E Salem ISTATERSITY

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# **Student Navigation Center**

## How to: 1098-T e-Consent

1. Log into Navigator.

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aign in	Create Account	Account Help	Class Search	
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2. Once at the Student Homepage, click on "Financial Account".



#### 3. Located in the menu bar, click on "Student Accounts".

### 4. Click on the "Click Here" link to access TouchNet.

Student Homepage	SSU Financial Account
Student Accounts	View Student Account, Make Secure Payments and Deposits
📄 Make a Payment	Click Here to access Touchnet, Salem State's secure electronic billing and payment system.
Enroll in a Payment Plan	
T Make a Housing eDeposit	
T Make an Acceptance eDeposit	
T Student Health Insurance	
T Manage ClipperCard Account	
Dining Plan Upgrade	
Waive Commuter Dining Plan	
T Waive MassPIRG Fee	
T VA Certification Request	

5. Once at the TouchNet home page, click on "Consent and Agreements" button on the right hand menu.

& Salem 1:1111								Logged in as: Bursarl Test   Logout 🕪
Account Make Payment Payr	nent Plans Deposits Refunds	Help						
Announcement	Student Account					ID: xx	xx9985	My Profile Setup
Spring Financial Aid disbursements begin on February 16. To receive your refund faster, sign up for Direct Deposit through the Refunds tab.	Balance	Balance \$10,778.67				10,778.67	Authorized Users	
					View Activi	ty Make	Payment	Personal Profile
	Payment Plans	Payment Plans						
	Spring 2021 Test itemized					5	2,878.67	
	Description	Due I	Date		Amou	nt	Action	Security Settings
	Installment 4 of 5	4/1/21			\$575.74		۰	
	Installment 5 of 5	5/1/2	1		\$575.73		0	Consents and Agreements
	Balance Not Included in Pla	n				\$	7,900.00	Electronic Refunds
	Scheduled Payments							
	Description	Payer	Date	Method	Status	Amount	Action	
	Spring 2021 Test itemized Installment 1 of 5	Bursar1 Test	1/1/21	BOA Test	Scheduled	\$575.73	۰	

6. Once in your "**Consents and Agreements**" page, you will be able to view your consents. Click on "Change".



7. A pop up will appear. Please read the section carefully and accept the option you prefer.

#### Paperless 1098-T Option

IRS regulations state that each student who files a request to receive a 1098-T electronically must also provide his/her consent electronically. By clicking on Accept Consent, you state your intent to receive your 1098-T form electronically for each year that you attend this university. Furthermore, you agree to return to this site to print, email or save your 1098-T. With this consent for an on-line electronic 1098-T, please understand that a paper copy of your 1098-T will NOT be mailed. If you elect not to consent, a paper copy of your 1098-T will be sent to you via US Mail.

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Accept Consent

Your paperless 1098-T choice can be changed at any time via the My Profiles page.

I Do Not Consent

8. Accept Consent to agree to paperless. I Do Not Consent to return to paper copy.