

## Instructions for Accessing Your 1098-T Form

[www.tsc1098t.com](http://www.tsc1098t.com)

Your 1098T form can be accessed electronically through the following website: [www.tsc1098t.com](http://www.tsc1098t.com).

### Login Instructions

1. Go to [www.tsc1098t.com](http://www.tsc1098t.com)
2. Enter Site ID: **11438**
3. User Name: Student ID number (6 digits)\*
4. Password: Last 4 digits of your SSN

\*Your student ID number is a six digit number that can be found on your Student ID card or under the '[My Profile and Settings](#)' page of the my.lfgsm.edu Student Portal.

For security reasons, you will then be prompted to change your password. Enter your old password (last four digits of your SSN) and then enter a new password. The new password must be 7 characters and contain at least one numeric character.

### Returning TSC Users

If you used TSC in prior years you already created a password. Please use your previously created password. If you forgot your previously created password, select 'Forgot Password?' and create a new password.

### Accessing Your Record

When logged into the TSC1098-T system, you may view, download and/or print your 2022 Form 1098-T. First, choose the year you want to download in the Year drop-down menu. The selection automatically defaults to 2022. Then complete the following steps:

1. Click on View/Print My 1098-T in the left navigational panel.
2. In your browser window (i.e. chrome, explorer, etc.), you will receive a prompt for downloading and viewing the file. Click Open to view the file directly in the browser or Save to save the file within the Downloads Folder. Use the Upward Arrow to the right of the Save option to store the file in another location on the computer.
3. The form will be displayed automatically in a new tab within your current browser window.

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## Questions/Support

Call center support is available and can be reached at 1-888-220-2540.

If you need additional support or have other questions, please contact [finance@lfgsm.edu](mailto:finance@lfgsm.edu).

## Navigating the Site

The navigational panel on the left side of the screen may be used to perform several actions in the TSC1098-T system. At the top of the navigational panel, you will see a year drop-down menu. This may be used to select a year for viewing or e-mailing that year's 1098-T tax form.

**Home** – This function will return you to the Home Screen when using other features of the TSC1098-T system.

**View/Print My 1098-T** – This function provides a quick way to view or reprint your 1098-T form. The selected 1098-T will be presented as a PDF and you must have Adobe Reader installed on your computer to view the Form 1098-T. Note: A link for installing Adobe Reader is provided on the Home Screen.

**Email 1098-T** – This function may be used to send an e-mail with a PDF attachment of your 1098-T to the provided e-mail address. The Set Password option may be used to add password protection to the PDF being e-mailed.

**FAQ 1098-T** – This function provides basic information on the 1098-T form.

**Online Consent** – This function may be used to provide or withdraw your online consent for receiving the Form 1098-T electronically rather than receiving the form by mail.

**User Management** – This function may be used to change your password and update your user information.

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