1098-T Student Sign Up Instructions

1. Log on to Net.Pay.
2. Go to the “1098-T Tax Form” tab.
3. Click the box under “1098-T Agreement” – By checking this box you will receive an electronic 1098-T and NOT a paper 1098-T. You will receive an e-mail notification when the 1098-T is available to view.
4. When you receive your e-mail notification, go to www.bursar.cornell.edu, and click on the Quick Link “Sign for1098-T,” and then on “Sign Up and/or View Your Electronic 1098-T.”
5. Log on to Net.Pay and click on the “1098-T” tab to open and view your 1098-T.

How do I get my parents (or others) signed up to view my 1098-T?

In order for parents or other payers to access the 1098-T electronically, students must give access to those individuals through the Net.Pay system.

To grant access to other payers:

- Invite other payers via Net.Pay by going to “My profile,” and then click the button “Invite Other Payer.”
- If the other payer has already been invited, click on their nickname, click the “Show 1098-T,” and then click the “Update” button.
- To invite a new “Other Payer,” enter a nickname for the account, your student e-mail address as the primary address, and the e-mail address of the person you wish to invite as the “Recipient.”
- Click on the “Show 1098-T” button
- Click “Invite” after completing the “Other Payer” information

The Net.Pay system will send an e-mail to the payer with a special Activation ID#. The Activation ID# will enable them to sign up and associate them with that student. The other payer/parent can then enter their payment account information.