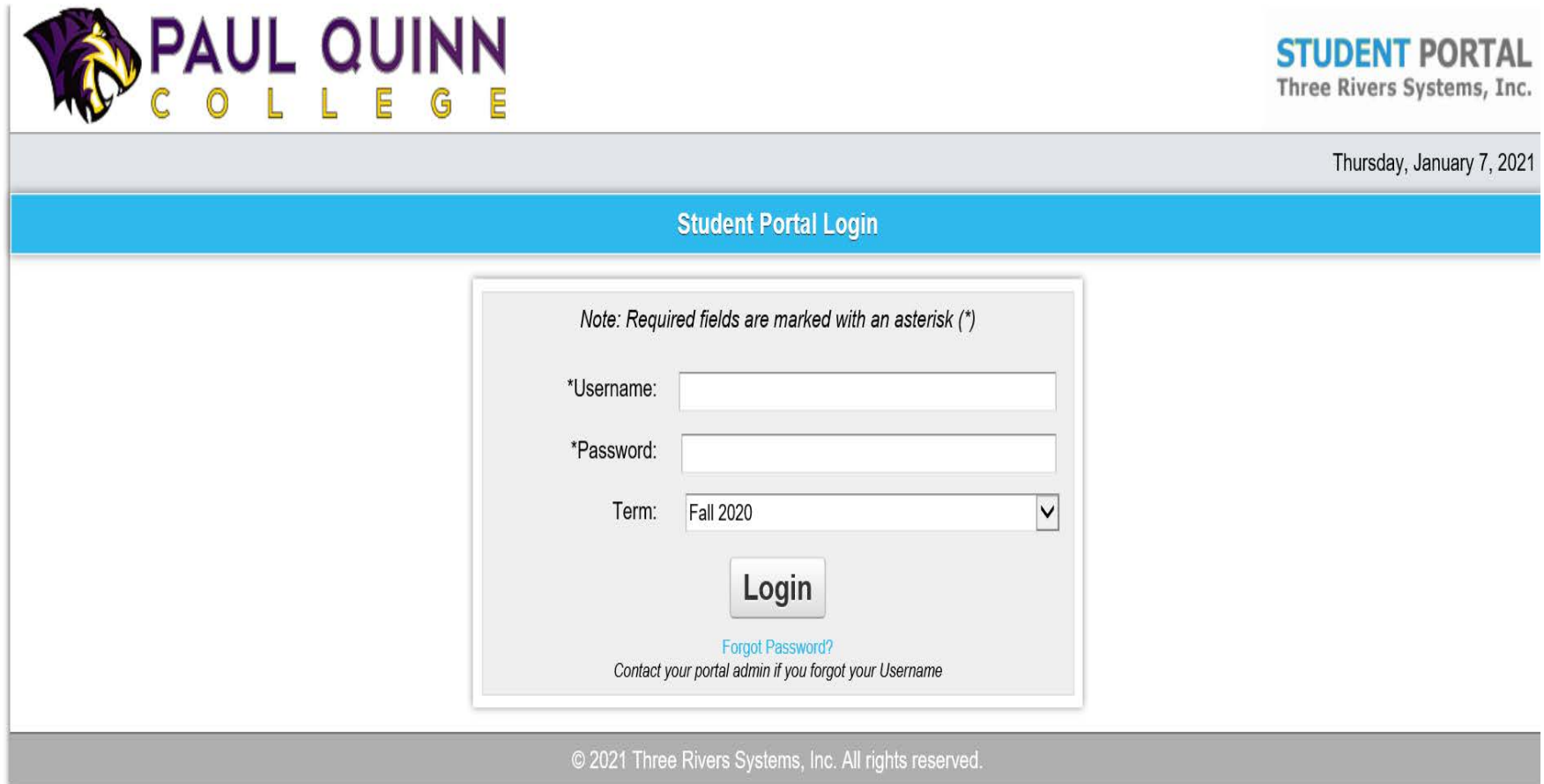


## IRS Form 1098-T: How to View Your Tax Form Electronically

If you have consented to receive your Form 1098-T electronically, when your 1098-T is available to view, an email will be sent to your PQC email address. Your 1098-T will be available by January 31.

### Follow these steps to view your 1098-T in CAMS:

Step 1: Log into the CAMS Student Portal



The screenshot shows the Paul Quinn College Student Portal login page. At the top left is the Paul Quinn College logo, featuring a purple and gold horse head and the text "PAUL QUINN COLLEGE". At the top right is the text "STUDENT PORTAL Three Rivers Systems, Inc.". Below the logo is a grey bar with the date "Thursday, January 7, 2021". A blue banner across the page reads "Student Portal Login". The main content area contains a login form with the following fields: "\*Username:" with a text input field, "\*Password:" with a text input field, and "Term:" with a dropdown menu set to "Fall 2020". Below the fields is a "Login" button, a "Forgot Password?" link, and the text "Contact your portal admin if you forgot your Username". At the bottom of the page is a grey footer bar with the text "© 2021 Three Rivers Systems, Inc. All rights reserved."

**PAUL QUINN COLLEGE**

**STUDENT PORTAL**  
Three Rivers Systems, Inc.

Thursday, January 7, 2021

**Student Portal Login**

*Note: Required fields are marked with an asterisk (\*)*

\*Username:

\*Password:

Term:  ▼

**Login**

[Forgot Password?](#)


Contact your portal admin if you forgot your Username

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Step 2: Click "Document Tracking" on the left-hand side of the screen.

The screenshot shows the Paul Quinn College Student Portal. At the top left is the college logo with the text "PAUL QUINN COLLEGE". At the top right, it says "STUDENT PORTAL Three Rivers Systems, Inc.". Below the logo, the user's name "Student Test" is displayed, along with their Student ID (A0000112824) and current term (Fall 2020). The date "Thursday, January 7, 2021" is shown in the top right corner. A blue banner at the top of the main content area reads "Student Portal News". The main content area contains a red heading "Next Step in the Financial Registration Process:" followed by the text "You must make your initial payment plan payment. Please click below to do so." and a button labeled "Pay initial payment of \$22.50". On the left-hand side, there is a navigation menu with options: "Edit Profile", "Change Password", "Logout", a color selection tool, "Student Portal" (with a dropdown arrow), "Home", "Calendar", "Student Directory", and "Document Tracking". The "Document Tracking" link is circled in black.

Step 3: Click "Include Completed Items" checkbox at the top of the screen



**STUDENT PORTAL**  
Three Rivers Systems, Inc.

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**Student Test**  
Student ID: A0000112824  
Current term: Fall 2020 [\(Change\)](#)

[Edit Profile](#) [Change Password](#)  
[Logout](#)

[Home](#)  
[Calendar](#)  
[Student Directory](#)  
**Document Tracking**  
[Administrative Services](#)  
[Course Offering](#)  
[Degree Audit Options](#)  
[Registration](#)  
[My Schedule](#)  
[My Ledger](#)

Thursday, January 7, 2021

**My Documents**

**Include Completed Items?**

List of Documents

Image	Department	Date	Document	Description	Document Status	Completion Date
	ADMISSIONS	8/10/2020	College Transcript	College Transcript		
	ADMISSIONS	8/10/2020	Resume		Incomplete	
	ADMISSIONS	8/10/2020	Summer Bridge Registration	Registration for Summer Bridge	Incomplete	
	ADMISSIONS	8/10/2020	High School Transcript	Including first semester senior year grades (for conditional acc	Incomplete	
	ADMISSIONS	8/10/2020	Final High School Transcript	w/final GPA, graduation date, and class rank	Incomplete	
	ADMISSIONS	8/10/2020	College Transcript	College Transcript	Incomplete	
	ADMISSIONS	8/10/2020	Enrollment Agreement	Enrollment Agreement	Incomplete	
	ADMISSIONS	8/10/2020	Letter of Recommendation	Letter of Recommendation	Incomplete	
	ADMISSIONS	8/10/2020	Medical Records	Student Medical Records	Incomplete	
	ADMISSIONS	8/10/2020	Meningitis Shot	Record of current meningitis vaccine	Incomplete	
	ADMISSIONS	8/10/2020	Registration Fee	Registration Fee	Incomplete	
	ADMISSIONS	8/10/2020	Residence Hall and Meal Plan Contract	Residence Hall and Meal Plan Contract	Incomplete	

Depending on the image, you may have to have a plug-in installed on your browser in order to see the image in a browser. To save image document to your hard drive, right click on IMG and select -Save Target as-.

IRS Form 1098-T: How to View Your Tax Form Electronically

Step 4: Under list of documents, locate the tax year and click “IMG” to view Form 1098-T



**STUDENT PORTAL**  
Three Rivers Systems, Inc.

**Student Test**

Student ID: A0000112824  
Current term: Fall 2020 [\(Change\)](#)

[Edit Profile](#) [Change Password](#)

[Logout](#)

A A A

Student Portal -

- [Home](#)
- [Calendar](#)
- [Student Directory](#)
- [Document Tracking](#)
- Administrative Services -
- [Course Offering](#)
- [Degree Audit Options](#)
- [Registration](#)
- [My Schedule](#)
- [My Ledger](#)

My Documents

Include Completed Items?

List of Documents

Image	Department	Date	Document	Description	Document Status	Completion Date
	ADMISSIONS	8/10/2020	College Transcript	College Transcript	Incomplete	
	ADMISSIONS	8/10/2020	Resume		Incomplete	
	ADMISSIONS	8/10/2020	Summer Bridge Registration	Registration for Summer Bridge	Incomplete	
	ADMISSIONS	8/10/2020	High School Transcript	Including first semester senior year grades (for conditional acc	Incomplete	
	ADMISSIONS	8/10/2020	Final High School Transcript	w/final GPA, graduation date, and class rank	Incomplete	
	ADMISSIONS	8/10/2020	College Transcript	College Transcript	Incomplete	
	ADMISSIONS	8/10/2020	Enrollment Agreement	Enrollment Agreement	Incomplete	
	ADMISSIONS	8/10/2020	Letter of Recommendation	Letter of Recommendation	Incomplete	
	ADMISSIONS	8/10/2020	Medical Records	Student Medical Records	Incomplete	
	ADMISSIONS	8/10/2020	Meningitis Shot	Record of current meningitis vaccine	Incomplete	
	ADMISSIONS	8/10/2020	Registration Fee	Registration Fee	Incomplete	
	ADMISSIONS	8/10/2020	Residence Hall and Meal Plan Contract	Residence Hall and Meal Plan Contract	Incomplete	
<a href="#">IMG</a>	BILLING	8/17/2020	Online Bill Approve	Online Bill Approve	Complete	8/17/2020 11:17:25 AM
<a href="#">IMG</a>	BILLING	1/7/2021	2020 Form 1098-T	2020 Form 1098-T	Complete	1/7/2021 11:02:37 AM

IRS Form 1098-T: How to View Your Tax Form Electronically

Example of Form 1098-T

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number  Paul Quinn College 3837 Simpson Stuart Road Dallas TX 75241 (214) 376-1000		1 Payments received for qualified tuition and related expenses <b>\$1,300.00</b>	OMB No. 1545-1574  2020  Form 1098-T	
FILER'S employer identification no. 741238438	STUDENT'S TIN 000-00-2824	3	<b>Copy B For Student</b>  <b>This is important tax information and is being furnished to the Internal Revenue Service.</b>	
Student's Name Test, Student		4 Adjustments made for a prior year \$0.00		5 Scholarships or grants \$1,000.00
Street Address (including apt. no.) 1234 Over There		6 Adjustments to scholarships or grants for a prior year \$0.00		7 Check this box if the amount in box 1 or 2 includes amounts for an academic period beginning January-March 2021  <input type="checkbox"/>
City or town, state or province, country, and ZIP or foreign postal code Small Place, TX 77765				
Service Provider/ Acct. No. (see instr.)	8 Checked if at least half-time student <input checked="" type="checkbox"/>	9 Check if a graduate student <input type="checkbox"/>		10 Ins contract reimb/refund \$0.00

*Note: A copy of this form is provided for informational purposes only.*