

ACCESSING YOUR 1098-T FORM

Grand Canyon University uses a third party (ECSI) to mail all IRS 1098-T forms. A 1098-T form is sent to students that have made payments for qualified tuition and related expenses and/or have scholarships and grants posted to their student account during the previous calendar year. The form is mailed to the student's address on file no later than January 31st.

As a reminder, Grand Canyon University cannot answer specific questions related to the 1098-T. We advise that students speak with a qualified tax professional or contact the IRS Taxpayer Assistance line at 1-800- 829-1040.

Below are the steps a student can take if in order view their 1098-T form online. Please note the forms will be available online no later than January 31st.

1098-T Forms can be obtained at the following website:
<https://heartland.ecsi.net/index.main.html#/access/signIn>

There are three steps to access your 1098-T tax form.

1. Create a profile.
2. Sign in to your profile.
3. Connect an account.

Step #1 – Creating A Profile

You will need to create a profile to connect an account and access your 1098-T tax form. Go to the Register and Create A New Profile area on the right side of the page.

Step 1: Think of the username you want to use and enter it in the Username field. Then think of a password you want to use and enter it in the Password field. You will need to re-enter the Password in the Confirm Password field. Click on the Continue button.

The screenshot shows the ECSI website's 'Sign In or Register' page. The header includes the ECSI logo, a toll-free number (+1 (888) 549-3274), and links for 'Sign In' and 'Register'. Below the header is a navigation bar with links for 'Home', 'Find Your Tax Document', 'Download Forms', 'Help Center', and 'Contact Us'. The main heading is 'Sign In or Register'. The page instructs users to 'Sign in or create a profile to view all of your ECSI accounts together.' There are two main sections: 'Sign In TO AN EXISTING PROFILE' and 'Register AND CREATE A NEW PROFILE'. The 'Sign In' section has fields for 'Username' and 'Password', with links for 'Forgot Username?' and 'Forgot Password?'. The 'Register' section has fields for 'Username', 'Password', and 'Confirm Password', and buttons for 'Cancel' and 'Continue'. The 'Register' section is highlighted with a red border.

Step 2: Enter your contact information including your first and last name, date of birth, phone number, and email address. Click on the Continue button.

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

Progress: Profile (1) ✓, Contact (2) ●, Address (3) ○, Security (4) ○

Form fields:

- First Name
- Last Name
- Date of Birth
- Phone Number: (201) 555-0123
- Phone Number Type
- Email Address
- Confirm Email Address

Buttons: Back, Continue

Step 3: Enter your address including street, city, state, and zip code. Click on the Continue button.

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

Progress: Profile (1) ✓, Contact (2) ✓, Address (3) ●, Security (4) ○

Form fields:

- Country: United States
- Street Address
- Street Address 2 (Optional)
- City
- Select a state
- Zip Code

Buttons: Back, Continue

Step 4: Select three (3) security questions and enter your security answers. Check the reCAPTCHA checkbox and click on the Save Your Profile button.

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.

Progress indicator: Profile (✓), Contact (✓), Address (✓), Security (4)

Security Question 1 [Dropdown]
Security Answer 1 [Text Field]

Security Question 2 [Dropdown]
Security Answer 2 [Text Field]

Security Question 3 [Dropdown]
Security Answer 3 [Text Field]

I'm not a robot [reCAPTCHA]

[Back](#) [Save Your Profile](#)

By signing in to your ECSI profile, you acknowledge that you have read, understand, and agree to the [Terms and Conditions](#) and [Privacy Statement](#).

When your profile is successfully created, you will be returned to the Sign In page.

ECSI Toll-Free +1 (888) 549-3274 Sign In Register

Home Find Your Tax Document Download Forms Help Center Contact Us

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

Username [Text Field] [Forgot Username?](#)

Password [Text Field] [Forgot Password?](#)

[Cancel](#)

Register

AND CREATE A NEW PROFILE

Username [Text Field]

Password [Text Field]

Confirm Password [Text Field]

[Cancel](#)

Step #2 – Signing in to Your Profile

Now that you have created your profile, you will need to sign in to the profile to complete step 3 of this process.

To sign in to your profile, click on the Sign In | Register link in the top right of the web page. Go to the Sign In To An Existing Profile area on the left side of the page. Follow the instructions below.

Step 1: Enter your username and password. Click on the Continue button.

Sign In or Register

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

Sign In
TO AN EXISTING PROFILE

Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

Cancel

Register
AND CREATE A NEW PROFILE

Username

Password

Confirm Password

Cancel

Step 2: Choose how you want to receive your verification code. Check the reCAPTCHA checkbox and click on the Send Verification Code button.

NOTE: The code can be received via text if you entered a mobile number for your profile. Otherwise, you can receive your verification code via automated call or email.

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.

Text to ###-###-0263
Mobile phones only. Message and data rates may apply.

Automated Call to ###-###-0263
Mobile and home phones only. Phone or data rates may apply.

Email to s***e@gce.com

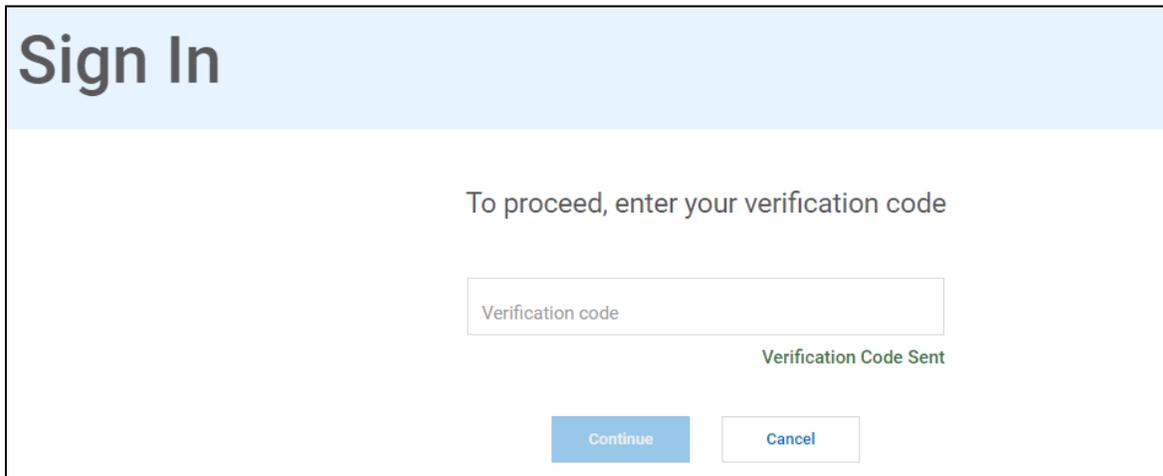
I'm not a robot

reCAPTCHA
Privacy - Terms

Send Verification Code

Cancel

Step 3: Enter the verification code that you received in the Verification Code field. Click on the Continue button.



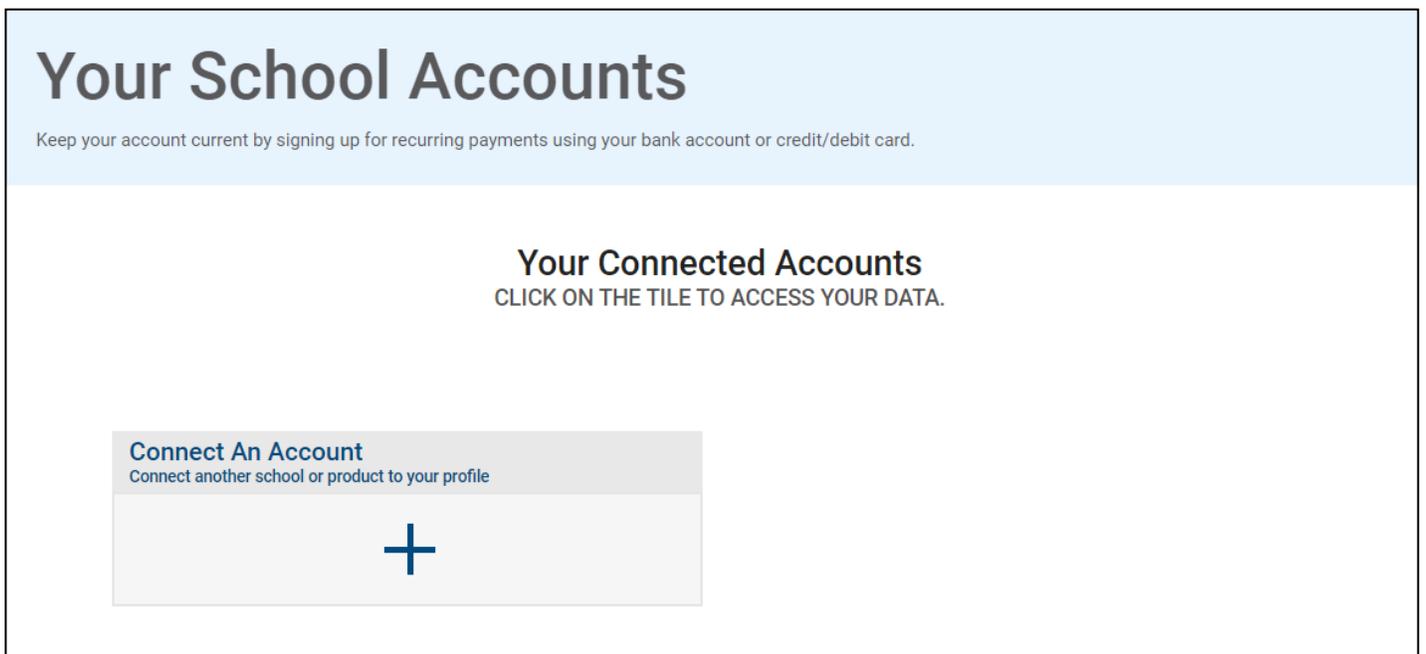
The image shows a 'Sign In' verification screen. At the top, the text 'Sign In' is displayed in a large, bold font. Below this, a message reads 'To proceed, enter your verification code'. A text input field labeled 'Verification code' is centered on the page. To the right of the input field, the text 'Verification Code Sent' is displayed in green. At the bottom of the screen, there are two buttons: a blue 'Continue' button and a white 'Cancel' button with a blue border.

When you have successfully completed the Sign In process, you will be directed to the Your School Accounts page. This is where you will need to connect your tax form account to your profile to view or print your 1098-T(s).

Step #3 – Connect an Account

To connect an account to your profile, use the following steps.

Step 1: Click on the Connect An Account tile from the Your School Accounts page.



The image shows the 'Your School Accounts' page. The header features the title 'Your School Accounts' in a large, bold font, with a sub-header below it that reads 'Keep your account current by signing up for recurring payments using your bank account or credit/debit card.' The main content area is titled 'Your Connected Accounts' and includes the instruction 'CLICK ON THE TILE TO ACCESS YOUR DATA.' Below this, there is a large, light gray tile with the text 'Connect An Account' and 'Connect another school or product to your profile'. A large blue plus sign is centered on the tile.

Step 2: If you have your Heartland Key, it will need to be entered on left side of page.

If you do not have your Heartland Key, you will need to search for it by clicking on the Click Here link next to FOR 1098-T TAX FORMS.

Connect An Account

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 ECSI COMMUNICATIONS SUCH AS BILLING STATEMENTS, PAST DUE NOTICES, AND OTHER NOTIFICATIONS.
EXAMPLE: AA00XX-12345678912

Heartland Key

I'm not a robot 

Connect

Search for Your Heartland Key

HAVING TROUBLE LOCATING YOUR HEARTLAND KEY?

FOR 1098-T TAX FORMS, [CLICK HERE >>](#)

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

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

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

If you do not want to connect an account now, skip this step and continue to your profile. You can connect accounts at any time.
[Skip this step >](#)

Step 3: Choose Grand Canyon University from the school/campus drop-down, enter your SSN, and zip code. After entering, check the reCAPTCHA checkbox and then click on Find My Heartland Key.

Connect An Account

Connect your existing accounts to your profile.

Search for Your Heartland Key

HAVING TROUBLE LOCATING YOUR HEARTLAND KEY?

FOR 1098-T TAX FORMS, [CLICK HERE >>](#)

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

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

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

Please Select Your School/Campus 

SSN - -

Zip Code

I'm not a robot 

Cancel Find My Heartland Key

Step 4: If a Heartland Key exists based on the taxpayer information entered, it will populate in the Heartland Key field under the Connect An Account section on the left side of the page. Check the reCAPTCHA checkbox and then click on Connect. Please note you may be prompted to re-enter your SSN.

If the system cannot locate a match, you will need to call the ECSI Contact Center at (866) 428-1098 for assistance.

Connect An Account

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 ECSI COMMUNICATIONS SUCH AS BILLING STATEMENTS, PAST DUE NOTICES, AND OTHER NOTIFICATIONS.
EXAMPLE: AA00XX-12345678912

Heartland Key
AA00XX-24682468246

I'm not a robot

reCAPTCHA
Privacy Terms

Connect

Search for Your Heartland Key

HAVING TROUBLE LOCATING YOUR HEARTLAND KEY?

FOR 1098-T TAX FORMS, [CLICK HERE >>](#)

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

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

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

If you do not want to connect an account now, skip this step and continue to your profile. You can connect accounts at any time.
[Skip this step >>](#)

After clicking on the Connect button, you will receive a message that the account has been connected.

Register

✔ The account has been connected.

View Your 1098-T Tax Information Online

After you have created a profile, signed in to your profile, and connected your tax form account, you can view your 1098-T tax information.

From the Your School Accounts page, click on the tile/card that is displayed for the school.

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

Grand Canyon University
Phoenix, AZ 85017
School Code: ACZ3

Tax Documents & Information

Then, click on the View Account button.

Grand Canyon University
Phoenix, AZ 85017

Your Connected Accounts

Tax Documents and Information

US Mail
Delivery Method

View Account Update Delivery Method

Your tax form information will be displayed on the page.

Grand Canyon University

Phoenix, AZ 85017

US Mail
Delivery Method [Update Delivery Method](#)

Tax Statements & Information

[Account Overview](#) [History](#) [Contact Info](#)

STATEMENT DETAIL FOR CURRENT REPORTING PERIOD

1098-T STATEMENT Status: Delivered US Mail [Hide Details »](#)

Reporting Institution:	Grand Canyon University	Tax Year:	2023	View/Print Statement » You must turn off your pop-up blocker to view and print the tax form.
Status:	N/A	Delivery Address:		
Box 1 ("Payments"):	\$1,305.00	Box 2 ("Charges"):	\$0.00	Make a Change » Select this option if you would like to update your SSN, Name or Address listed on your tax form.
Box 3 ("Reporting Method Changed"):	No	Box 4 ("Prior Year Adjustments"):	\$0.00	
Box 5 ("Scholarships & Grants"):	\$0.00	Box 6 ("Prior Year Adjustments (scholarships/grants)");	\$0.00	Create a Dispute » Select this option if you disagree with information shown in the boxes of your tax form.
Box 7 ("Amounts for Upcoming Term"):	No	Box 8 ("Half-Time or Above"):	Yes	
Box 9 ("Graduate Student"):	No	Box 10 ("Ins. Contract Reimb./Refund"):	\$0.00	

To view prior year 1098-T tax forms, click on the History button.

Tax Statements & Information

[Account Overview](#) [History](#) [Contact Info](#)

STATEMENT HISTORY Statement Period: Last 5 Years (All) ▼

Tax Year	Statement Type	View Statement »
2023	1098-T	View Statement »
2022	1098-T	View Statement »
2021	1098-T	View Statement »
2020	1098-T	View Statement »
2019	1098-T	View Statement »