

# 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 31<sup>st</sup>.

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 these steps are only for forms for 2024 and prior.** Starting with 2025 forms, students can access within the Student Portal.

Forms for 2024 and prior 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'. The navigation bar contains links for 'Home', 'Find Your Tax Document', 'Download Forms', 'Help Center', and 'Contact Us'. The main content area is titled 'Sign In or Register' and contains two 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?', and a 'Cancel' button. The 'Register' section, which is highlighted with a red border, has fields for 'Username', 'Password', and 'Confirm Password', and buttons for 'Cancel' and 'Continue'.

**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.

✓

2

3

4

Profile

Contact

Address

Security

First Name

Last Name

Date of Birth

(201) 555-0123

Phone Number Type

Email Address

Confirm Email Address

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.

✓

✓

3

4

Profile

Contact

Address

Security

Country

United States

Street Address

Street Address 2 (Optional)

City

Select a state

Zip Code

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.

✓

Profile

✓

Contact

✓

Address

4

Security

Security Question 1

Security Answer 1

Security Question 2


Security Answer 2

Security Question 3

Security Answer 3

☐

I'm not a robot



reCAPTCHA

Privacy Terms

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

[Forgot Username?](#)

[Forgot Password?](#)

### Register

AND CREATE A NEW PROFILE

## 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

[Forgot Username?](#)

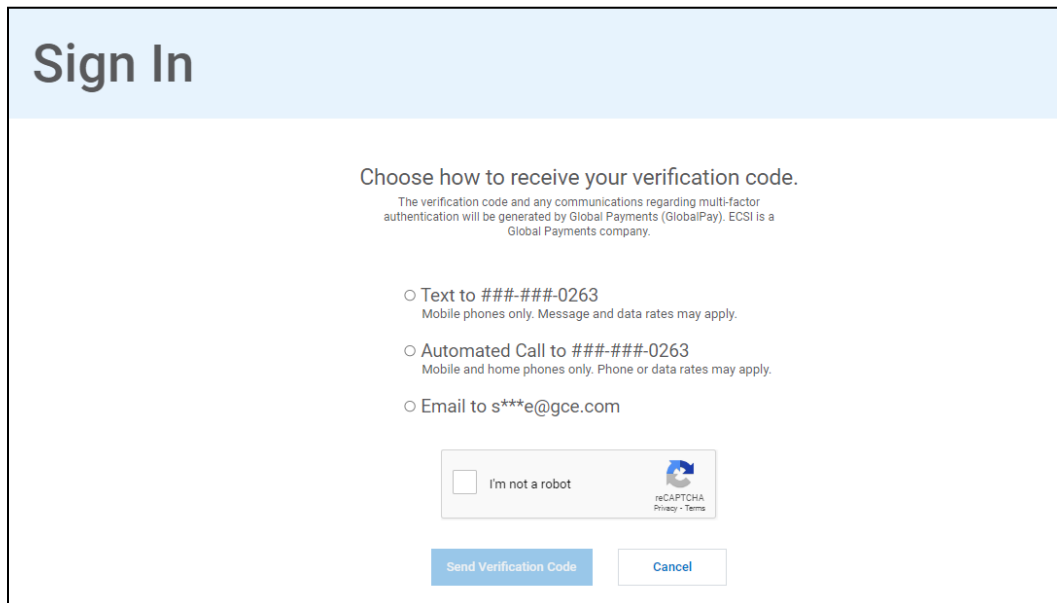
[Forgot Password?](#)

### Register

AND CREATE A NEW PROFILE

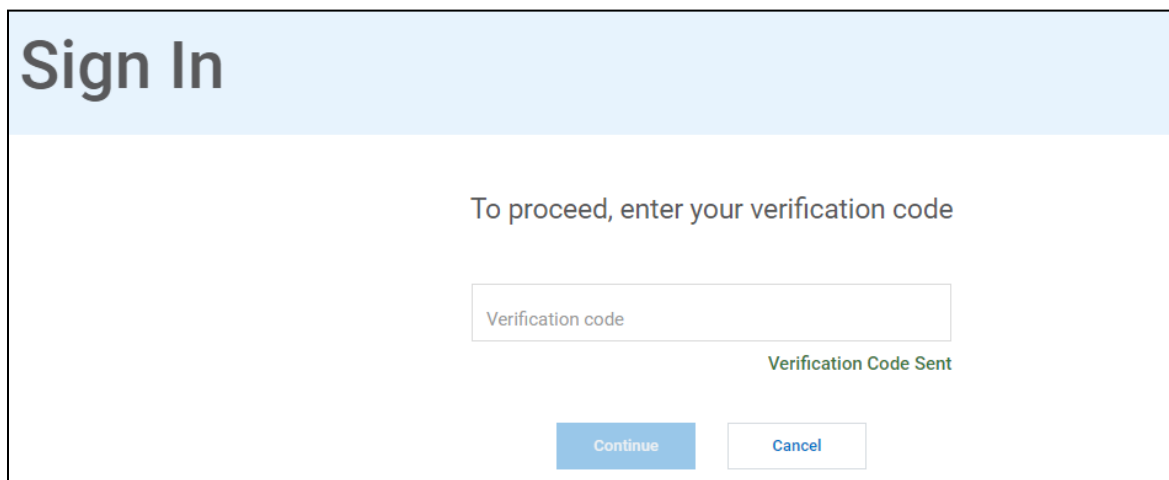
**Step 2:** Choose how you want to receive your verification code. Check the reCAPTCHA checkbox and click on the Send Verification Code button.

**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.



The screenshot shows a 'Sign In' page with a light blue header. Below the header, the text reads: '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.' There are three radio button options: 'Text to ###-###-0263' (with subtext 'Mobile phones only. Message and data rates may apply.'), 'Automated Call to ###-###-0263' (with subtext 'Mobile and home phones only. Phone or data rates may apply.'), and 'Email to s\*\*\*e@gce.com'. Below these options is a reCAPTCHA checkbox labeled 'I'm not a robot' with a reCAPTCHA logo and links for 'Privacy' and 'Terms'. At the bottom are two buttons: 'Send Verification Code' and 'Cancel'.

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



The screenshot shows the 'Sign In' page with a light blue header. Below the header, the text reads: 'To proceed, enter your verification code'. There is a text input field labeled 'Verification code'. Below the input field, the text 'Verification Code Sent' is displayed in green. At the bottom are two buttons: 'Continue' and 'Cancel'.

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.

# 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



**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.

**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 >>](#)

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 

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.



**Grand Canyon University**  
Phoenix, AZ 85017  
School Code: ACZ3



Tax Documents & Information

### Connect An Account

Connect another school or product to your profile



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	
2023	1098-T	<a href="#">View Statement »</a>
2022	1098-T	<a href="#">View Statement »</a>
2021	1098-T	<a href="#">View Statement »</a>
2020	1098-T	<a href="#">View Statement »</a>
2019	1098-T	<a href="#">View Statement »</a>