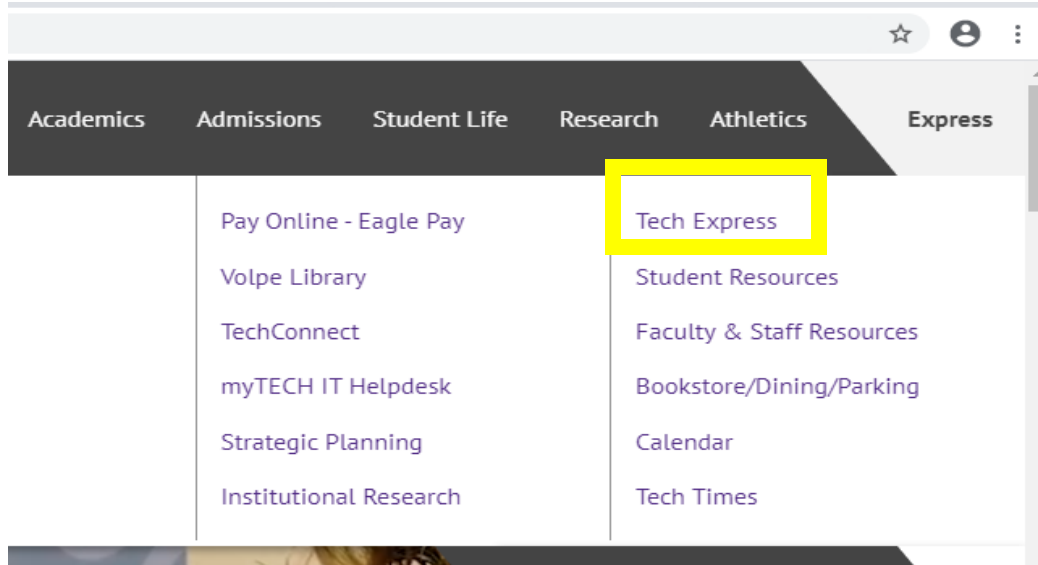


Electronically Receive 1098-T Tax Form

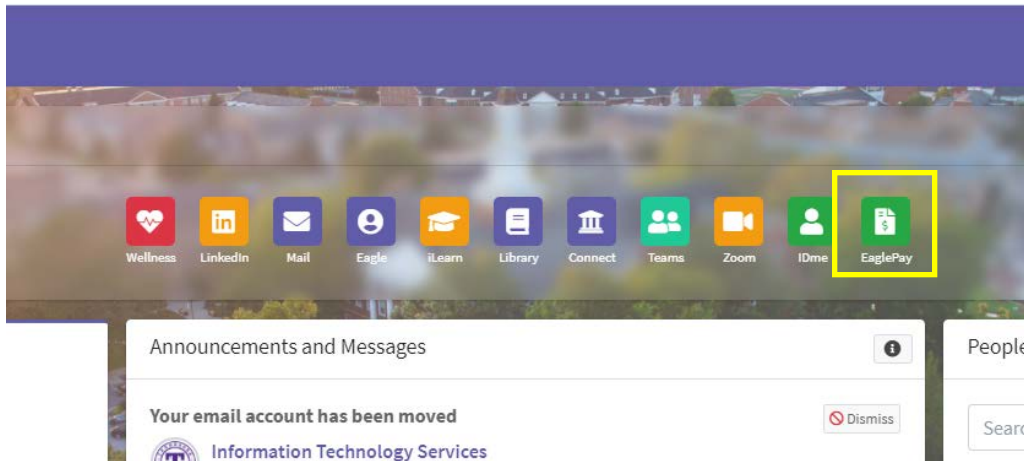
1. Visit the Tennessee Tech Website Homepage
 - a. <https://www.tntech.edu>
2. Move your cursor to the express tab in the top right corner and select "Tech Express"



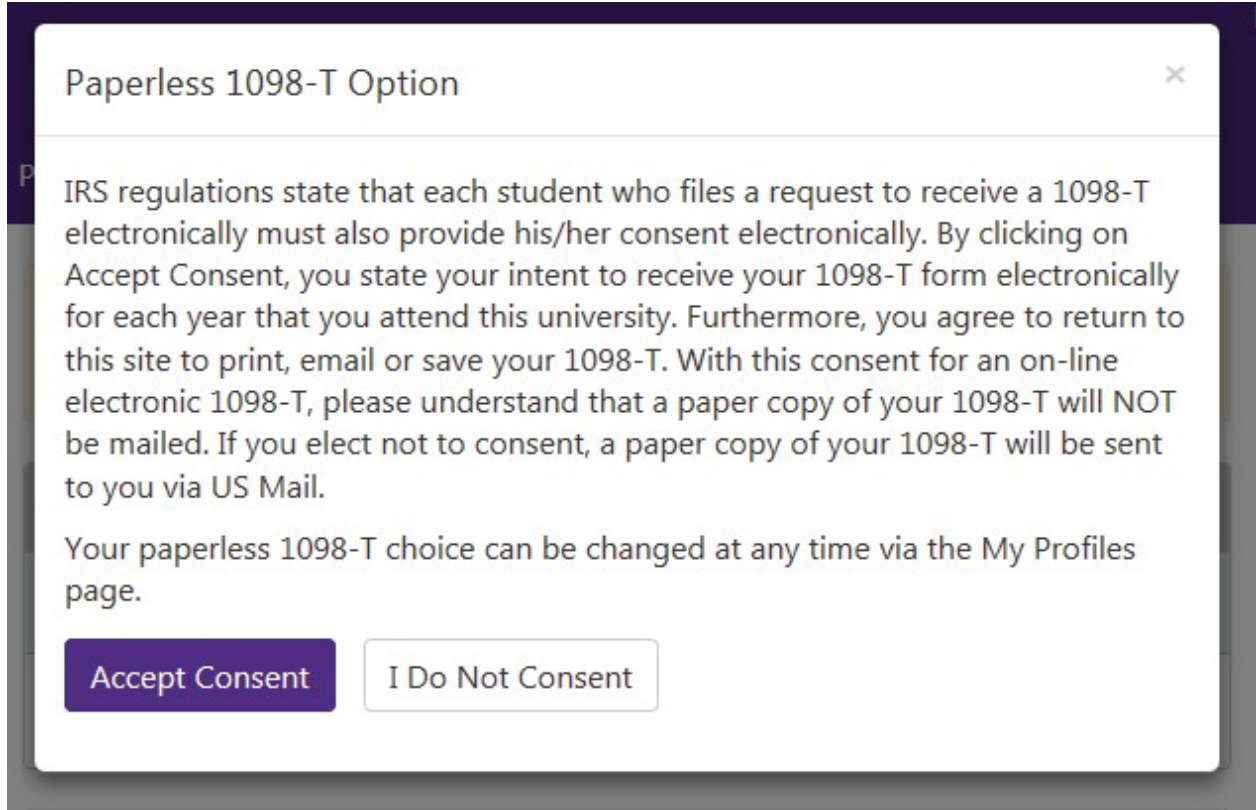
3. Login to Tech Express using your Username and Password
Note: Username is the first portion of your student email (jasmith42)

A screenshot of the IDme login page. The page has a light blue background. At the top, the text 'IDme' is displayed in a large, bold, blue font. Below this, there are two input fields: 'Username' and 'Password'. To the right of these fields is the Tennessee Tech logo, which is a circular emblem with 'TENNESSEE' at the top, 'TECH' at the bottom, and '1915' in the center. Below the input fields, there is a red link that says 'First Time User? Click Login to Register.' At the bottom of the page, there is a large yellow button labeled 'Login'. Below the button, there are two links: 'Change Password' and 'Forgot Password'.

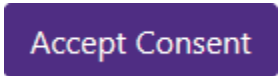
4. Select the “Eagle Pay” icon in the QuickLinks toolbar of Tech Express.



5. Once logged on, a pop-up will appear that is titled "Paperless 1098-T Option."



6. Read the Paperless 1098-T Option consent in its entirety.
Click "Accept Consent".



From this point forward you will receive a 1098-T tax form electronically and it will be available to you at any time online through Eagle Pay. Once new forms are released you will be notified by email with instructions on how to access your tax form.



Thank you for helping Tennessee Tech GO GREEN!