

## South Dakota Board of Regents 1098T Access through Heartland ECSI.

This includes 1098T information for

- University of South Dakota
- South Dakota State University
- South Dakota School of Mines and Technology
- Northern State University
- Black Hills State University
- Dakota State University

Heartland ECSI provides students the ability to easily access and view their 1098-T forms online at <https://heartland.ecsi.net>. Students will need their first and last name, social security number, and zip code to access their form. The information needed to access a student's 1098-T form must match the information provided by the school.

### Step 1

Students looking to view their most recent 1098-T tax form can do so at <https://heartland.ecsi.net>.

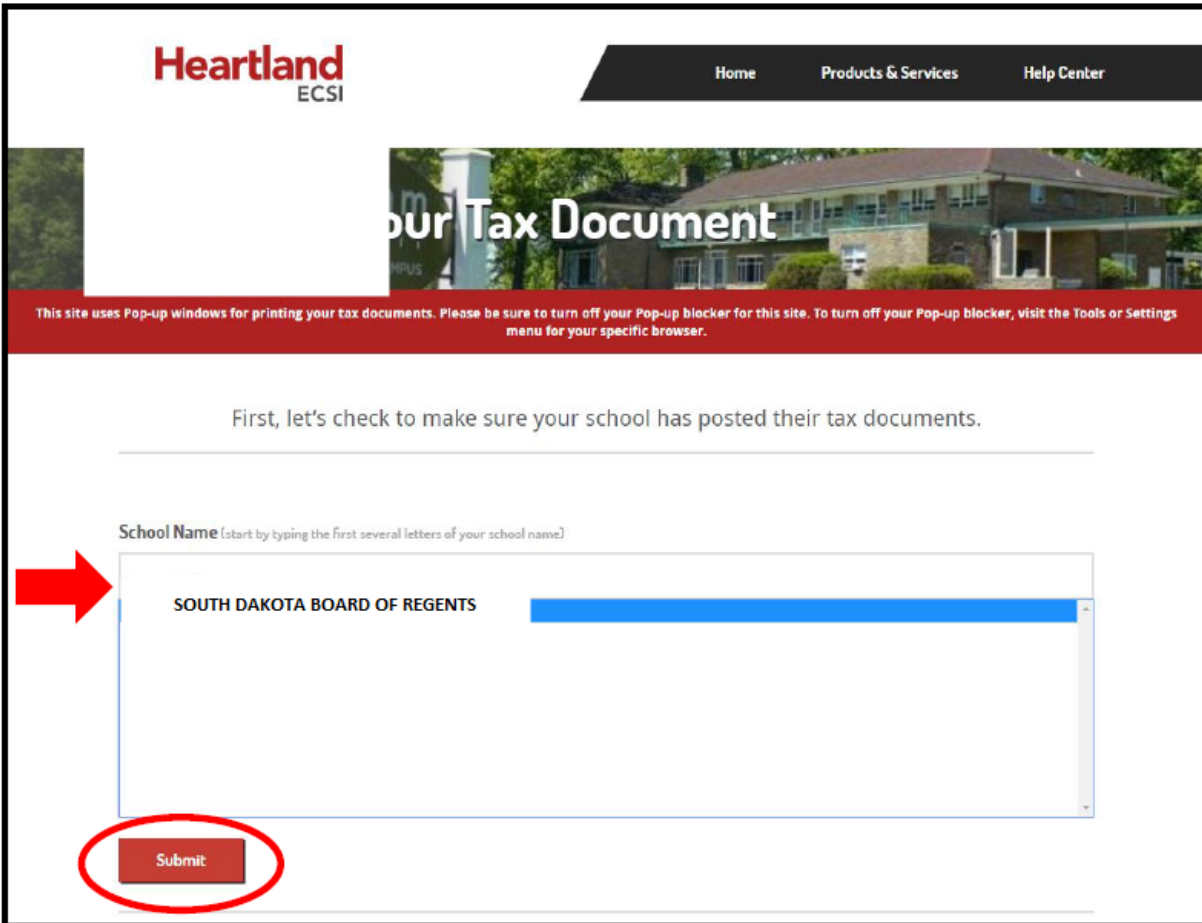
### Step 2

Select the option on the Heartland ECSI home page **Click here** after **Want to view your tax form?**

The screenshot shows the Heartland ECSI website interface. At the top right, there is a red button labeled "Sign In or Register" with a right-pointing arrow. Below this is a navigation menu with "Home", "Products & Services", and "Help Center" links. The main banner features the "Heartland ECSI" logo on the left and a large "Tax" graphic on the right. The banner text reads "Tax Season Is Here" and "Access your 1098-T or 1098-E tax forms online". Below the banner, the text "Tax season is here. Want to view your tax form? **Click here**" is displayed, with "Click here" circled in red. A large yellow arrow points from the right side of the page towards the "Click here" link. At the bottom left, there is a red button labeled "Live Chat Online" with a right-pointing arrow. Below the "Click here" link, the text "Already have a profile? **Sign In** to view your tax document." is visible.

### Step 3

Search for the name of the school in the field **School Name**, select **South Dakota Board of Regents** for USD, SDSU, BHSU, DSU, SDSMT or NSU and click **Submit**.



The screenshot shows the Heartland ECSI website interface. At the top left is the logo for Heartland ECSI. To the right is a navigation bar with links for Home, Products & Services, and Help Center. Below the navigation bar is a banner image of a building with the text 'our Tax Document'. A red banner below the banner image contains a message: '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 red banner, the text reads: 'First, let's check to make sure your school has posted their tax documents.'

Underneath this text is a search field labeled 'School Name (start by typing the first several letters of your school name)'. A red arrow points to the search field. The search results show 'SOUTH DAKOTA BOARD OF REGENTS' selected, highlighted with a blue bar.

At the bottom left of the search area, the 'Submit' button is circled in red.

## Step 4

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

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

**Search for Your Tax Document**

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.

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)


SOUTH DAKOTA BOARD OF REGENTS

First Name

Last Name

SSN

Zip Code

I'm not a robot 

Continue

## Step 5

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 6:

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)


SOUTH DAKOTA BOARD OF REGENTS

First Name  
Training

Last Name  
McTrainer

SSN  
XXX-XX-1111

Zip code  
15086

I'm not a robot 

**Continue**

---

## Step 7

The **Tax Document Information** window appears listing the current year's tax forms.



### 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)** +

---

## Step 8

Students view their current 1098-T. Clicking on the + sign to the right of the delivery status provides the student's tax form detail, as well as printing and administrative options.



**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  -

Reporting Institution: Heartland University Tax Year: 2016

[View/Print Statement »](#)  
You must turn off your pop-up blocker to view and print the tax form.

Delivery Address: 100 GLOBAL VIEW DR, WARRENDALE, PA 15086

Box 1 ("Payments"): \$600.00 Box 2 ("Charges"): \$8319.50

[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
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

[Create a Dispute »](#)  
Select this option if you disagree with information shown in the boxes of your tax form.

---

**1098-E STATEMENT**

Status: Delivered  +

