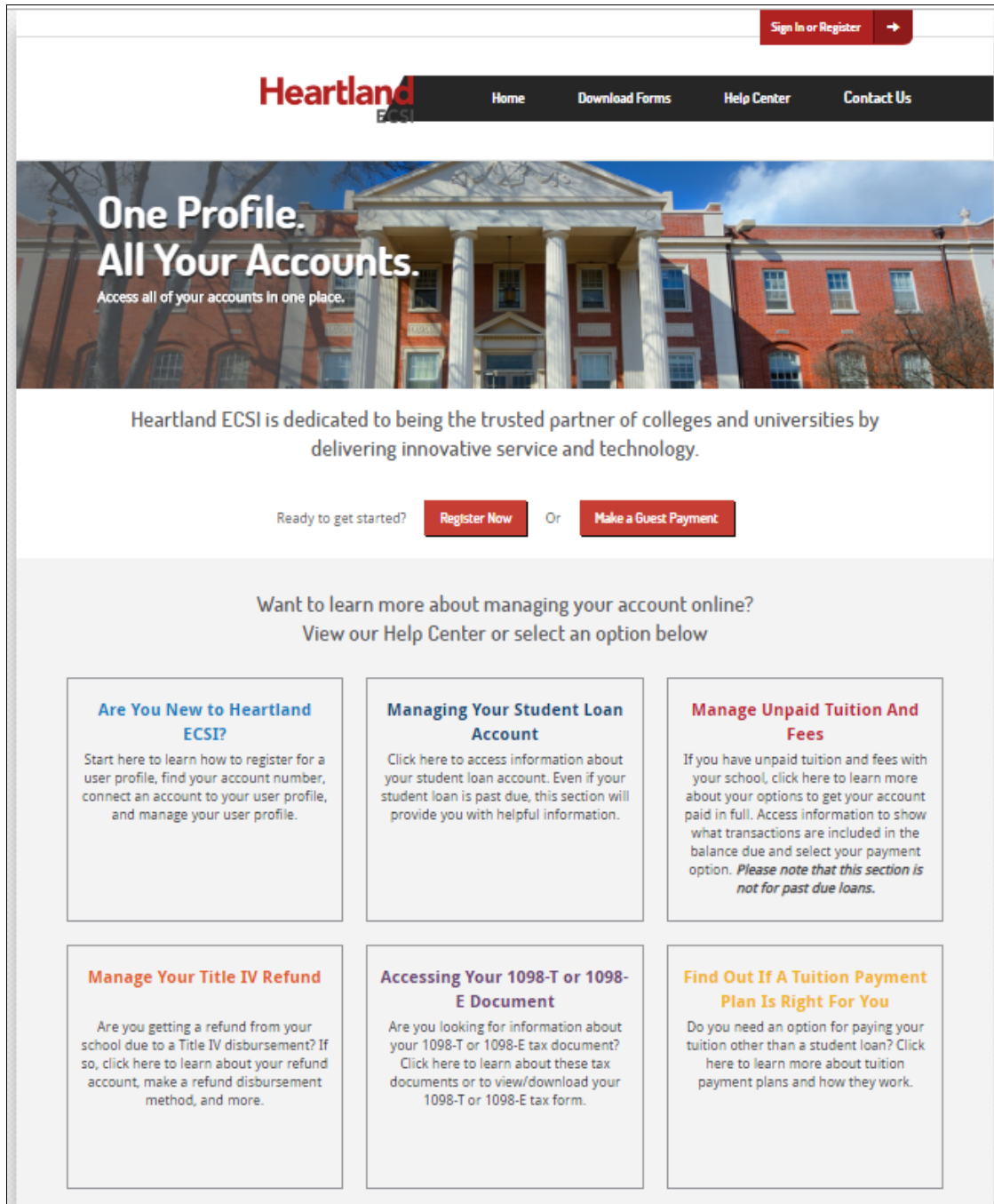


How to Opt-Out of E-Consent for TaxSelect

Opting-out of Electronic Delivery is completed inside of the TaxSelect user's profile. First the step a TaxSelect user must complete is to log in or create a profile. From <https://heartland.ecsi.net>, click the **Sign In or Register** button located at the top right of the screen.



The screenshot shows the Heartland ECSI website homepage. At the top right, there is a red button labeled "Sign In or Register" with a right-pointing arrow. Below this is a dark navigation bar with the "Heartland ECSI" logo on the left and links for "Home", "Download Forms", "Help Center", and "Contact Us". The main content area features a large banner image of a classical building with columns. Overlaid on the image is the text "One Profile. All Your Accounts." and "Access all of your accounts in one place." Below the banner is a paragraph: "Heartland ECSI is dedicated to being the trusted partner of colleges and universities by delivering innovative service and technology." Underneath this are two buttons: "Register Now" and "Make a Guest Payment", with the text "Ready to get started?" and "Or" between them. Further down, a section titled "Want to learn more about managing your account online? View our Help Center or select an option below" contains six boxes with links to various help topics.

Sign In or Register →

Heartland ECSI Home Download Forms Help Center Contact Us

**One Profile.
All Your Accounts.**
Access all of your accounts in one place.

Heartland ECSI is dedicated to being the trusted partner of colleges and universities by delivering innovative service and technology.

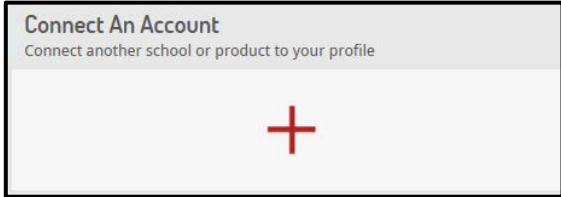
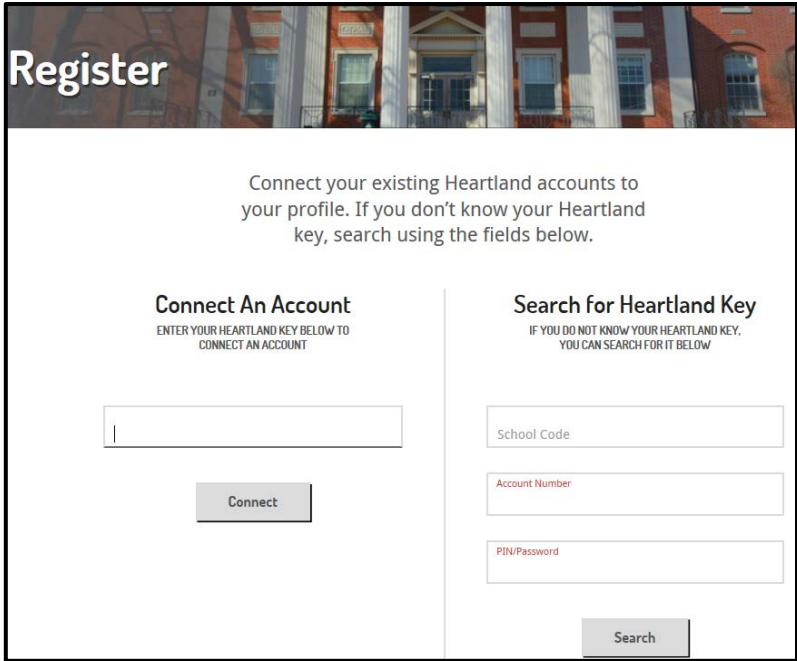
Ready to get started? [Register Now](#) Or [Make a Guest Payment](#)

Want to learn more about managing your account online?
View our Help Center or select an option below

- Are You New to Heartland ECSI?**
Start here to learn how to register for a user profile, find your account number, connect an account to your user profile, and manage your user profile.
- Managing Your Student Loan Account**
Click here to access information about your student loan account. Even if your student loan is past due, this section will provide you with helpful information.
- Manage Unpaid Tuition And Fees**
If you have unpaid tuition and fees with your school, click here to learn more about your options to get your account paid in full. Access information to show what transactions are included in the balance due and select your payment option. *Please note that this section is not for past due loans.*
- Manage Your Title IV Refund**
Are you getting a refund from your school due to a Title IV disbursement? If so, click here to learn about your refund account, make a refund disbursement method, and more.
- Accessing Your 1098-T or 1098-E Document**
Are you looking for information about your 1098-T or 1098-E tax document? Click here to learn about these tax documents or to view/download your 1098-T or 1098-E tax form.
- Find Out If A Tuition Payment Plan Is Right For You**
Do you need an option for paying your tuition other than a student loan? Click here to learn more about tuition payment plans and how they work.

Once the TaxSelect user has signed in or registered their account, they must make sure their TaxSelect Heartland Key is connected. If the user's Heartland Key is not connected, please follow the steps below to connect the Heartland Key.

Connect an Account

Adding an Account WITH a Heartland Key	
<p><i>Step 1:</i></p>	<p>From the Your School Accounts screen, click the red plus sign located under the Connect An Account box.</p> <div data-bbox="597 550 1154 745" data-label="Image"></div>
<p><i>Step 2:</i></p>	<p>This screen appears when the borrower clicks the Connect an Account plus sign.</p> <div data-bbox="480 865 1271 1522" data-label="Image"></div>

Step 3:

Enter the Heartland Key on the blank field located under the **Connect An Account** section of the **Register** screen. Click the **Connect** button to continue.



Connect An Account
ENTER YOUR HEARTLAND KEY BELOW TO
CONNECT AN ACCOUNT

Connect

After the Tax Heartland Key is connected, the Tax user will have the option to select their Tax account as shown below.



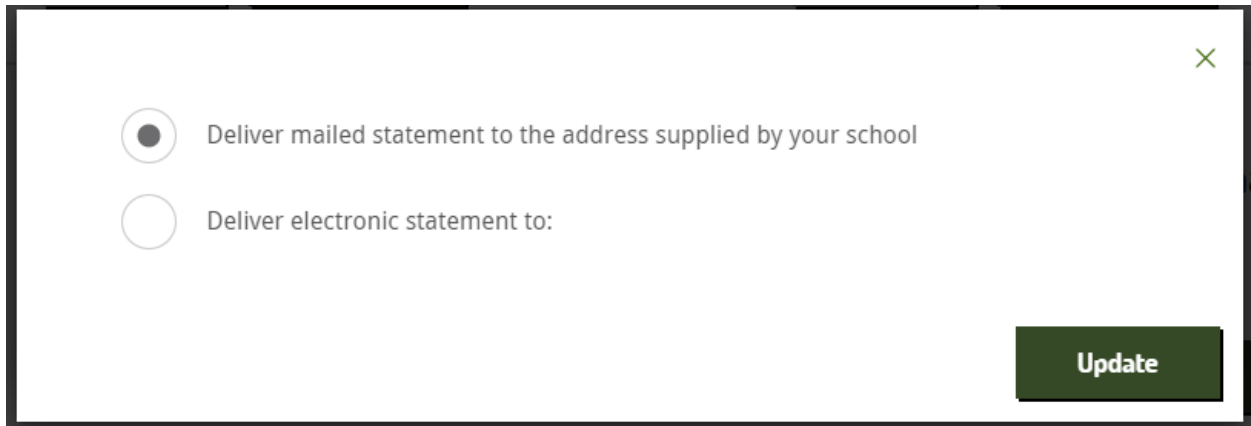
Heartland ECSI University

Coraopolis, PA 15108



Tax Documents & Information

The TaxSelect user selects their Tax account tile and the page below will appear giving the borrower the options to either view their account or to update their delivery method. The tile also shows what the current delivery method is setup for. To update the delivery method, select "Update Delivery Method". Once selected, the TaxSelect user will have the option to update their delivery method to their preference.



The screenshot shows a form with a close button (X) in the top right corner. It contains two radio button options: "Deliver mailed statement to the address supplied by your school" (which is selected) and "Deliver electronic statement to:". An "Update" button is located in the bottom right corner.

Deliver mailed statement to the address supplied by your school

Deliver electronic statement to:

Update