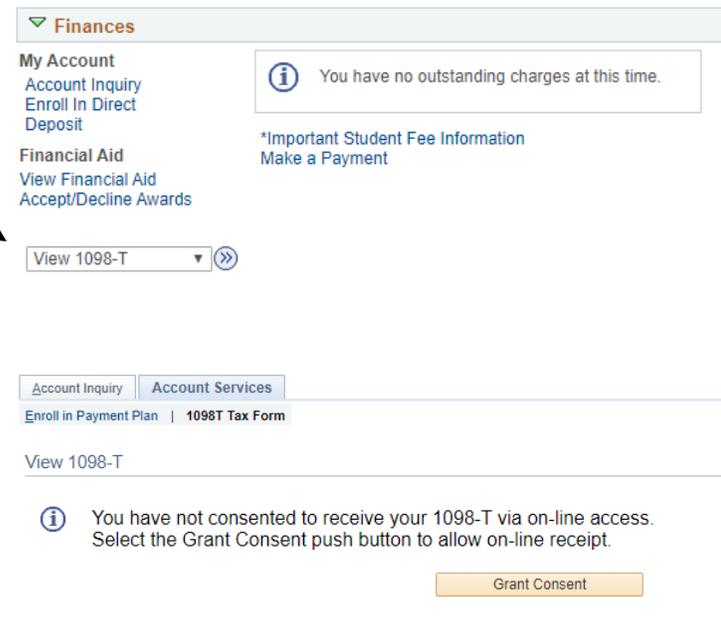
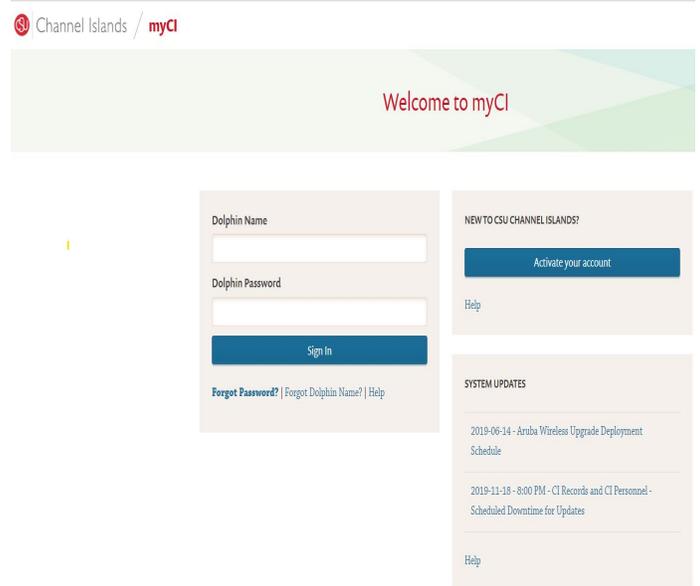
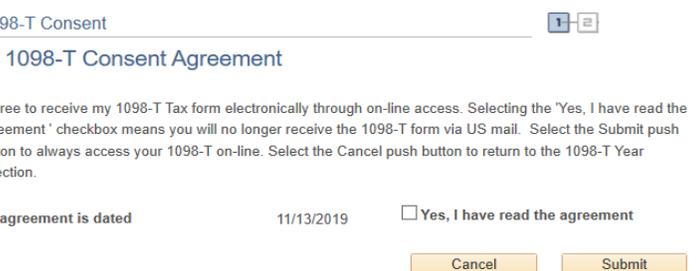


# Electronic consent for Form1098-T:

1. Log on to <https://myci.csuci.edu> or connect through [www.csuci.edu](http://www.csuci.edu) and click on the myCI icon.
2. Sign in using your Dolphin name and Dolphin password. If you forgot your password, click “Forgot Password” and follow the instructions.
3. After entering your myCI portal, click on “CI Records”. This will take you to your self-service page.
4. Go to the Finances section of the page and click on the drop down menu to choose “view 1098-T”, then click on the double arrow button to the right.



5. Click on the “Grant Consent” button to proceed to the 1098-T Consent Agreement page.



6. Read the 1098-T Consent Agreement, click the check box that you have read the agreement and then click on the “submit” button.

7. A 1098-T Consent Confirmation will display.

8. A 1098-T Consent Confirmation will display. Click on the “view 1098-T selection” to proceed to view your forms. The available forms will be listed. Click on the link under tax year to view the form.

1098-T Consent



## 2. 1098-T Consent Confirmation



You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

[View 1098-T Selection](#)

[Account Inquiry](#) | [Account Services](#)

[Enroll in Payment Plan](#) | [1098T Tax Form](#)

### View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

1. If you use a pop-up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

### 1098-T Report Selection

[General](#) | [Box Amount](#) | [PDF](#)

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2018	Original	912153805	Cal State Channel Islands		03/28/2019
2017	Original	912153805	Cal State Channel Islands		03/15/2018

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**Withdrawal of consent:** Students can withdraw from receiving an electronic form at any time by sending an email to [studentaccounting@csuci.edu](mailto:studentaccounting@csuci.edu) **from the student's CSUCI email account.** Requests from personal non-CSUCI email addresses will *not* be processed. A confirmation of the request will be sent via email and is effective on the date of the request. Once a student revokes their consent, any future paper Form 1098-T will be mailed to the address listed on the student's myCI account.

**Consent for electronic forms:** Students must follow the consent process outlined in this document to receive an electronic form.

**Important:** Students should be checking their myCI email on a regular basis for important information about the Form 1098-T. All students must have a correct Social Security Number (SSN) or correct Individual Taxpayer Identification Number (ITIN) on file with the University. Students must update this information as necessary.