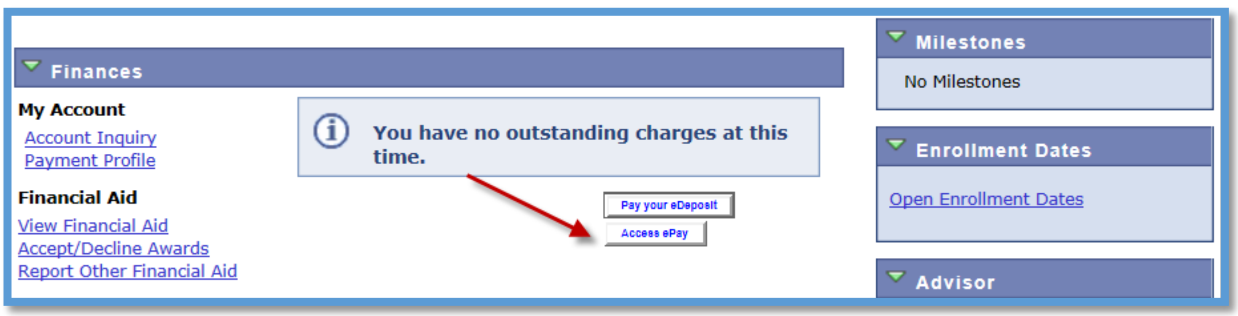
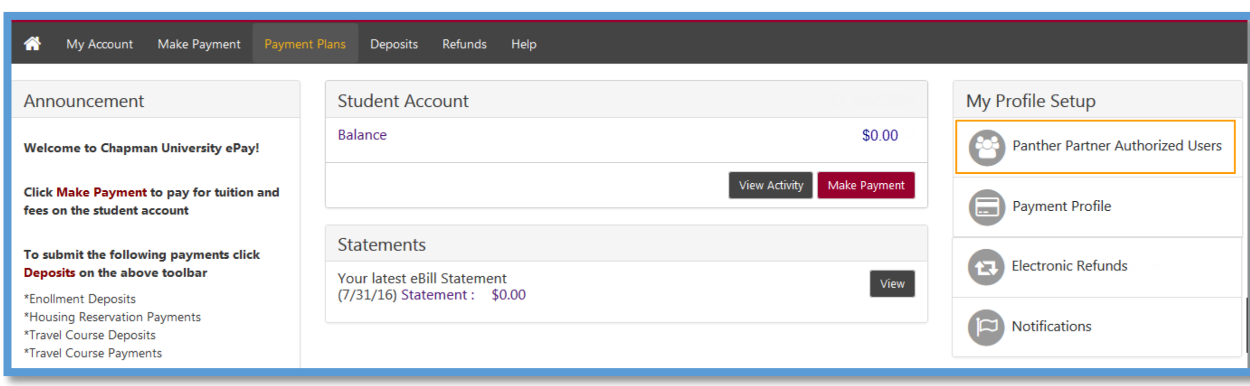
How the Student Can Provide Consent for Panther Partner Authorized User to Receive the 1098-T Electronically

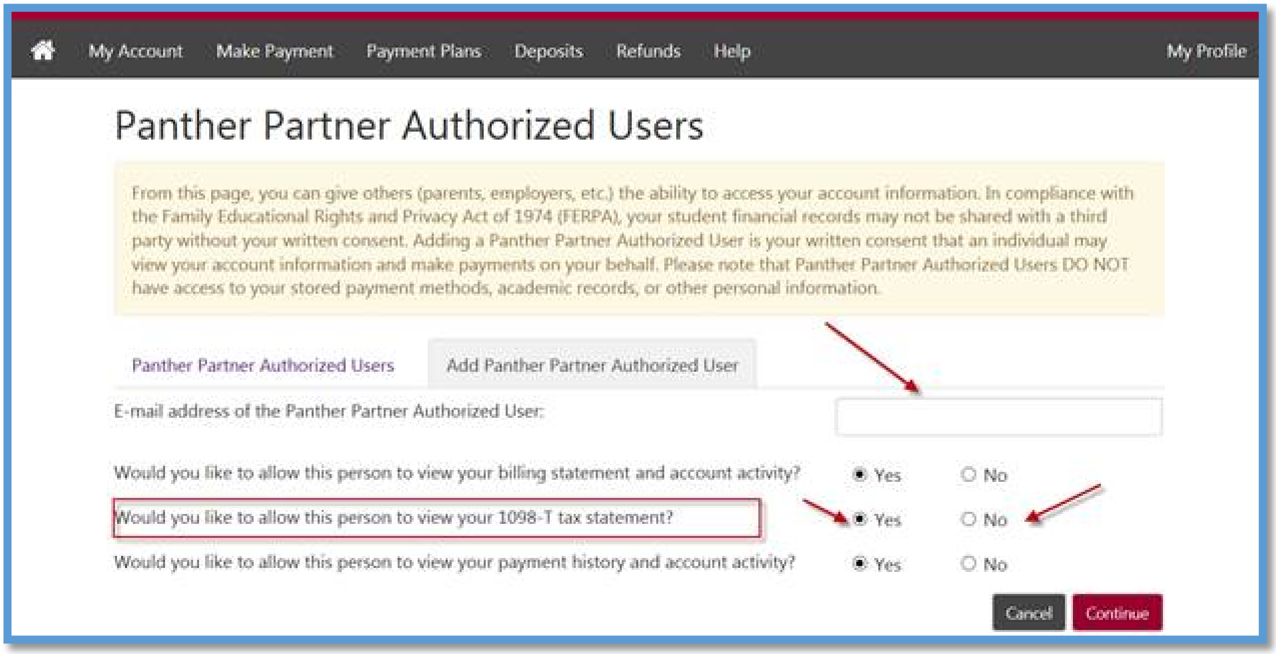
Step 1: Log-in to your Student Center via My.Chapman.edu and click on “Access ePay” under the Finances section.



Step 2: Under “My Profile Setup”, click on “Panther Partner Authorized Users”. This can be found on the right-hand side of the page.



Step 3: On the Panther Partner Authorized Users screen, answer question 2 as "Yes" to allow the designated Panther Partner Authorized User to receive the 1098-T electronically. Then click "Continue".



Step 4: The Panther Partner Authorized User will receive an email indicating that they have been given access.