Step 1: Click on “Click here to retrieve your login credentials.”

Step 2: Enter your information and click submit.
### Step 3: Right down your login information. School Code, Account, and Password.

You have been authenticated. Your login credentials are below. NOTE: This form will display up to three columns if you attended multiple schools.

<table>
<thead>
<tr>
<th>School Code: 037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account: Your SSN</td>
</tr>
<tr>
<td>Password: [redacted]</td>
</tr>
</tbody>
</table>

You may click this link to open the Login Page in a new window.

---

### Step 4: Click “Login Page” Enter your information. Organization Code is that same as the School Code.

Unless you are a legal party to the account (i.e., student, borrower, co-signer or school), it is unlawful to attempt to access personal student account information.

<table>
<thead>
<tr>
<th>Organization Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account: [ ] Should Typing in Account</td>
</tr>
<tr>
<td>Password: [ ]</td>
</tr>
</tbody>
</table>

**Notice To Borrowers:** This is an attempt to collect a debt, and any information obtained will be used for that purpose.

**Help is available for this form.**
If you are here by mistake, return to the Home Page.

**Having problems gaining access?** These pages may help:

1. I do not know my login, [View Login Credentials](#).
2. To understand how ECSI protects your privacy, please read our Privacy Policy.
3. For information about the security of ECSI’s website, please read our Security FAQ.
Step 5: Click “Signup for Electronic Tax Documents”

Step 6: Complete the form and click submit.

Step 7: Click on “My Account”
Step 8: Click on “Tax Information”

You may maintain or view information about your account on this page.

My Account
Tax Information
Signup for Electronic Tax Documents
Release of Information
Password Change
Logoff

Customer Service
Live Customer Service
Comment to Webmaster

Step 9: Select the year and click view

All tax documents will be available and mailed by January 31st. Please allow one week for delivery. If you have specific questions about why your institution reports in Box 1 or Box 2 please visit http://www.ecsi.net/taxSelect/student.html for more information.

**Please keep in mind ECSI cannot offer tax advice, please consult your tax professional.**

Below are the tax documents available for your account.

<table>
<thead>
<tr>
<th>View</th>
<th>Year Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2015 1098-T</td>
</tr>
</tbody>
</table>

Help is available for this form. Contact Us.
Return to the My Account page or Logout.

Step 10: You may print the page for your records.