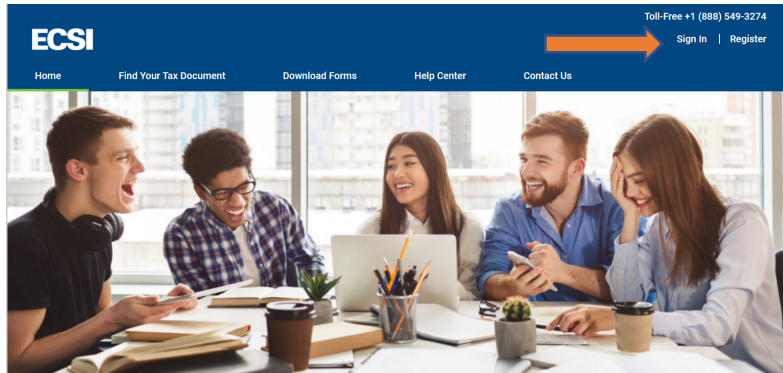


## 1098T Help Form

1098T's are available through our 3<sup>rd</sup> party provider: ECSI <https://heartland.ecsi.net/index.html>



You will then need to Sign In to your existing profile or Register and Create a New Profile.

### Sign In or Register

Sign in or create a profile to view all of your ECSI accounts together.

<b>Sign In</b> TO AN EXISTING PROFILE	<b>Register</b> AND CREATE A NEW PROFILE
<input type="text" value="Username"/>	<input type="text" value="Username"/>
<a href="#">Forgot Username?</a>	
<input type="text" value="Password"/>	<input type="text" value="Password"/>
<a href="#">Forgot Password?</a>	<input type="text" value="Confirm Password"/>
<input type="button" value="Cancel"/>	<input type="button" value="Cancel"/>

If you are creating a new profile you will create a username and password.

**If you do not have your Heartland Key, contact Customer Service at 866-428-1098 for assistance.**

You will then Register and enter your personal information

### Register

Fill in the form to create your profile to view all your ECSI accounts together.



You will then go to the next screen and enter your address information:

### Register

Fill in the form to create your profile to view all your ECSI accounts together.



You will then enter security questions:

## Register

Fill in the form to create your profile to view all your ECSI accounts together.

**IMPORTANT:** Security answers will be required if you need to reset your password at any time in the future. Be sure to remember your answers for future use.



Once you have saved your profile it will then take you back to the sign in screen:

## Sign In or Register

✔ Congratulations! You have successfully created your user profile. Please sign in to connect and access your accounts.

Sign in or create a profile to view all of your ECSI accounts together.

**Sign In**  
TO AN EXISTING PROFILE

**Register**  
AND CREATE A NEW PROFILE

Once you sign in again it will give you the option to receive your verification code:

## Sign In

Choose how to receive your verification code.

The verification code and any communications regarding multi-factor authentication will be generated by Global Payments (GlobalPay). ECSI is a Global Payments company.

- Options:
  - text to the phone number you provided
  - Automated call to phone number provided
  - Email to email address provided

Once you have the code enter into Sign in screen:

## Sign In

To proceed, enter your verification code

Verification code

Verification Code Sent

Continue

Cancel

After you have entered the verification code in it will bring you to this screen:

## Your School Accounts

Keep your account current by signing up for recurring payments using your bank account or credit/debit card.

**Your Connected Accounts**  
CLICK ON THE TILE TO ACCESS YOUR DATA.

**Connect An Account**  
Connect another school or product to your profile



Click on the + to add Saint Martin's University with the Key that was emailed to you

You will then enter the Heartland Key below:

## Register

Connect your existing accounts to your profile.

### Connect An Account

ENTER YOUR HEARTLAND KEY BELOW TO  
CONNECT AN ACCOUNT.  
YOUR HEARTLAND KEY IS LOCATED ON  
COMMUNICATIONS SUCH AS BILLING STATEMENTS,  
PAST DUE NOTICES, AND OTHER NOTIFICATIONS.  
EXAMPLE: AA00XX-12345678912

Heartland Key

Connect

### Search for Your Heartland Key

HAVING TROUBLE LOCATING YOUR HEARTLAND KEY?

FOR LOAN ACCOUNTS, [CLICK HERE >>](#)

FOR PAST DUE STUDENT ACCOUNTS, [CLICK HERE >>](#)

FOR REFUND DISBURSEMENT ACCOUNTS, [CLICK HERE >>](#)

You will then enter your social security number after you have entered the key:

As an additional security measure, please enter  
your SSN and click connect.

☐ I don't have an SSN

Social Security Number

\_\_\_\_-\_\_\_\_-\_\_\_\_

Connect

Once you have entered your social security it will connect your accounts:


**ECSI**

[Home](#) [Your Communication Center](#) [Download Forms](#) [Help Center](#)

**Saint Martin's University**

Lacey, WA 98503

Your Connected Accounts

 **Tax Documents and Information**

You will then click View Account to see the 1098T information:

[View Account](#)

[Update Delivery Method](#)