

INSTRUCTIONS ON HOW TO PRINT 1098T

1. Go to Co-Lin homepage (www.colin.edu)
2. Click on the link MyPack (*at the top of the page*)
3. Click on Student Information
4. Click on Login
5. User Id (Student ID#) PIN (6 digit birthdate ex: May 20, 1984 should be entered 052084)
6. Under Main Menu click on Financial Information/PAYMENT
7. Click on Electronic Document Consent
 - ADD
 - REPORT YEAR Type "2018"
 - RECEIVE ELECTRONIC 1098T SHOULD BE SELECTED "YES"
 - Click ADD
8. Click on MY 1098T
 - Type in "2018"
 - Select CONTINUE

9. You should be able to print/view your 1098T