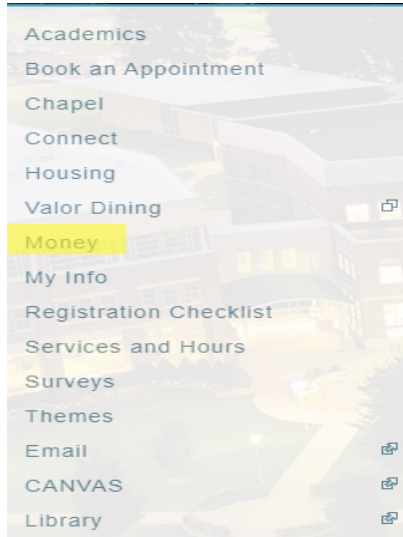
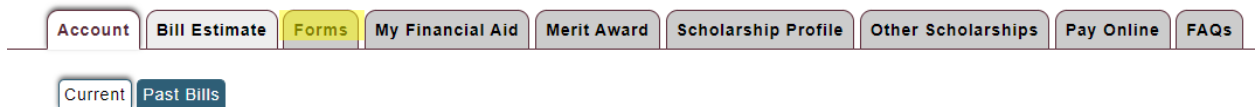


How to Access Your Virtual 1098-T

1. Log into your student portal
2. Click “Money” link on the left, and then the “Forms” tab on the next page. Select 1098-T Tax Document



Money



Money



- [Student Check Request Form](#) 
- [Pre-Authorized Credit/Debit Card Payment Form](#) 
- [1098-T Tax Document](#) 

3. Register a new account with ECSI (if you do not already have an account)
4. Fill in student’s information, using your Evangel University student email address
5. Complete security question page
6. Sign in using the account information you just created – will send you a verification code to the number used on the account for two-step log in
7. Once logged in, click “Connect An Account”
8. You will not have a Heartland Key. Click “1098-T Tax Forms” link on the right under Search for Your Heartland Key
9. Enter Evangel University, student’s SSN, and the zip code the university has on file for the student*

- a. *The zip code MUST match what we have record of. It will not generate a key if it does not match.

10. Key should autofill in the box on the left once information is submitted

After going through these steps, your student account and the university should be linked. If there is a form available for you, it should show on the profile page. If you cannot access your document, you may try doing it through another web browser. Please call our office at (417)865-2815 x 7700 or email us at bursar@evangel.edu if you still need assistance after completing the above steps.