

Instructions to Access 1098-T Online

Please follow these instructions to access your 1098-T online via the ECSI website. **First**, students will need to submit a consent to receive it electronically if you have not already done so. Please see the instructions below. If you need additional assistance, please reach out to the Business Office.

***Students without Electronic Consent**

Students that did **not** sign the online consent to receive their 1098-T electronically will have a paper 1098-T statement mailed to them by January 31st each year.

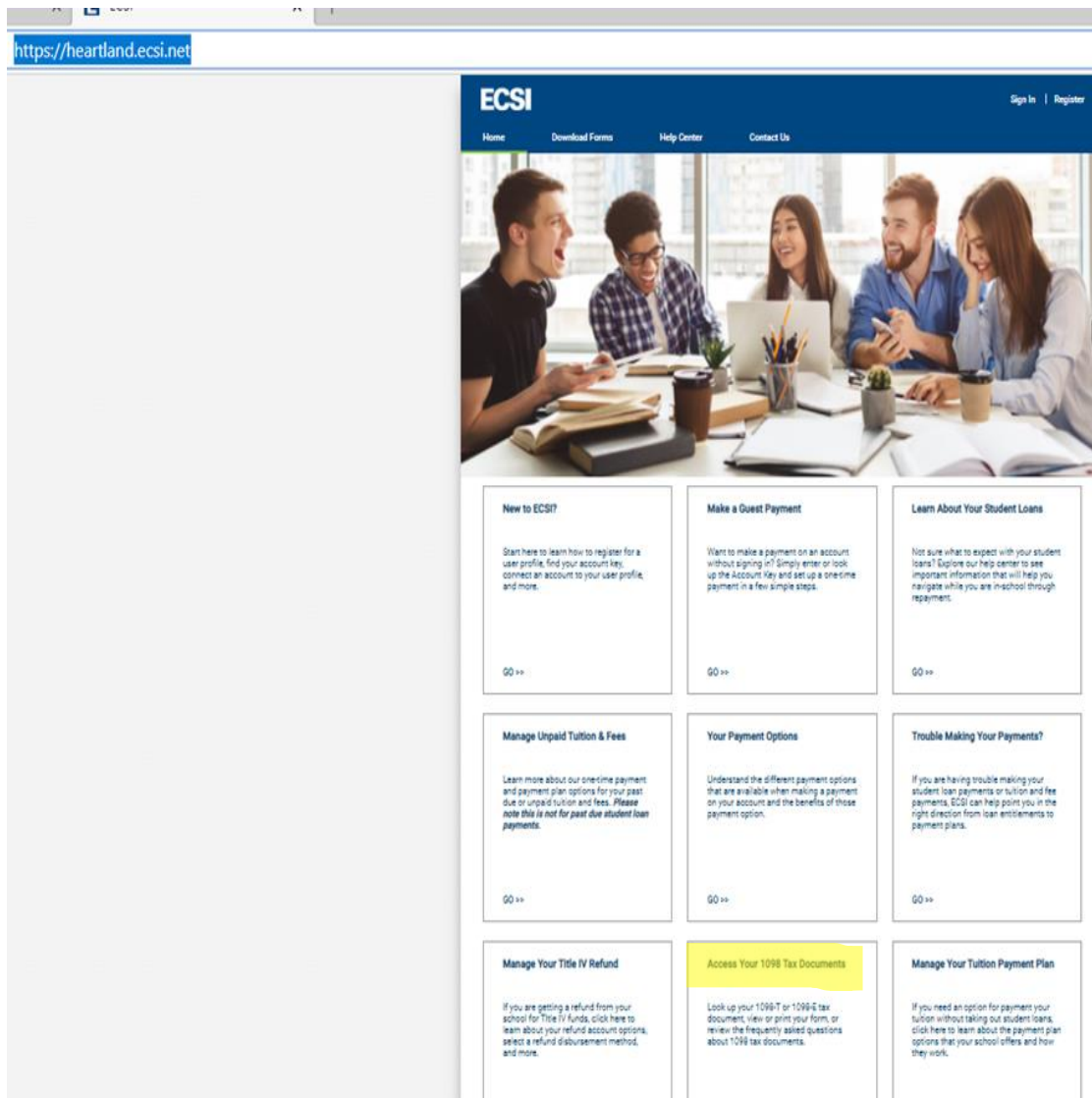
If you wish to consent to receive your 1098-T electronically, you may sign up at <https://heartland.ecsi.net/index.main.html#/access/eConsent>.

***After you have submitted an electronic consent**, you should be able to access your 1098-T tax document(s) on the ECSI website at <https://heartland.ecsi.net/>.

Look towards the bottom middle of the website and click on the **Access Your 1098 Tax Documents** (see screenshots below).

To access your 1098-T statement online, you will need:

- To have submitted the electronic consent with ECSI (Steps Above)
- First and Last Name
- Social Security Number
- Zip Code that appears on your 1098-T form – *Make sure you use the same zip code that was used for your main address on file as of December 31st*



The screenshot shows the ECSI website homepage. The URL in the browser is <https://heartland.ecsi.net>. The website has a blue header with the ECSI logo and navigation links: Home, Download Forms, Help Center, and Contact Us. There are also links for Sign In and Register. Below the header is a large image of a group of students sitting around a table, looking at a laptop. Below the image is a grid of service tiles. The tiles are: New to ECSI?, Make a Guest Payment, Learn About Your Student Loans, Manage Unpaid Tuition & Fees, Your Payment Options, Trouble Making Your Payments?, Manage Your Title IV Refund, Access Your 1098 Tax Documents (highlighted in yellow), and Manage Your Tuition Payment Plan.

New to ECSI?	Make a Guest Payment	Learn About Your Student Loans
Start here to learn how to register for a user profile, find your account key, connect an account to your user profile, and more.	Want to make a payment on an account without signing in? Simply enter or look up the Account Key and set up a one-time payment in a few simple steps.	Not sure what to expect with your student loans? Explore our help center to see important information that will help you navigate while you are in-school through repayment.
GO >>	GO >>	GO >>

Manage Unpaid Tuition & Fees	Your Payment Options	Trouble Making Your Payments?
Learn more about our one-time payment and payment plan options for your past due or unpaid tuition and fees. <i>Please note this is not for past due student loan payments.</i>	Understand the different payment options that are available when making a payment on your account and the benefits of those payment options.	If you are having trouble making your student loan payments or tuition and fee payments, ECSI can help point you in the right direction from loan enrollments to payment plans.
GO >>	GO >>	GO >>

Manage Your Title IV Refund	Access Your 1098 Tax Documents	Manage Your Tuition Payment Plan
If you are getting a refund from your school for Title IV funds, click here to learn about your refund account options, select a refund disbursement method, and more.	Look up your 1098-T or 1098-E tax document, view or print your Form, or review the frequently asked questions about 1098 tax documents.	If you need an option for payment your tuition without taking out student loans, click here to learn about the payment plan options that your school offers and how they work.
GO >>	GO >>	GO >>

***Click GO to Access Your 1098 Tax Document**

Access Your 1098 Tax Documents

Look up your 1098-T or 1098-E tax document, view or print your form, or review the frequently asked questions about 1098 tax documents.

GO >>

***Click GO to Look up 1098-T**



Want to look up your 1098-T or 1098-E tax form?
Click here to start your search.

GO >>

***Then Click GO on the 1st Option**

Which tax statement do you need?

I need my 1098-T Tuition tax statement.

If you paid tuition expenses to a college or university, a 1098-T form will show the tuition expenses that you paid. You may be eligible to use these expenses to adjust your income or tax credit for your federal tax return.

Eligibility may vary based on your individual situation. Please visit the IRS.gov website to find out if you are eligible for this adjustment.

GO >>

I need my 1098-E Student Loan Interest tax statement.

If you made federal student loans, a 1098-E Student Loan statement will show the interest on your loans. You may be eligible to deduct a portion of the interest on your federal tax return.

Eligibility may vary based on your individual situation. Please visit the IRS.gov website to find out if you are eligible for this adjustment.

GO >>