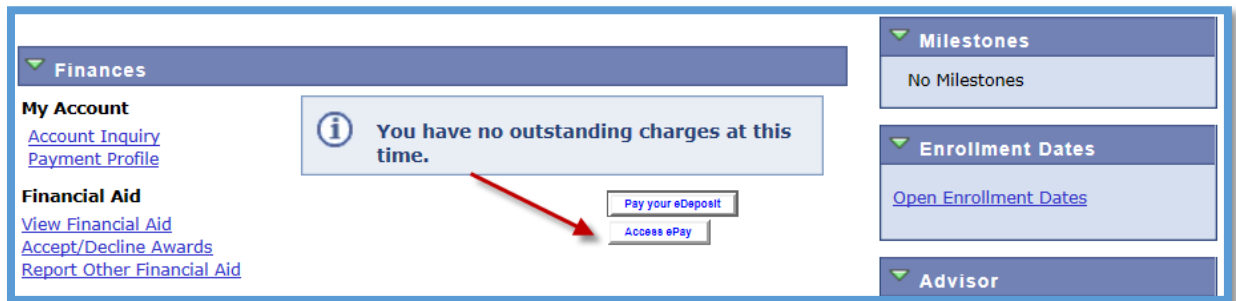


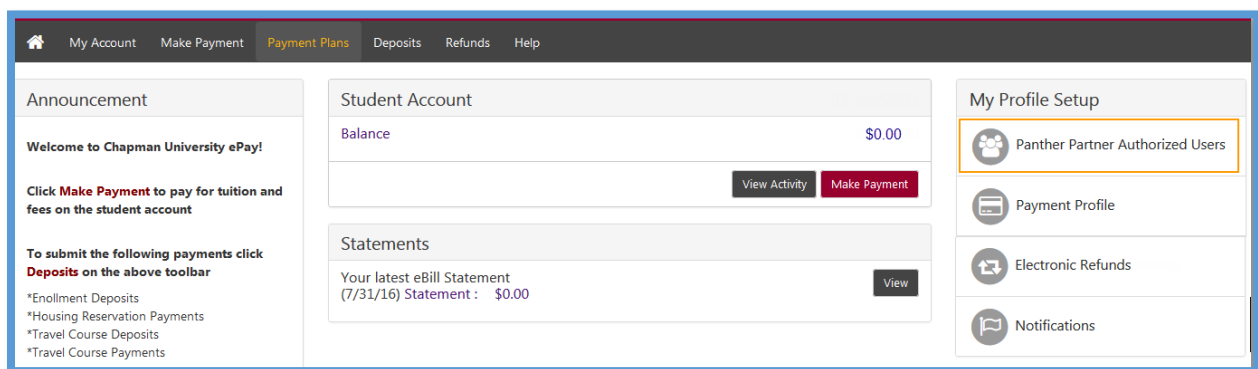
How the Student Can Provide Consent for Panther Partner Authorized User to Receive the 1098-T Electronically

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



The screenshot shows the 'My Account' page with the 'Finances' section expanded. A message box states: 'You have no outstanding charges at this time.' Below this message, there are two buttons: 'Pay your eDeposit' and 'Access ePay'. A red arrow points from the message box to the 'Access ePay' button. Other sections visible include 'Milestones' (No Milestones), 'Enrollment Dates' (Open Enrollment Dates), and 'Advisor'.

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



The screenshot shows the 'My Profile Setup' page. The 'Panther Partner Authorized Users' option is highlighted with an orange box. Other options visible include 'Payment Profile', 'Electronic Refunds', and 'Notifications'. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area includes an 'Announcement' section, a 'Student Account' section showing a balance of \$0.00, and a 'Statements' section showing the latest eBill Statement for 7/31/16 with a balance of \$0.00.

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”.

The screenshot shows the 'Panther Partner Authorized Users' interface. At the top, there is a navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', 'Help', and 'My Profile'. Below the navigation bar is a yellow informational box with text about FERPA and account access. Underneath, there are two tabs: 'Panther Partner Authorized Users' and 'Add Panther Partner Authorized User'. The main form area contains the following elements:

- A text input field for 'E-mail address of the Panther Partner Authorized User:' with a red arrow pointing to it.
- A question: 'Would you like to allow this person to view your billing statement and account activity?' with radio buttons for 'Yes' (selected) and 'No'.
- A question: 'Would you like to allow this person to view your 1098-T tax statement?' with a red box around the text and radio buttons for 'Yes' (selected) and 'No'. A red arrow points to the 'Yes' radio button.
- A question: 'Would you like to allow this person to view your payment history and account activity?' with radio buttons for 'Yes' (selected) and 'No'.
- At the bottom right, there are 'Cancel' and 'Continue' buttons.

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