Guided Reference: Electronically Consent to view 1098-T

Follow the steps indicated, if you would like to consent to receive and print your 1098-T digitally.

1. First, log into your AccessUH at [https://accessuh.uh.edu](https://accessuh.uh.edu).
   a. Enter your CougarNet ID
   b. Enter your Password
   c. Then click on the login button.
2. Next, you must select your myUH Self Service Icon located under University Service.

3. Then, click on the "Finances" link.

4. Click on "Form 1098-T"
5. Please read the provided agreement to understand the terms.
   a. Click on “click here for yes” based on the decision.

6. After your approval, the page will update.
   a. Click on “grant consent.”
7. A second approval is now requested for consent.
   a. Click “OK”

8. You’re all set! Submission is complete.

When your 1098-T becomes available, you may click on the link next to each year, to view or print.