

Tax Document Search

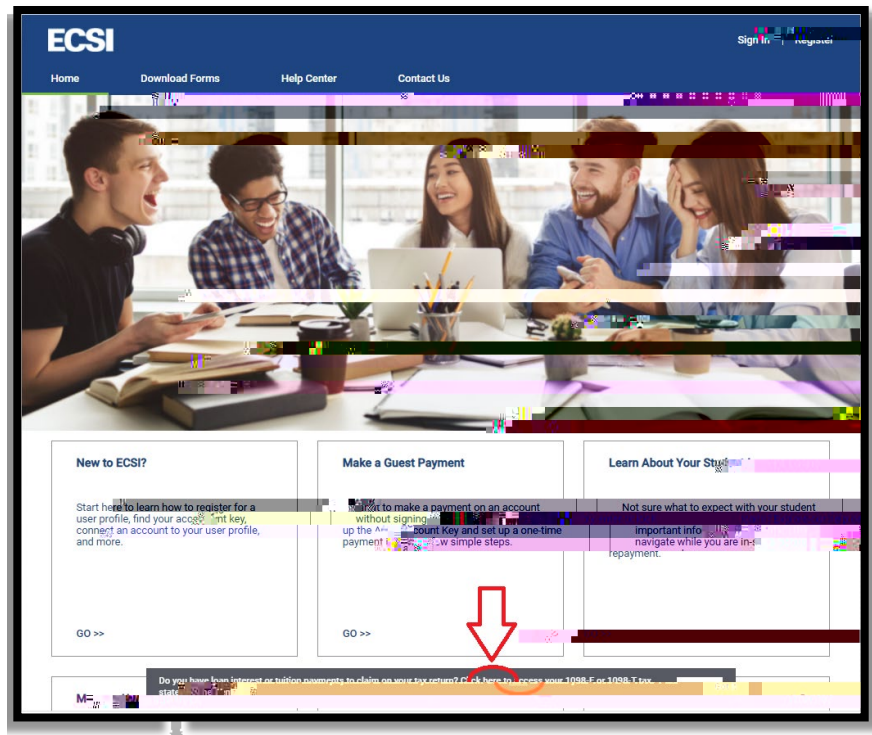
Students looking to view their 1098-T and 1098-E tax form can do so by using the Tax Document Search option on the Heartland ECSI Website. This process does not require the users to log in or create accounts.

Search For Your Tax Document

Step 1: Open your web browser and navigate to <https://heartland.ecsi.net>

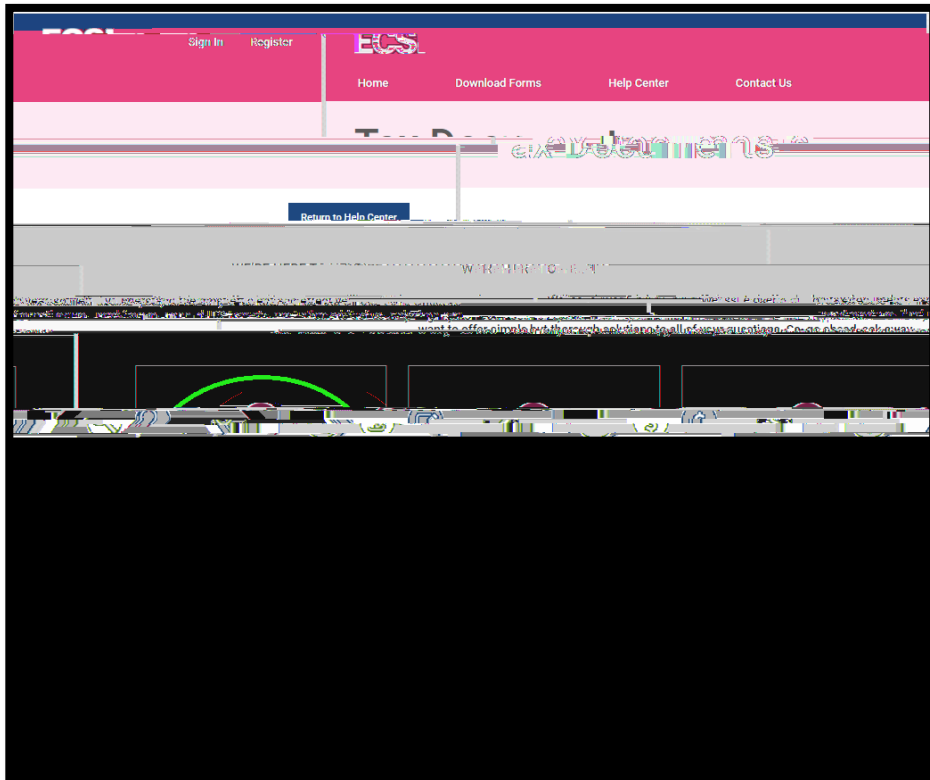


Step 2: Select the option on the Heartland ECSI home page click **here** along the bottom of the Homepage.



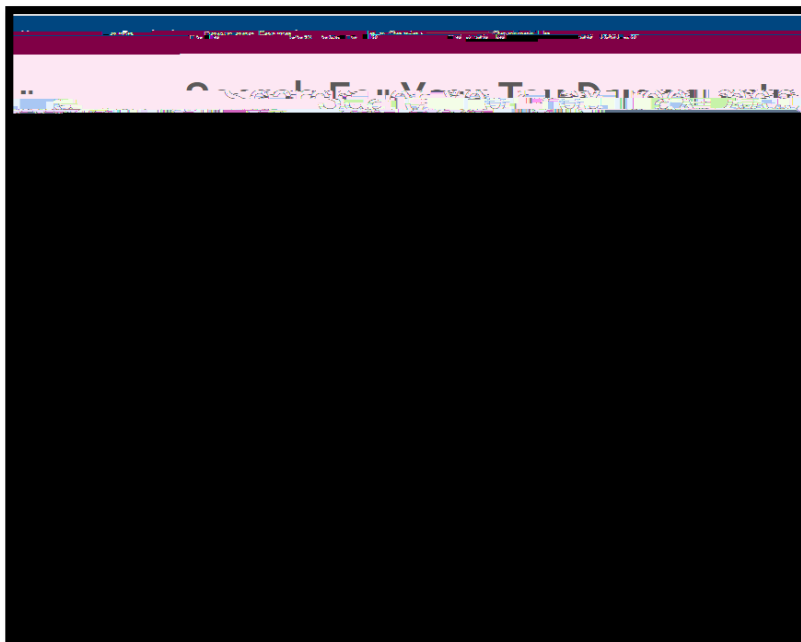
Step 3:

Select that you want to look up your 1098-T or 1098-E tax form.



Step 4:

Select which type of tax form you are looking for either 1098-T or 1098-E. Additionally, there are links to the 1098-T and 1098-E FAQs.



Step 5:

Whether the user selected to search for their 1098-T or 1098-E document, their search will be the same either way. Search for the name of the school in the field **School Name**, select the school from the list, and click **Submit**.

Heartland
ECSI

Home Products Services

Search For Your Tax Documents

EDEN HALL PARK CAMPUS

This browser uses Pop-up windows for printing your tax documents. Please be sure to Turn off your Pop-up blocker or add this site to your Pop-up blocker's allow list for your specific browser.

First, enter the school name you are searching for and click on the school name posted in the list below.

School Name (start by typing in the first several letters of your school name)

Heartland

Heartland University

Submit

Step 6:

Students must pass authentication before viewing their 1098-T or 1098-E form. Enter **First Name**, **Last Name**, **SSN**, and **Zip code** in the required fields.



The screenshot shows a web form for authentication. At the top, there is a banner with the text "Search for Your 1098-T or 1098-E" and "EDEN HALL FARM CAMPUS". Below the banner, there is a message: "We've found your school information. IMPORTANT: The information entered below must match the information your school has on file." The form contains the following fields:

- School Name (Start by typing the first letters): Heartland University
- First Name
- Last Name
- SSN
- Zip Code

Below the fields, there is a checkbox labeled "I'm not a robot" with a CAPTCHA image. A "Continue" button is located at the bottom of the form.

Note: The information entered by the student must exactly match the information each school has on file for the student.

Step 7:

To complete authentication, check the box for **I am not a robot** and verify the information requested by the website. Once completed, click **Verify**.



Step 8:

Click **Continue**.

IMPORTANT: The information entered below must match the information your school has on file.

School Name (start by typing the first several letters of your school name)

Heartland University

First Name
Training

Last Name
McTrainer

SSN
XXX-XX-1111

Zip code
15000

I'm not a robot

Step 9:

The **Tax Document Information** window appears listing the tax forms.

