pay))

The screenshot shows the 'Billing and Payment' page of the Southern Adventist University Student Account Suite. The page has a green header with the university logo and the text 'SOUTHERN ADVENTIST UNIVERSITY' and 'Billing and Payment'. Below the header, there are two main columns. The left column contains two login sections: 'Students and Staff' and 'Authorized Users'. The 'Students and Staff' section has a 'Southern Username' field, a 'Password' field, and a green 'Login' button. A blue callout box labeled 'Student Login' points to this section. The 'Authorized Users' section has an 'E-mail' field, a 'Password' field, and a green 'Login' button. A blue callout box labeled 'Authorized users login' points to this section. Below the 'Authorized Users' section is a yellow box with the text 'Forgot your password? Have a temporary password e-mailed to you.' The right column contains a 'Welcome' message and a 'Student Account Suite Features' section. The 'Welcome' message states: 'Welcome to Southern Adventist University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account. Students and staff may log in using their Southern Username and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [studentfinance@southern.edu](mailto:studentfinance@southern.edu).' The 'Student Account Suite Features' section lists: 'Student Account Center' with bullet points: 'Check your balance.', 'Make a payment towards your balance.', 'View your payment history.', 'Store your payment methods for quick and easy payment.', and 'As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.'; 'E-Billing' with a bullet point: 'View and print your billing statement.'; and 'Payment Plan Management'.

- 2 If you are eligible to receive a 1098T statement, you will see the option as shown by the arrow

The screenshot shows the Southern Adventist University student account portal. At the top, there is a navigation menu with the following items: My Account, Payments, Payment Plans, eStatements, eDeposits, and eRefunds. Below the navigation menu, there are two main columns of content. The left column contains 'Account Alerts' and 'Announcements'. The right column contains 'My Account' and 'Statements'. In the 'Statements' section, there is a '1098-T Statement 2014' option highlighted in yellow, with a black arrow pointing to it. Below this option, there is a note: 'You must have Adobe Acrobat Reader 8.x or higher to view this statement.' The 'My Account' section shows 'Current Account Status' with a 'Balance:' field and two buttons: 'Make a Payment' and 'View Account Activity'. The 'Account Alerts' section contains a message about refund setup. The 'Announcements' section contains a message about FAFSA completion and a date '04/08/15' with a message about the 1098 Tax Form.

- 3 Click the eStatements Button from the top menu as shown:

The screenshot shows the Southern Adventist University student account portal, similar to the previous one. The navigation menu at the top is the same. A black arrow points to the 'eStatements' button in the navigation menu. The rest of the page content is identical to the previous screenshot, showing the 'My Account' and 'Statements' sections.

- 4 Under the 1098-T Tax Statement, click on the View link below the Action box

My Accounts x

: Edit View Favorites Tools Help

Select the statement to view: 03/31/2015 Select

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**Most Recent Billing Statement**

Current balance includes activity since your last statement, including recent payments and new charges.

Account Description	Statement Date	Statement Amount	Current Balance	Action
Student Account Statement -- Payment Due On 4/24/15	3/31/15	\$785.00	\$785.00	<a href="#">View</a>   <a href="#">Pay</a>

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**1098-T Tax Statement**

You must have [Adobe Acrobat Reader 8.x](#) or higher to view your 1098-T statement.

Tax Year	Action
2014	<span style="background-color: #FFEB3B; padding: 2px 5px;">View</span>

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**Account Activity Since Last Statement**

To sort, click on the desired column header.

View All Activity

For questions regarding content of the 1098T Statement, please visit our FAQs page at [www.southern.edu/1098T](http://www.southern.edu/1098T)

**I am a parent or authorized user and I do not see an option to view the statement, even though I received a notification.**

Although your student may have granted you access to view all other documents through the online system, viewing the 1098T Statement online is a newly implemented feature that requires **authorization** from the student. Have your student log on to [www.southern.edu/pay](http://www.southern.edu/pay) and under My Account, click on the Authorized Users menu, select the authorized user and click the edit option. Update the authorization check box to Yes to grant access to view the 1098T's statement. Log back in to the authorized user account to view the statement.

## Edit Authorized User

Full name: parent's full name  
E-mail address: PARENT@SOUTHERN.EDU  
Would you like to allow this person to view your billing statement?  Yes  No  
Would you like to allow this person to view your 1098-T tax statement?  Yes  No  
Would you like to allow this person to view your payment history?  Yes  No

**Update User** **Cancel**