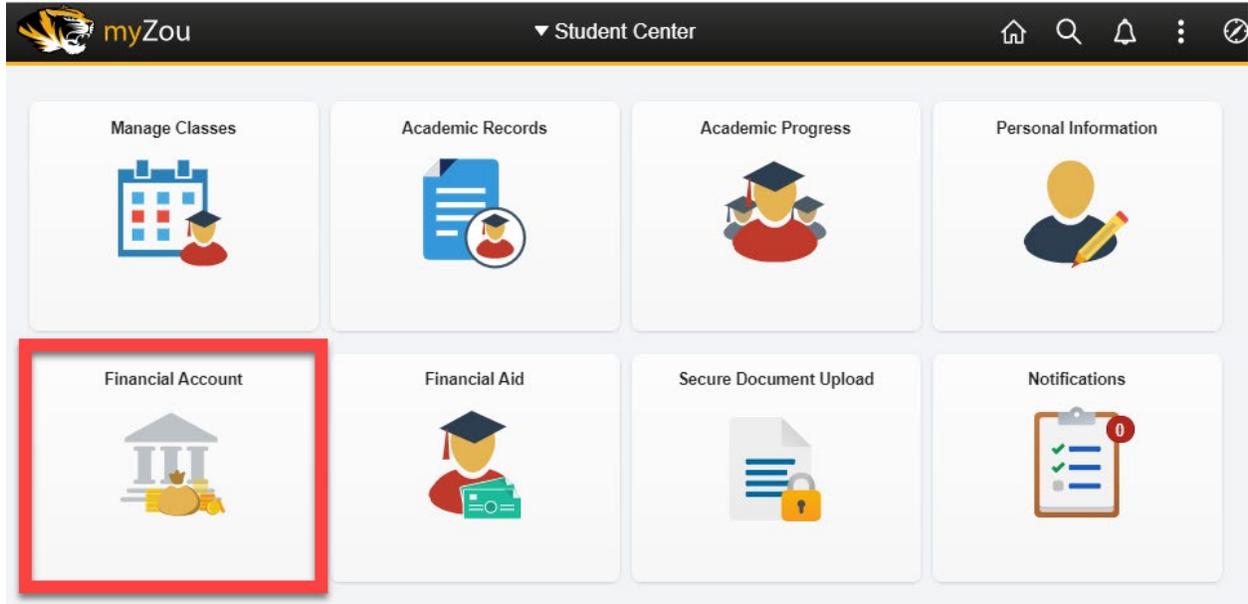
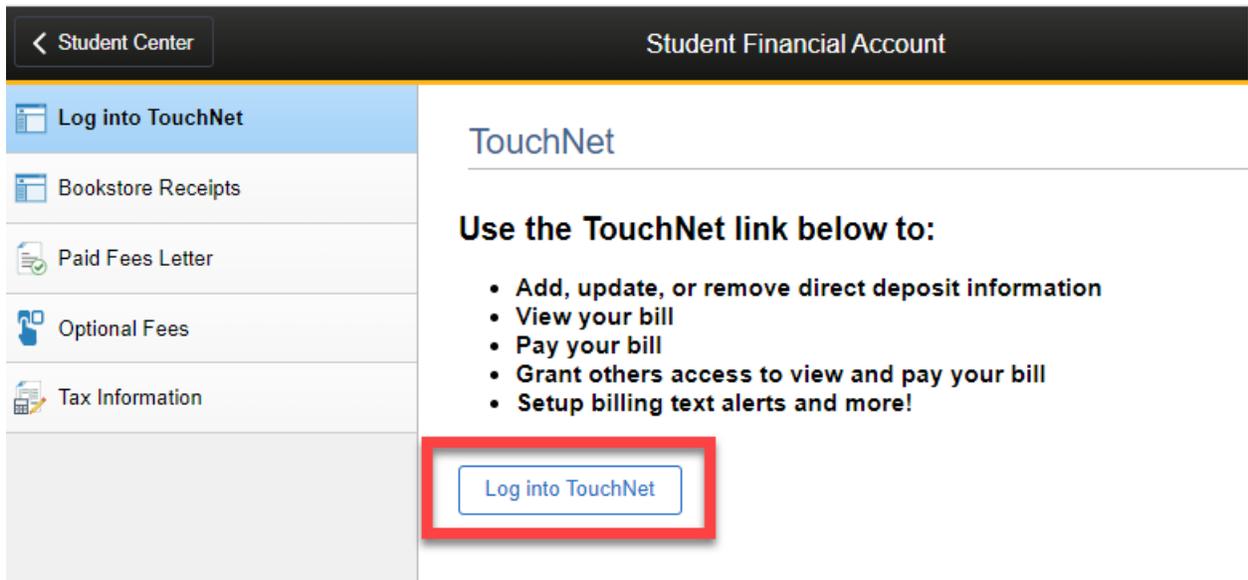


How a Student can grant the Authorized User permission to view the 1098-T

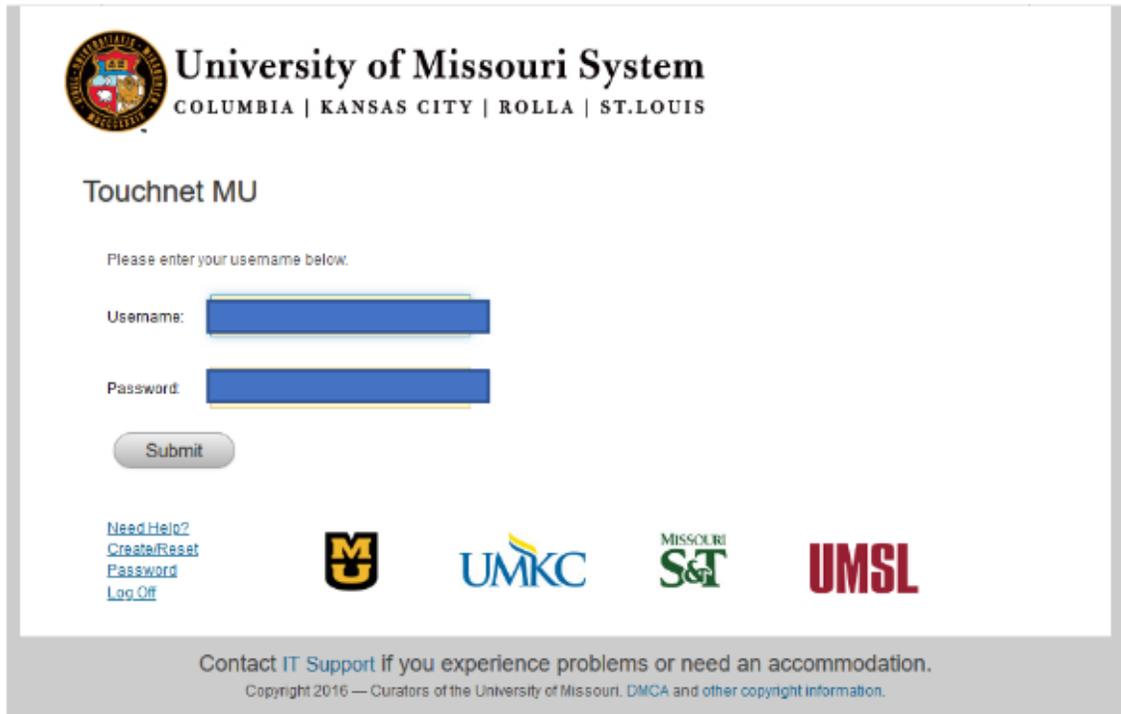
1. Login to MyZou and click on the Financial Account tile.



2. Click the link to Login to TouchNet

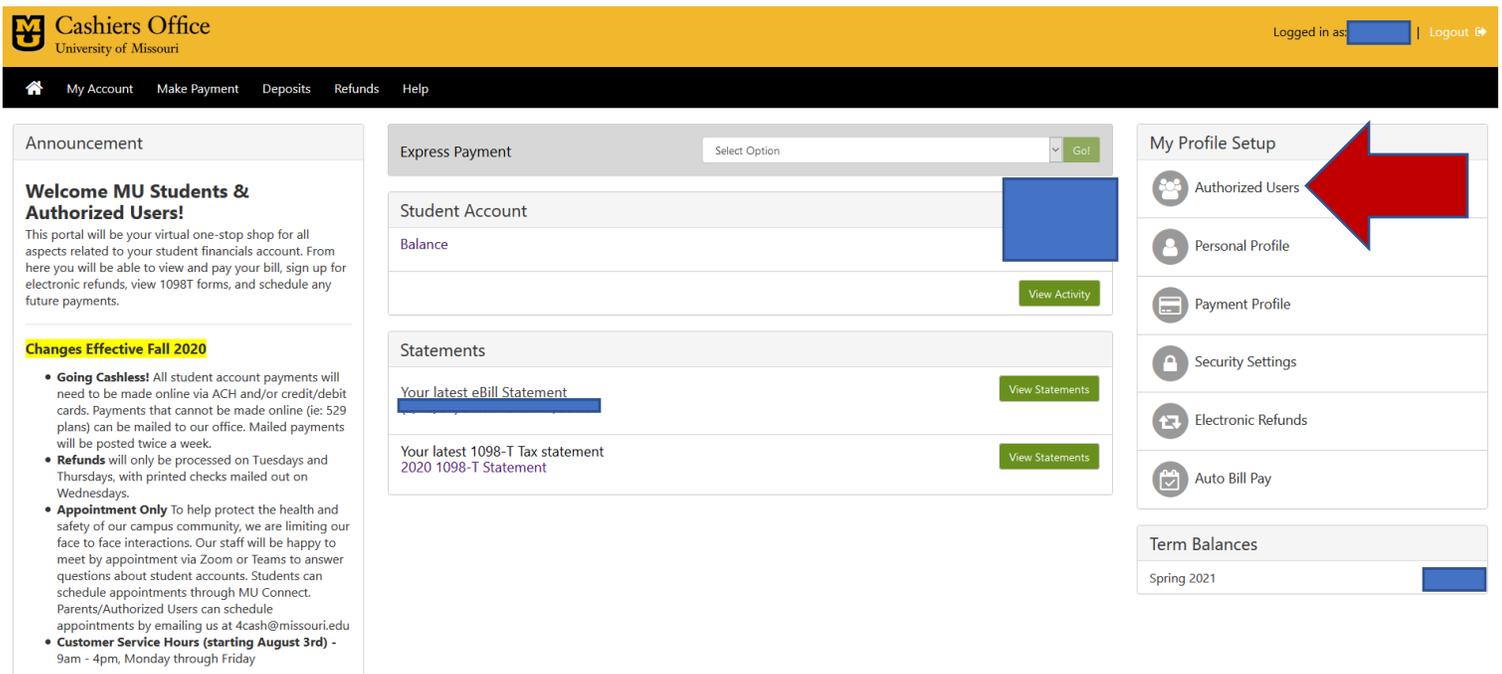


3. Enter your MyZou username and password



The image shows the Touchnet MU login page for the University of Missouri System. At the top left is the university's seal. To its right, the text reads "University of Missouri System" followed by "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". Below this is the heading "Touchnet MU". A prompt says "Please enter your username below:". There are two input fields: "Username:" and "Password:". Below the password field is a "Submit" button. On the left side, there are links for "Need Help?", "Create/Reset Password", and "Log Off". At the bottom, there are logos for MU, UMKC, MISSOURI S&T, and UMSL. A footer contains the text "Contact IT Support if you experience problems or need an accommodation." and "Copyright 2016 — Curators of the University of Missouri. DMCA and other copyright information."

4. Click on Authorized Users to the right



The image shows a dashboard for the Cashiers Office at the University of Missouri. The top navigation bar includes "My Account", "Make Payment", "Deposits", "Refunds", and "Help". The main content area is divided into several sections:

- Announcement:** "Welcome MU Students & Authorized Users!" with a sub-heading "Changes Effective Fall 2020". It lists several updates: "Going Cashless!", "Refunds" processing schedule, "Appointment Only" policy, and "Customer Service Hours" starting August 3rd.
- Express Payment:** A section with a "Select Option" dropdown and a "Go!" button.
- Student Account:** A section showing "Balance" with a "View Activity" button.
- Statements:** A section with two items: "Your latest eBill Statement" and "Your latest 1098-T Tax statement 2020 1098-T Statement", each with a "View Statements" button.
- My Profile Setup:** A sidebar menu on the right with a red arrow pointing to the "Authorized Users" option. Other options include "Personal Profile", "Payment Profile", "Security Settings", "Electronic Refunds", and "Auto Bill Pay".
- Term Balances:** A section showing "Spring 2021" with a blue bar.

5. Click the wheel to the right of the user you want to update

Cashiers Office
University of Missouri

Logged in as: [redacted] | Logout

My Account Make Payment Deposits Refunds Help My Profile

Authorized Users

Authorized Users Add Authorized User

Full name	Email address	Action
[redacted]	[redacted]	

6. Click "Edit"

Cashiers Office
University of Missouri

Logged in as: April Ortiz | Logout

My Account Make Payment Deposits Refunds Help My Profile

Authorized Users

Authorized Users Add Authorized User

Full name	Email address	Action
[redacted]	[redacted]	 <ul style="list-style-type: none">EditDeleteShow Agreement

7. Check the "Yes" box for the 1098-T, then "Update User" to confirm the changes

Cashiers Office
University of Missouri

Logged in as: [redacted] | Logout

My Account Make Payment Deposits Refunds My Profile

Authorized Users

Authorized Users Add Authorized User

Full name	Email address	Action
[redacted]	[redacted]	

Edit Authorized User

Full name [redacted]

Email address [redacted]

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history? Yes No

Cancel Update User