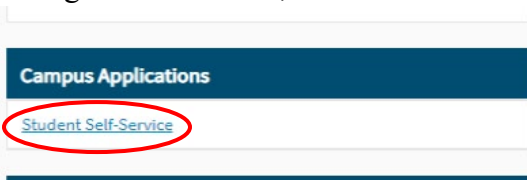


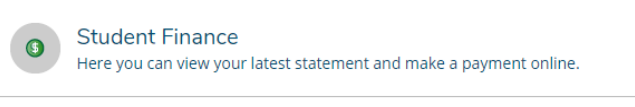
Receive 1098-T's Electronically

**** For fastest receipt of the 1098-T, please follow the steps below. ****

1. Log in via **Cougar Den**: User Name = First Part of CBC Email & Password = CBC ID
2. Once you have successfully logged in, find “**Campus Applications**” in the Blue Box on the right hand column; click on “**Student Self Service**”



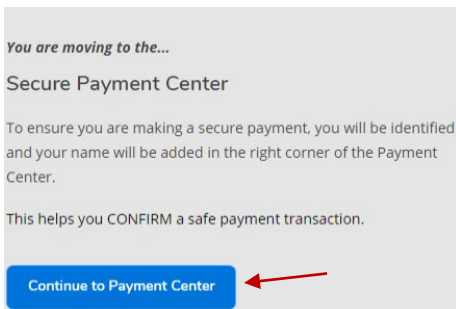
3. Click **Student Finance**



4. Click **Make a Payment**



5. Click **Continue to Payment Center**



6. When the **TouchNet** page loads, a **Paperless 1098-T option box** will **pop up**. If you wish to receive your 1098-T electronically, select **Accept Consent**.

**** Once the 1098-T's are uploaded, you will receive an email indicating the 1098-T may now be downloaded. ****