

Guests

Welcome Guest!

**Students and employees must LOG IN**

Don't know your ID or Password? Click LOG IN for help.

After logging in, click the appropriate menu on the right to access WebAdvisor functionality

[Click here](#) to apply online.

[Click here](#) to learn more about WebAdvisor

[Click here](#) to return to the Mendocino College home page.

Help Desk Services available at (707) 468-3101

Monday - Friday 9am to 5pm

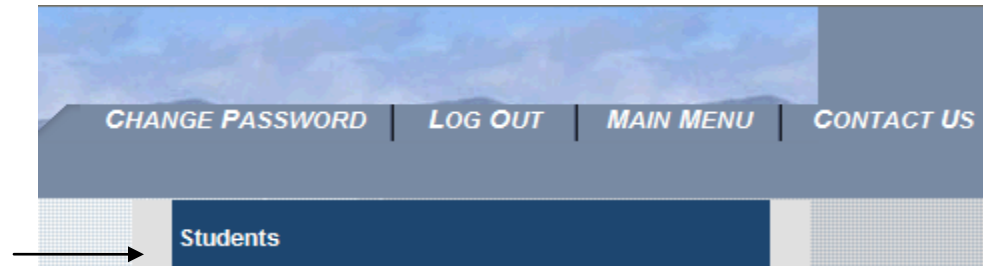
main menu

main menu

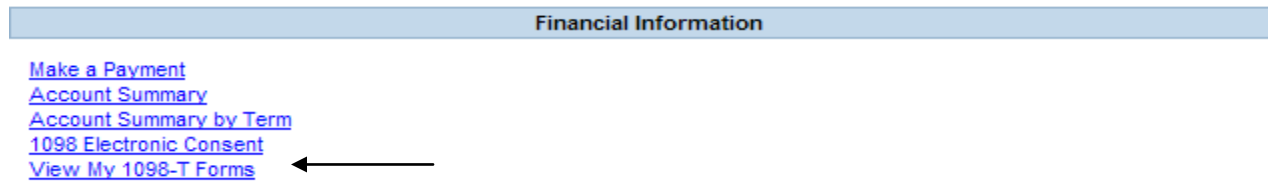
# MENDOCINO COLLEGE

## ACCESSING 1098-T TAX FORMS THROUGH WEBADVISOR

1. Log into WebAdvisor (see Mendocino College Log In Information for Students) and click on the blue Students button to open the menu of options.



2. Click on 1098 Electronic Consent.



A screen similar to the following will appear:

## 1098 Electronic Consent

<input type="radio"/>	By selecting this option, I agree to receive my official 1098-E and/or 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.
<input type="radio"/>	I choose to withhold my consent and understand by doing so that I will receive my official 1098-E and/or 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-E and/or 1098-T in electronic format only.

**Electronic 1098 Consent History**

01/26/11 09:19:42AM - Consent Given
-------------------------------------

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

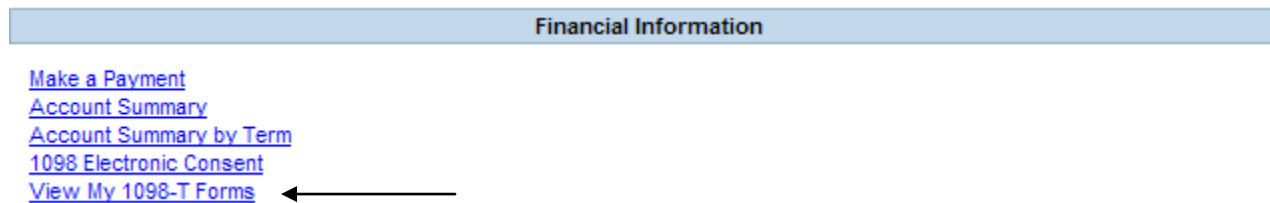
**WebAdvisor**<sub>3.1</sub>  
POWERED BY DATAEL

The consent form allows a student to select to review and print the 1098-T form online with the understanding that a paper statement will not be mailed.

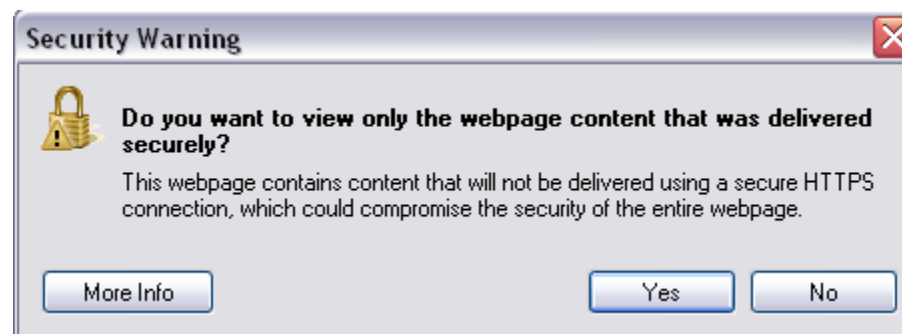
If a paper statement is preferred, select the second option and a paper statement will be produced and mailed to the address on file.

Once an option has been selected, click the Submit button to continue.

### 3. Click on View My 1098-T Forms.



The following security warning will appear. Click the 'Yes' button to continue.



The following screen will be displayed:

Year	Institution
2010	Mendocino College <a href="#">Click to display 1098-T form</a>


OK

The pages linked here are displayed in Adobe Acrobat's Portable Document Format (PDF). For best results, use Acrobat Reader 4.0 or higher to view these files. Use the button below to go to the Adobe Web site and download the current version of Adobe Reader.

[Get Adobe Reader](#)

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT US](#)

**WebAdvisor**<sup>3.1</sup>  
POWERED BY DATATEL

4. Click on the display link for the desired year. A new window containing the 1098-T will open.
5. To print the 1098-T statement, click on the print button (  ) available in the browser menu.
6. When finished, click on the OK button to return to the menu or click on Log Out to leave WebAdvisor.