Online Access for 1098-t Forms:

1. Open internet and browse to https://cgi.ecsi.net/cgi-bin/bcgi.exe?bcgiu4

2. Enter in your First Name, Last Name, last 4 numbers of your SSN, Date of Birth, and Zip Code. Then press “Submit” button.

3. After you have pressed the “Submit” button, a webpage containing your School Code, Account, and Password will be displayed. Below your information click on the link, “Login Page”.

4. After you have clicked on the “Login Page” link, another webpage will appear where you will enter your School Code, Account/ SSN, and Password. Then click “Login”.

5. After you have Logged In, a webpage containing “My Account”, “Customer Service”, and “Documents” will appear. Under “My Account” click on the link, “Tax Information”.

6. After you have clicked “Tax Information”, a webpage containing “General Announcement”, “1098-T Box 1 &2 Definition”, and the “Year Type”. Under “Year Type” Click “2012 1098-T” then click “View”.