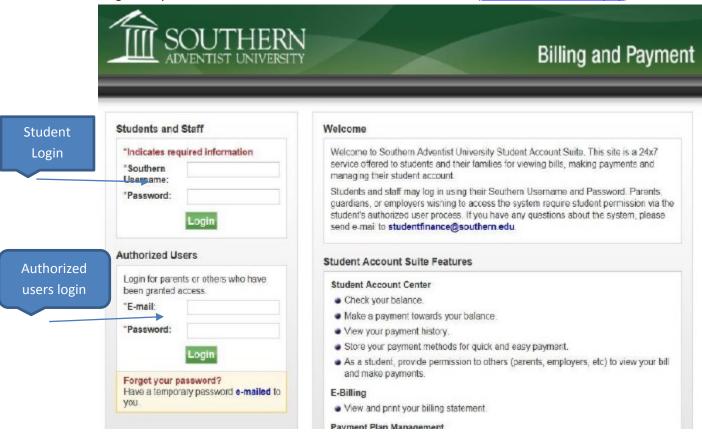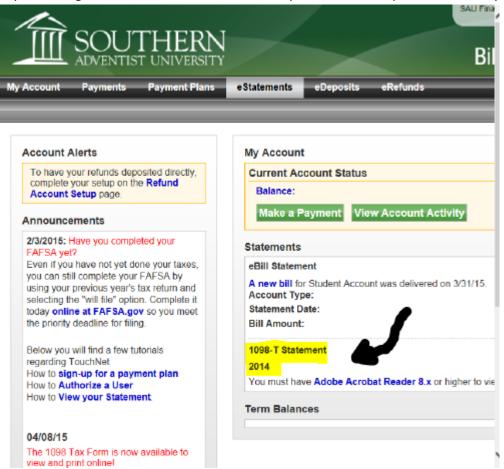# *Steps to view and print your 1098T Statement.*

* 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)
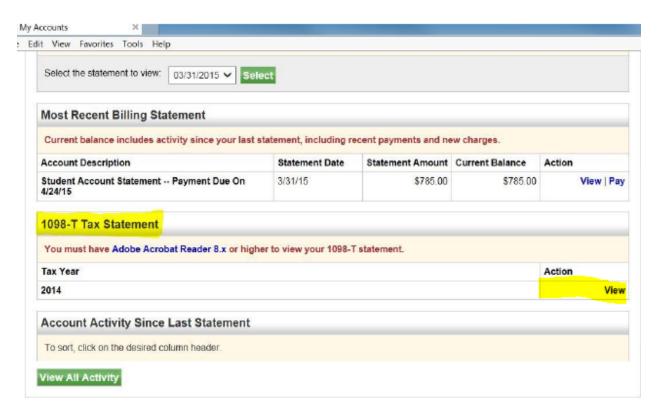
Student Login

Authorized users login

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

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

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

For questions regarding content of the 1098T Statement, please visit our FAQs page at 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 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**