
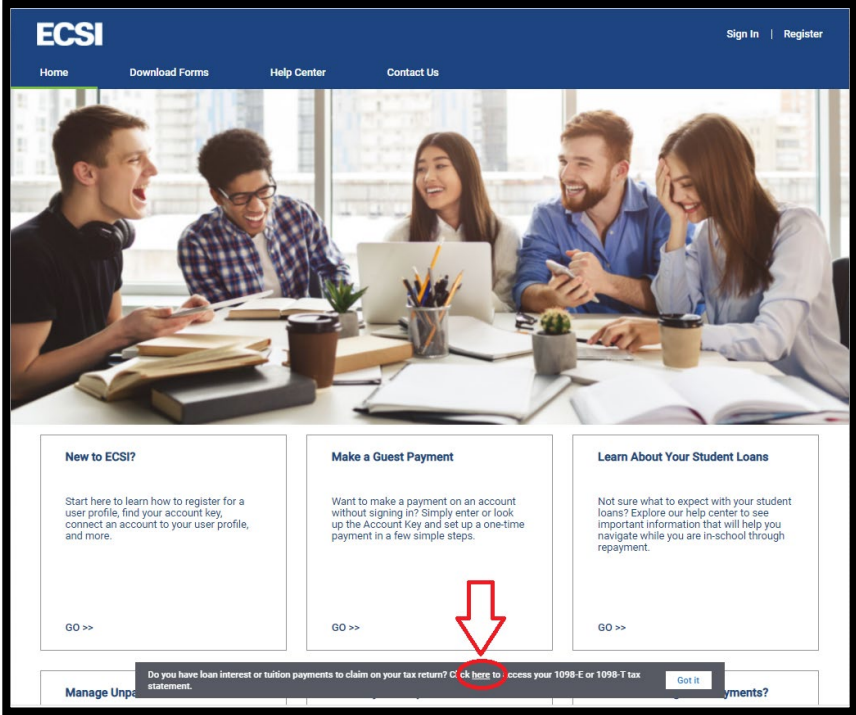


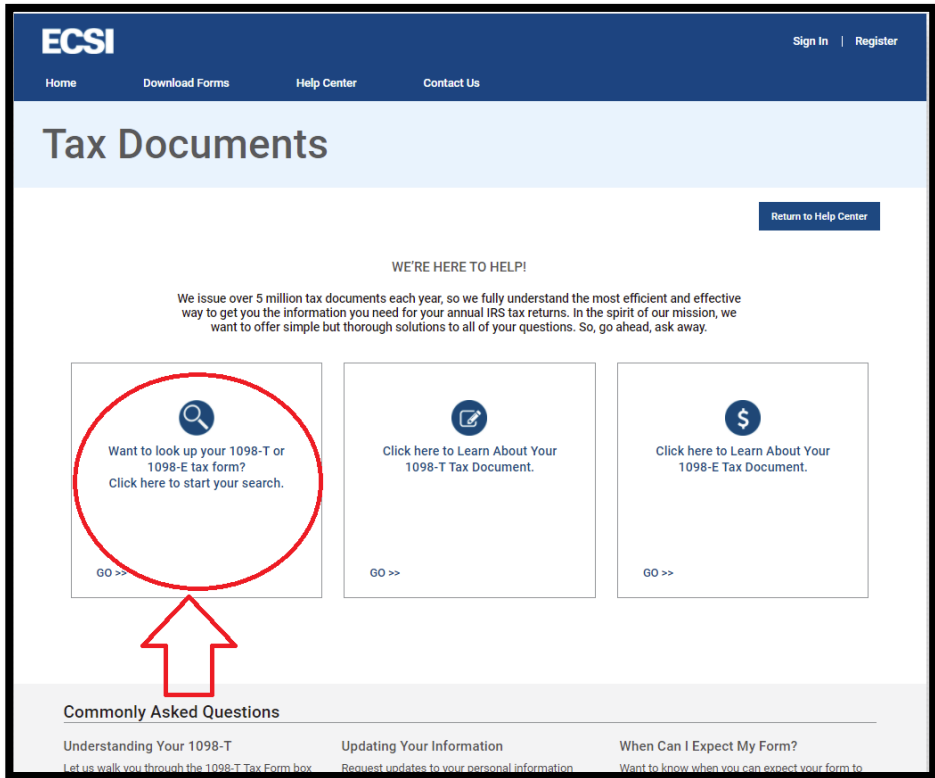
Tax Document Search

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:	<p>Open your web browser and navigate to https://heartland.ecsi.net</p> 
Step 2:	<p>Select the option on the Heartland ECSI home page click here along the bottom of the Homepage.</p> 

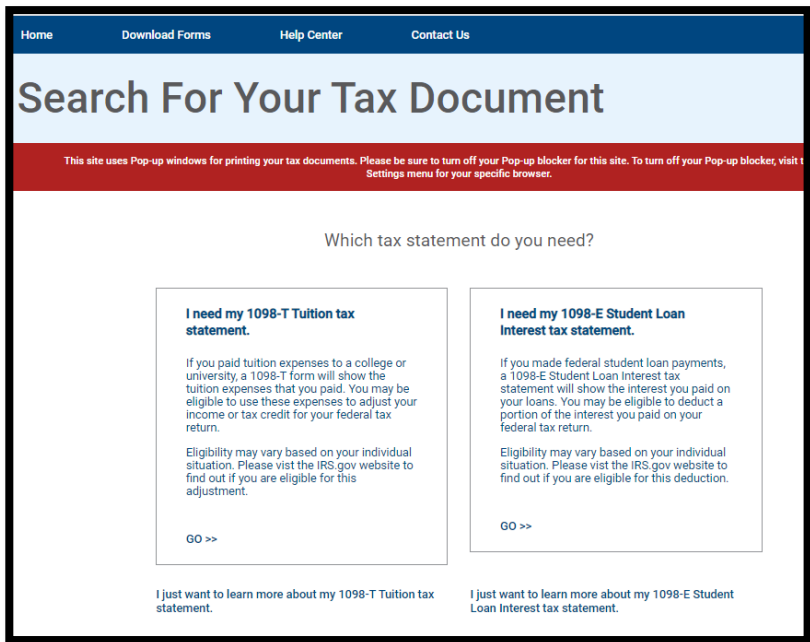
Step 3:

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.



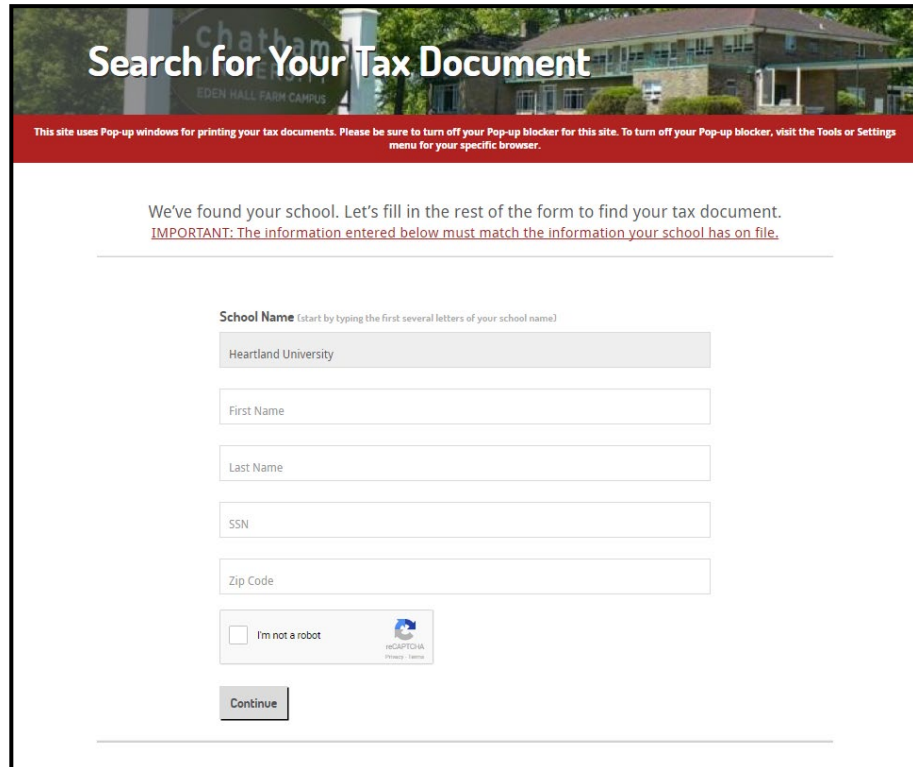
Step 5:

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**.

The screenshot shows the Heartland ECSI website interface. At the top, the logo 'Heartland ECSI' is on the left, and navigation links 'Home', 'Products & Services', and 'Help Center' are on the right. Below the navigation is a banner image of a building with the text 'Search For Your Tax Document'. A red banner below the image contains a warning: 'This site uses Pop-up windows for printing your tax documents. Please be sure to turn off your Pop-up blocker for this site. To turn off your Pop-up blocker, visit the Tools or Settings menu for your specific browser.' Below the banner, the text reads 'First, let's check to make sure your school has posted their tax documents.' A search form is displayed with the label 'School Name (start by typing the first several letters of your school name)'. The search input field contains the text 'Heartland', and a dropdown menu is open showing 'Heartland University' as the selected option. A red arrow points to the search input field. At the bottom of the form, a red 'Submit' button is circled in red.

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 page titled "Search for Your Tax Document" with a background image of a building. A red banner at the top contains a warning: "This site uses Pop-up windows for printing your tax documents. Please be sure to turn off your Pop-up blocker for this site. To turn off your Pop-up blocker, visit the Tools or Settings menu for your specific browser." Below the banner, the text reads: "We've found your school. Let's fill in the rest of the form to find your tax document. IMPORTANT: The information entered below must match the information your school has on file." The form includes the following fields: "School Name" (with a hint: "start by typing the first several letters of your school name") containing "Heartland University"; "First Name"; "Last Name"; "SSN"; and "Zip Code". At the bottom of the form is a CAPTCHA section with the text "I'm not a robot" and a CAPTCHA logo, followed by a "Continue" button.

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**.

We've found your school. Let's fill in the rest of the form to find your tax document.
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
15086

I'm not a robot 

Continue

Step 9:

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

Tax Document Information

This site uses Pop-up windows for printing your tax documents. Please be sure to turn off your Pop-up blocker for this site. To turn off your Pop-up blocker, visit the Tools or Settings menu for your specific browser.

YOUR TAX STATEMENT

The detail shown below is for informational purposes only. If you would like to access prior year tax documents, you will need to create a profile and connect your account. To learn how to connect your account, please visit the the Help Center.

STATEMENT DETAIL FOR CURRENT REPORTING PERIOD

1098-T STATEMENT	Status: Delivered (US Mail) +
1098-E STATEMENT	Status: (Not Available) +