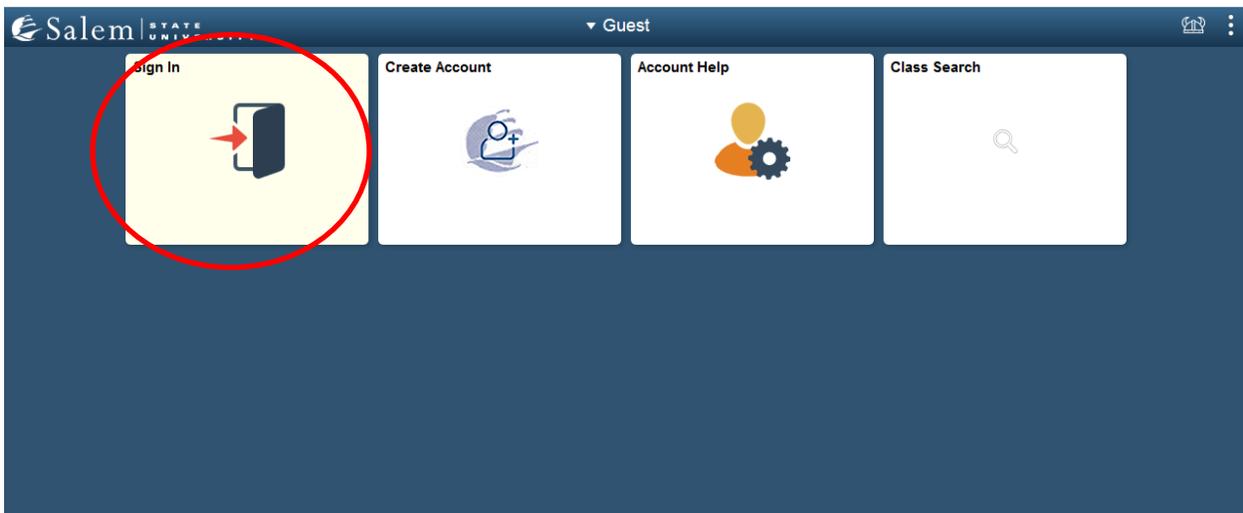


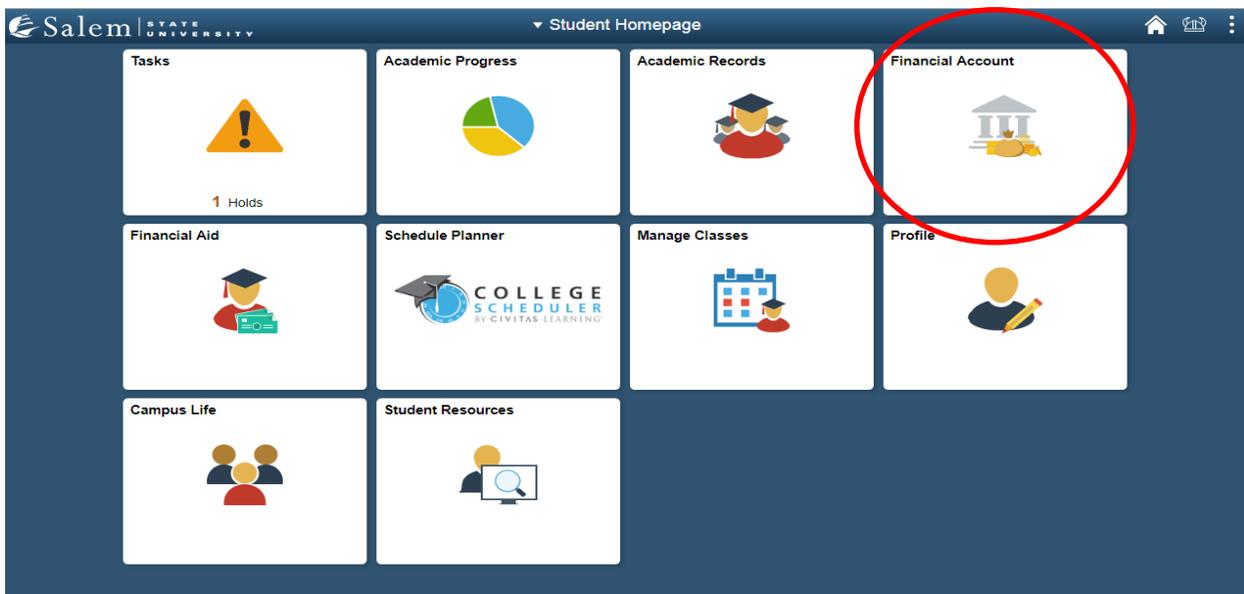
Student Navigation Center

How to: 1098-T e-Consent

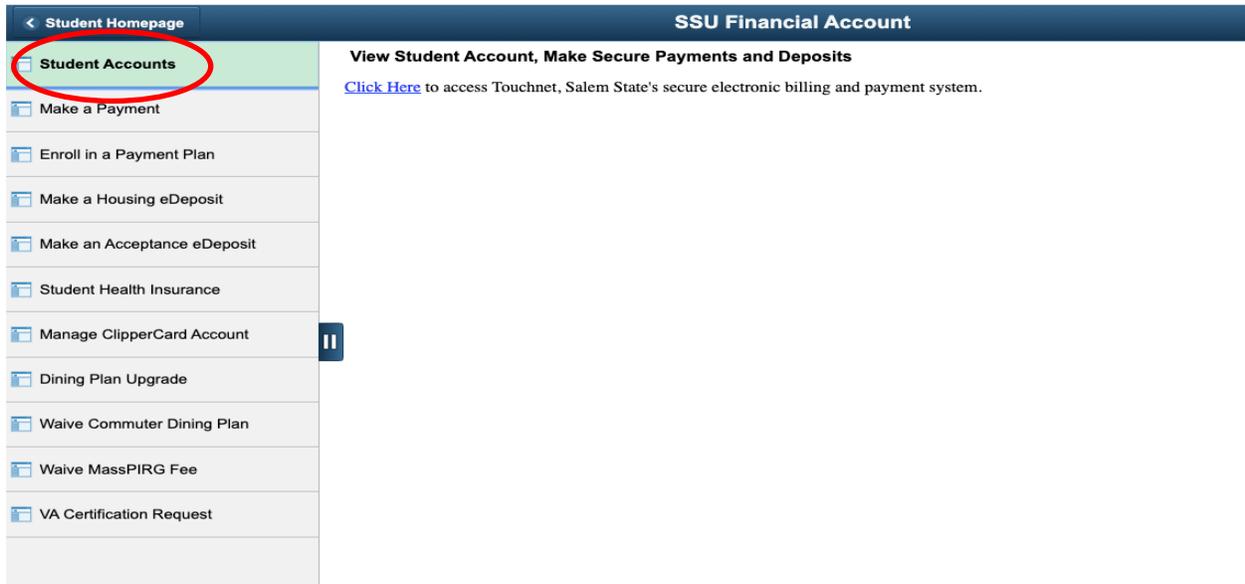
1. Log into Navigator.



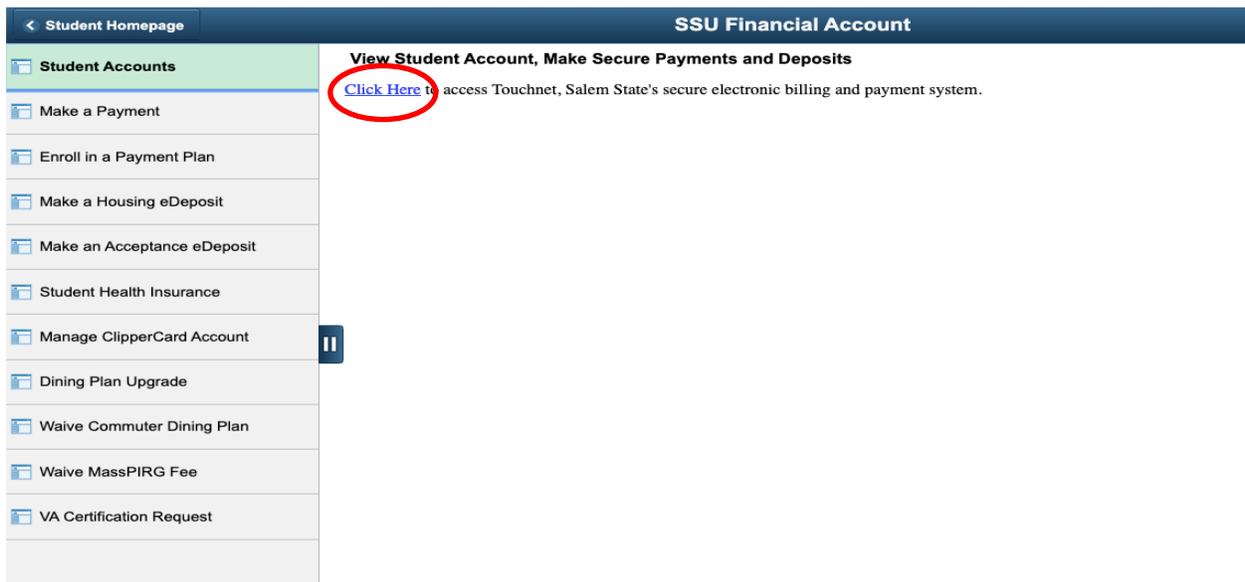
2. Once at the Student Homepage, click on "Financial Account".



3. Located in the menu bar, click on “Student Accounts”.



4. Click on the “Click Here” link to access TouchNet.



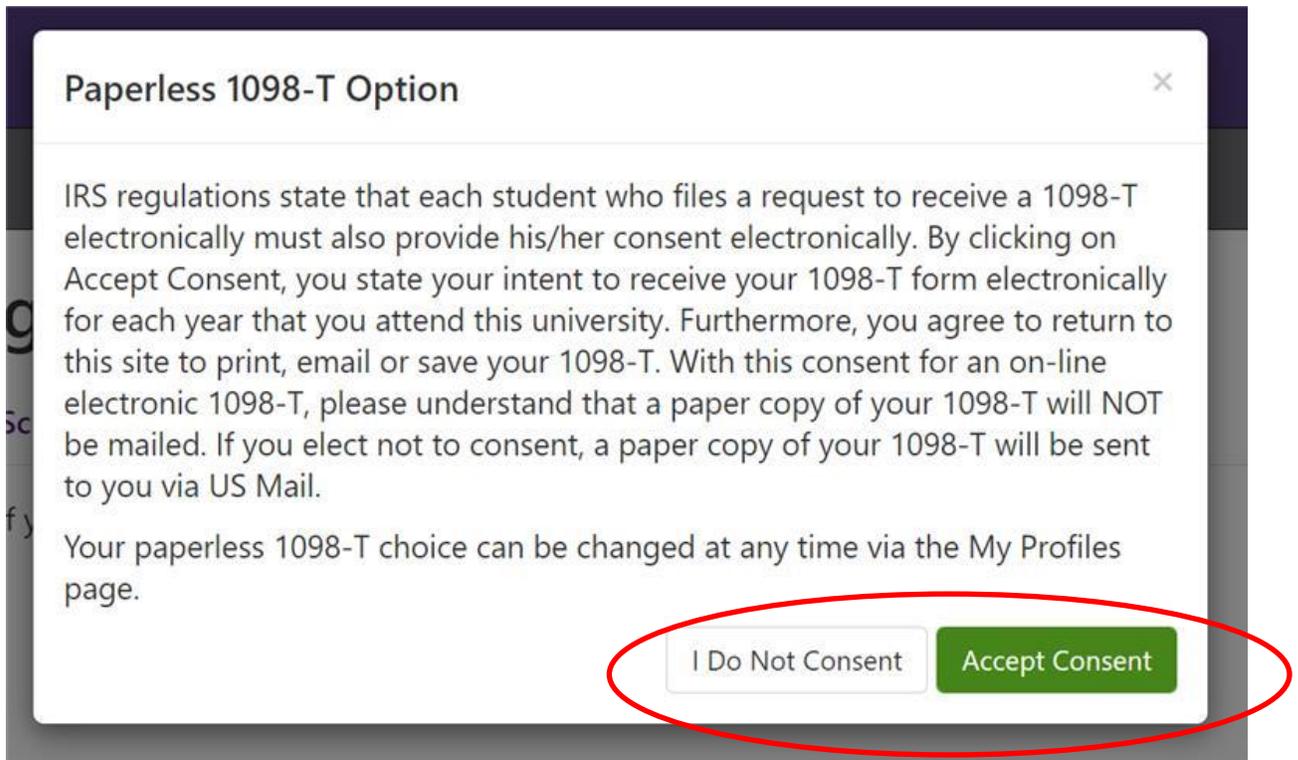
5. Once at the TouchNet home page, click on “Consent and Agreements” button on the right hand menu.

The screenshot shows the TouchNet home page for Salem State University. The user is logged in as 'Bursar1 Test'. The page features a navigation bar with links for My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is divided into several sections: an Announcement, a Student Account summary (ID: xxxx9985, Balance: \$10,778.67), Payment Plans (Spring 2021 Test itemized, \$2,878.67), and Scheduled Payments. On the right side, there is a 'My Profile Setup' menu with options: Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements (circled in red), and Electronic Refunds.

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

The screenshot shows the 'Consents and Agreements' page. The user is logged in as 'Bursar1 Test'. The page title is 'Consents and Agreements'. There are two tabs: 'Paperless 1098-T' and 'Standard School Consents'. Below the tabs, it says 'You currently receive a paper copy of your 1098-T.' A green 'Change' button is circled in red.

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



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