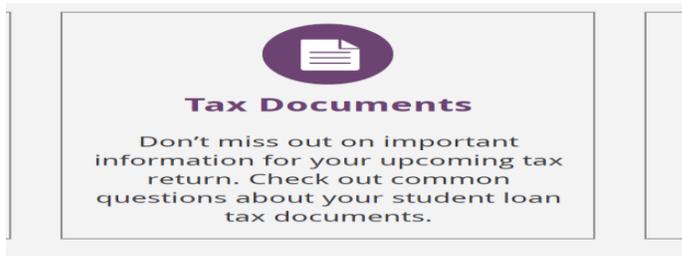


**IMPORTANT NOTE: We CANNOT and WILL NOT give out tax advice – for tax advice, students need to either contact the IRS at [www.irs.gov](http://www.irs.gov) or their tax preparer.**

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## Logging in to ECSI to retrieve a 1098T from any year

1. Go to <https://heartland.ecsi.net>
2. On the first page, go down until you find this box



Click on the box

3. Go down the page until you see this message

[CLICK HERE TO SEARCH FOR YOUR TAX FORM](#)

Click on line

4. Place cursor where it says “School Name” Start typing Blue. The system will pull up colleges which start with Blue.
5. Pick “Blue Mountain Community College” and hit the “Submit” button
6. This line will appear  
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.**
7. Fill in all the fields
8. After all fields are completed the “Continue” button will turn red
9. Hit the Continue button (after it turns red)
10. The site will either give you the option to view your 1098T information or let you know the account does not exist. If the system says the account does not exist and you think there may be an issue please email [BMCC-1098T@bluecc.edu](mailto:BMCC-1098T@bluecc.edu)

This email account will be checked regularly and a reply will be given to you within 2 business days.