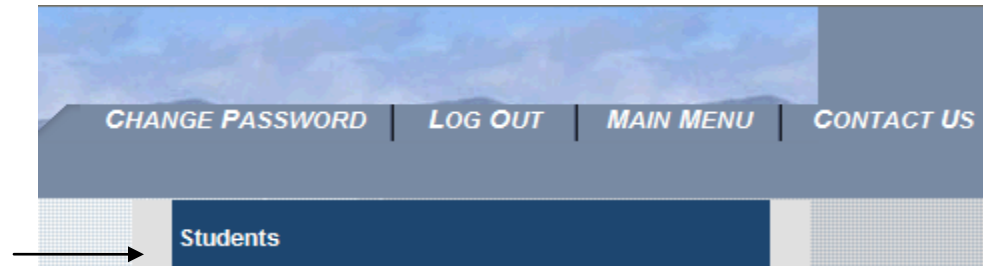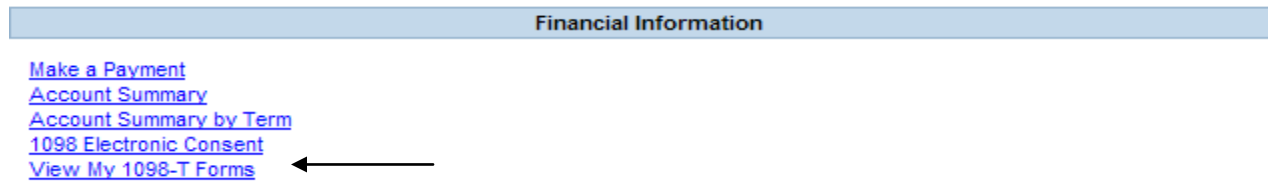# MENDOCINO COLLEGE

ACCESSING 1098-T TAX FORMS THROUGH WEBADVISOR

1. Log into WebAdvisor (see Mendocino College Log In Information for Students) and click on the blue Students button to open the menu of options.
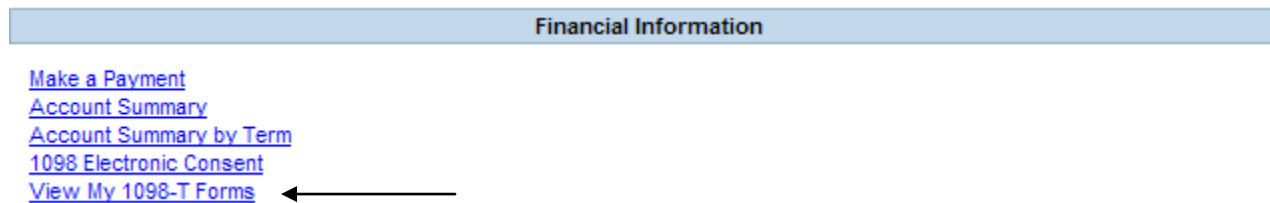

2. Click on 1098 Electronic Consent.

A screen similar to the following will appear:

The consent form allows a student to select to review and print the 1098-T form online with the understanding that a paper statement will not be mailed.

If a paper statement is preferred, select the second option and a paper statement will be produced and mailed to the address on file.

Once an option has been selected, click the Submit button to continue.

3. **Click on View My 1098-T Forms.**

Financial Information

Make a Payment
Account Summary
Account Summary by Term
1098 Electronic Consent
View My 1098-T Forms ⟵

The following security warning will appear. Click the 'Yes' button to continue.

Security Warning ☒

Do you want to view only the webpage content that was delivered securely?

This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.

[More Info]   [Yes]   [No]
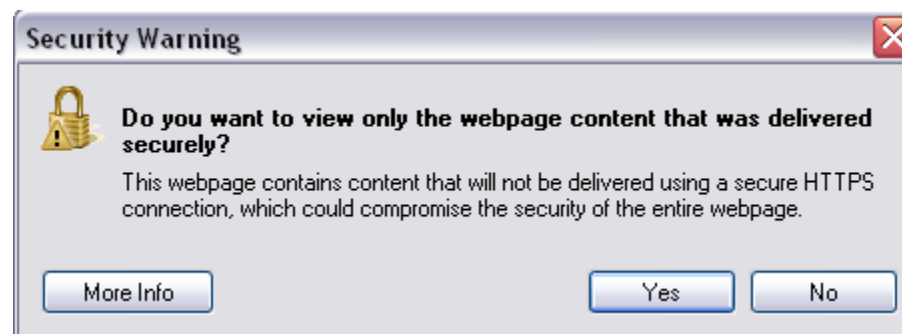
The following screen will be displayed:

Year	Institution	
2010	Mendocino College	Click to display 1098-T form

OK

The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. Use the button below to go to the Adobe Web site and download the current version of Adobe Reader.

Get Adobe Reader

WebAdvisor 3.1
POWERED BY DATATEL

4. **Click on the display link for the desired year. A new window containing the 1098-T will open.**

5. **To print the 1098-T statement, click on the print button (🖨) available in the browser menu.**

6. **When finished, click on the OK button to return to the menu or click on Log Out to leave WebAdvisor.**