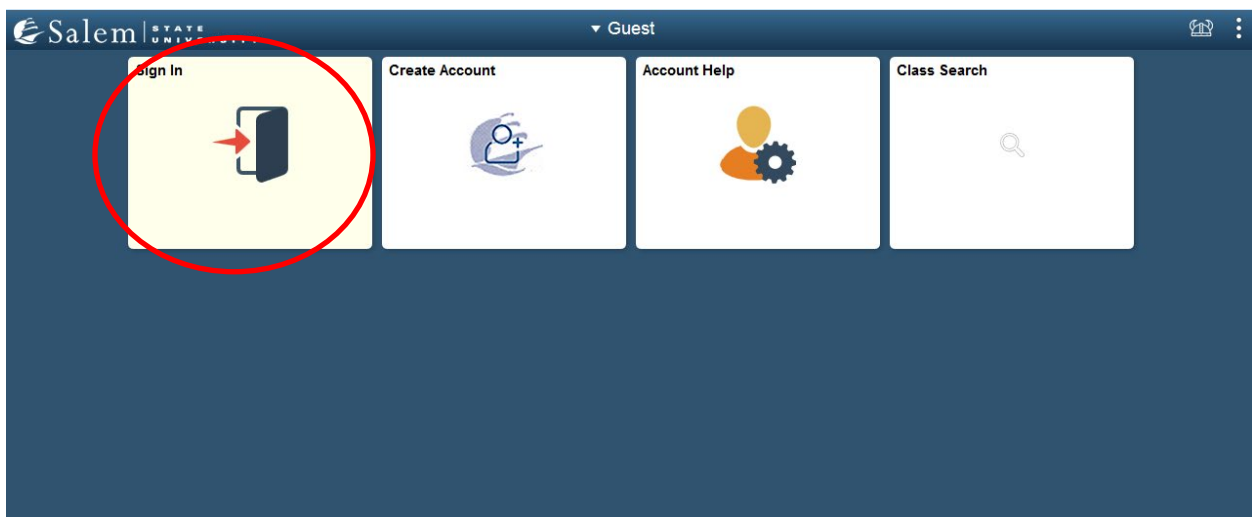


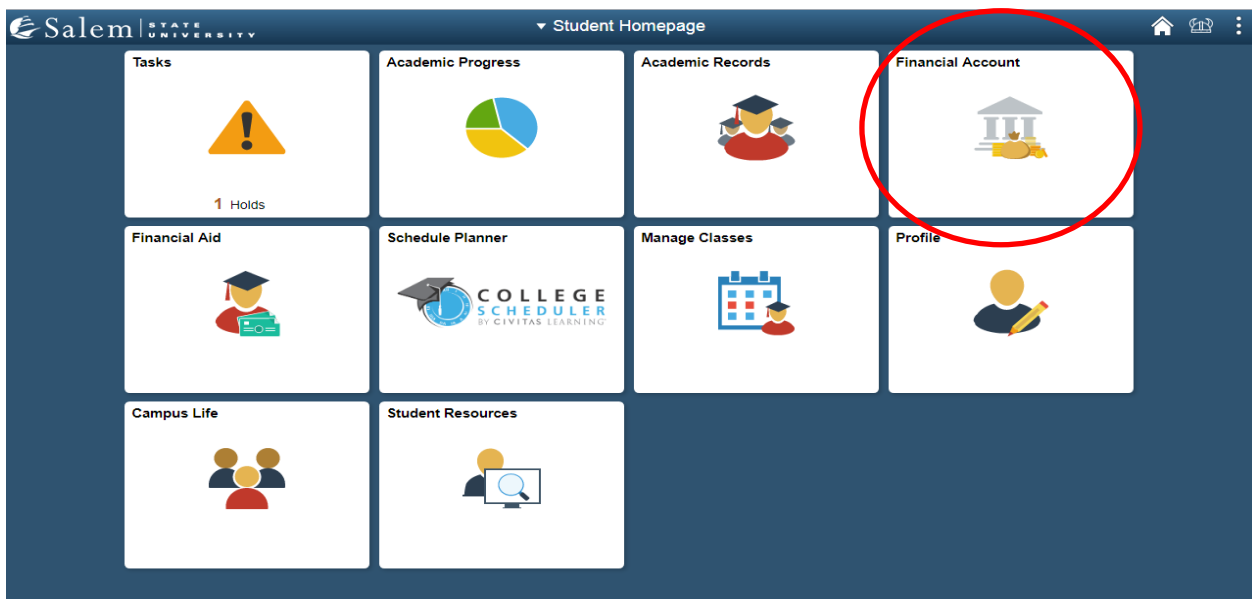
# Student Navigation Center

## How to: 1098-T e-Consent

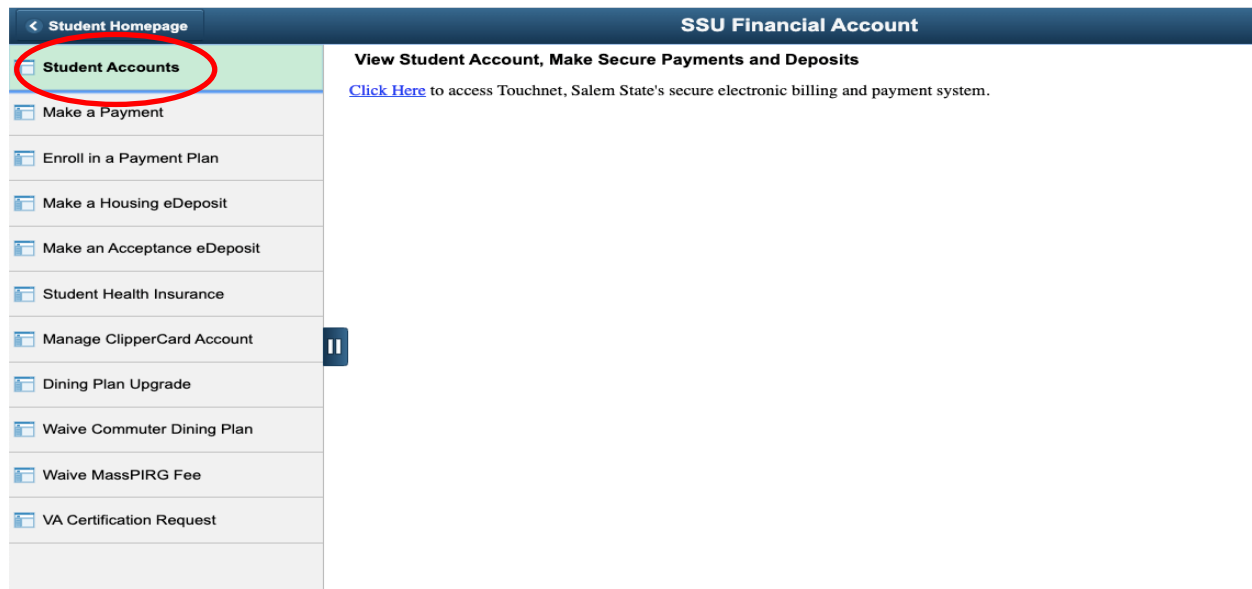
1. Log into Navigator.



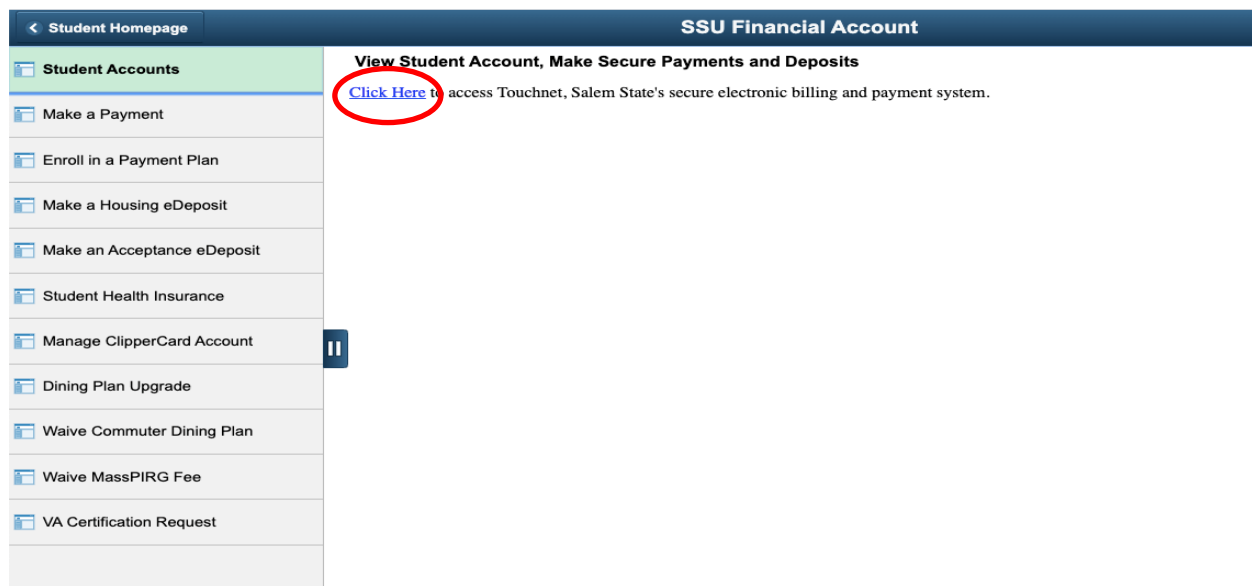
2. Once at the Student Homepage, click on "Financial Account".



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



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



5. Complete required Multi-Factor Authentication (MFA) steps. If this is your first time logging in, you will need to choose a Multi-Factor Authentication option to receive codes to login. Click [here](#) for a how-to guide on setting up and using the MFA.
6. Once at the TouchNet home page, click on “**Consent and Agreements**” button on the right hand menu.

**Salem STATE UNIVERSITY** Logged in as: Bursar1 Test | Logout

My Account Make Payment Payment Plans Deposits Refunds Help

**Announcement**  
Spring Financial Aid disbursements begin on February 16. To receive your refund faster, sign up for Direct Deposit through the Refunds tab.

**Student Account** ID: xxxx9985  
Balance \$10,778.67  
View Activity Make Payment

**Payment Plans**  
Spring 2021 Test itemized \$2,878.67

Description	Due Date	Amount	Action
Installment 4 of 5	4/1/21	\$575.74	
Installment 5 of 5	5/1/21	\$575.73	

Balance Not Included in Plan \$7,900.00

**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	

**My Profile Setup**  
Authorized Users  
Personal Profile  
Payment Profile  
Security Settings  
**Consents and Agreements**  
Electronic Refunds

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

## Consents and Agreements

Paperless 1098-T

Standard School Consents

You currently receive a paper copy of your 1098-T.

Change

8. 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.

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

I Do Not Consent

Accept Consent

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