How to Access Your 1098T Tax Information

- **1.** Login to the <u>MC Portal</u>
- 2. On the Self-Service card select "View My Tax Information":



3. You will be directed to your portal tax information.

4. If you have opted to receive your 1098 in paper format and would like to change your preference to be able to receive your 1098 in electronic format, click the **"Change Preferences"** button.

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| W-2 Information | 095-C Information 1098 Information | | |
| You have opted to rec | eive your 1098 in electronic format. Change Preferences | | |
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5. Click "Receive my 1098 only in electronic format" radio button.

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- 6. Click the "Save" button.
- Click on the tax year below you would like to view. It will open in a new window and display as

 a.pdf documentthat can be saved or printed.

| Employme | nt · Employee · Tax Information | | |
|------------|---|---|---|
| Tax Int | formation | | |
| W-2 Infe | rmation 1095-C Information 1098 Information | | |
| You ha | ve opted to receive your 1098 in electronic format. Change Preferences |) | |
| 6 | Receive my 1095 only in electronic format By selecting this option, I agree to receive my official 1098-E and/or 1098 forms in electronic format, I will not receive a paper 1098 statement. I un | T only in electronic format by accessing the web and viewing/pri derstand that I have the ability at any time to return to this form | nting. I understand that by consenting to receive my 1098 tas and remove my consent. |
| | 2 Statements | Electronic 1098 Consent History | |
| 109 | 5 Statements | Electronic 1098 Consen | t History |
| 109 Tax | Year Notation | Electronic 1098 Consen Date | Consent Status |