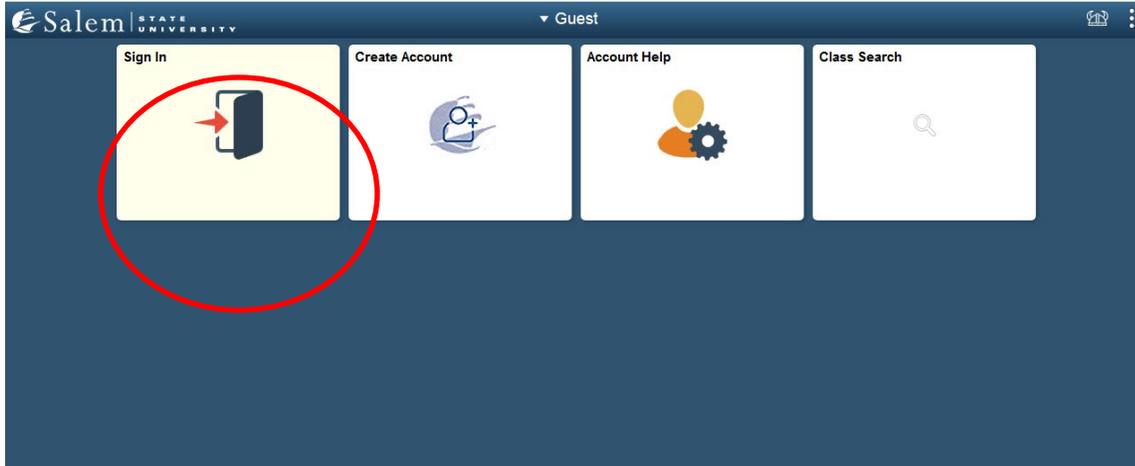


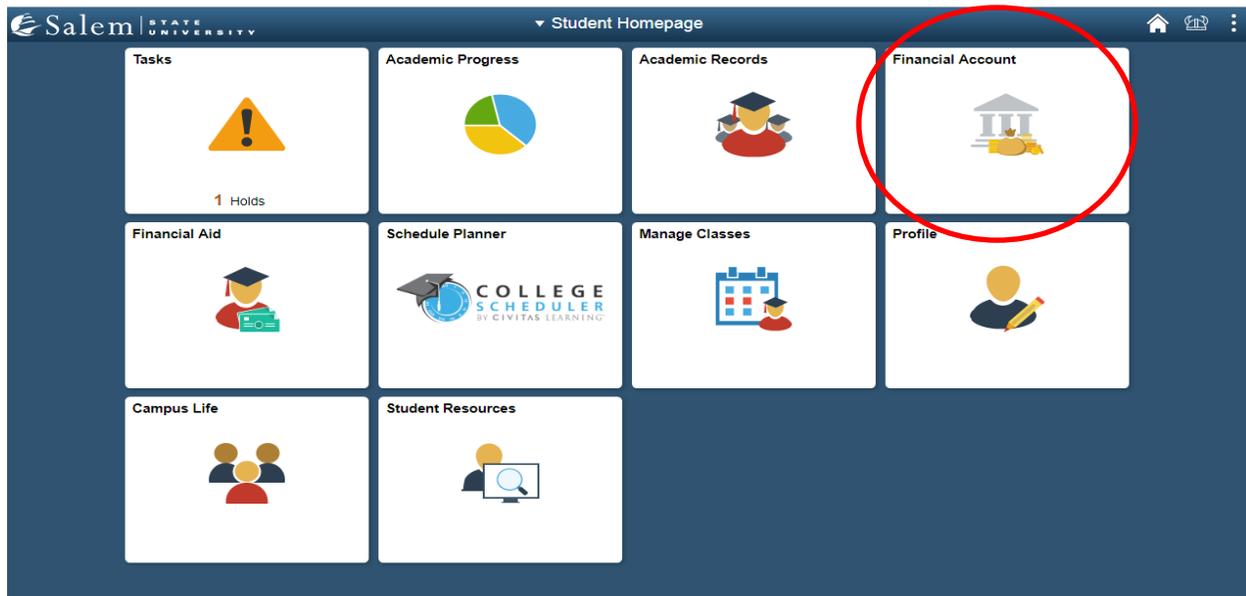
Student Navigation Center

How to: Access my 1098-T

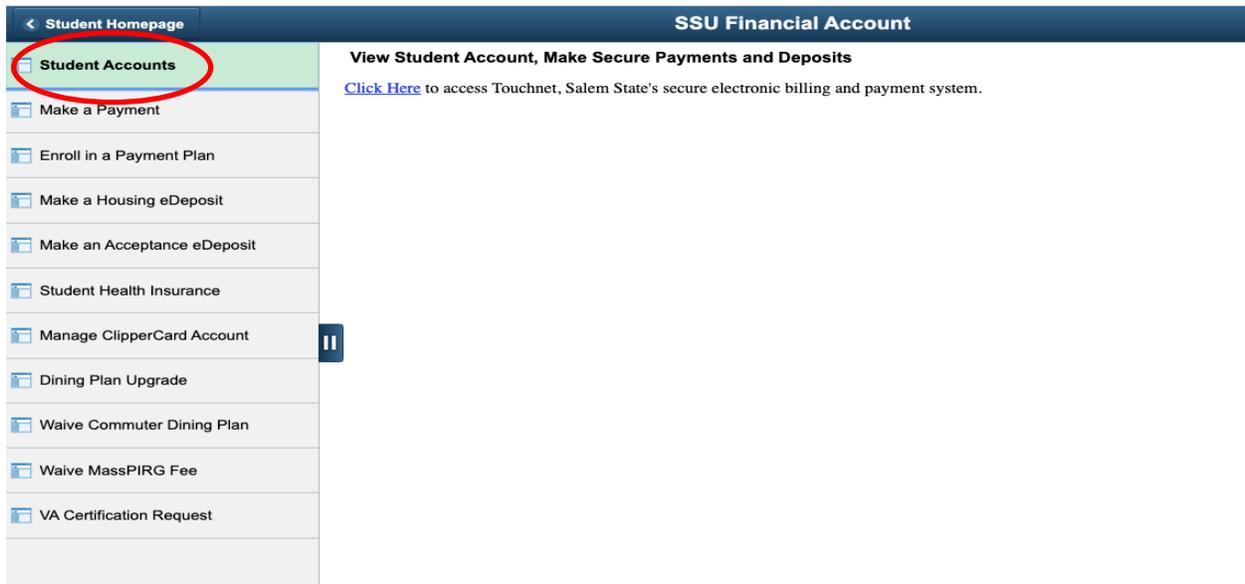
1. Log into Navigator.



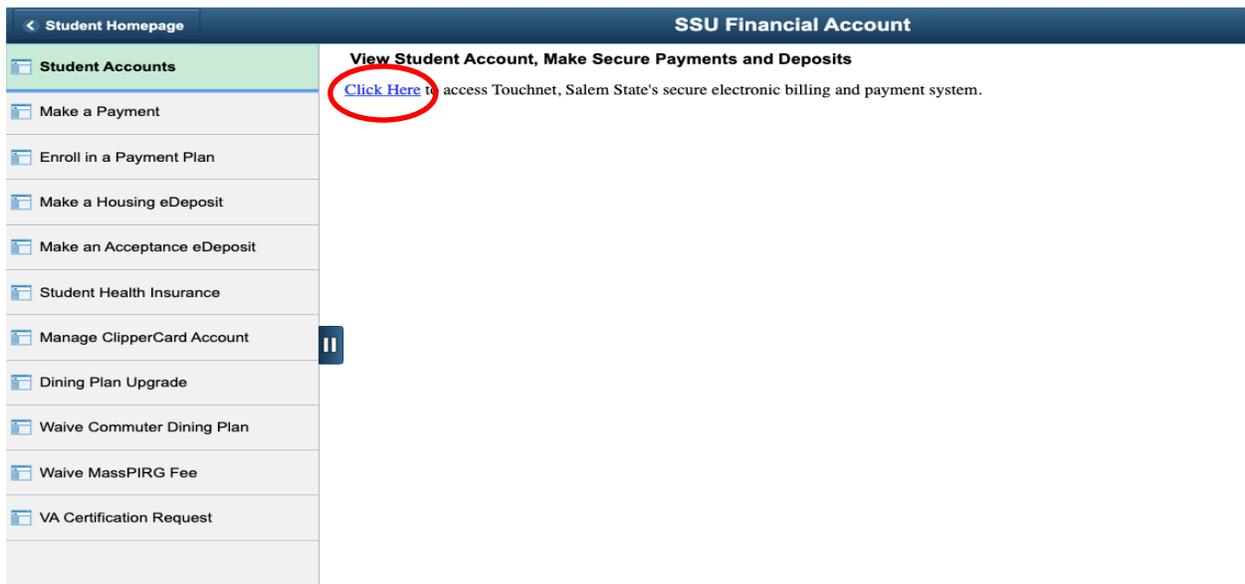
2. Once at the Student Homepage, click on "Financial Account".



3. Located in the menu bar, click on “Student Accounts”.



4. Click on the “Click Here” link to access TouchNet.



5. Complete required Multi-Factor Authentication (MFA) steps. If this is your first time logging in, you will need to choose a Multi-Factor Authentication option to receive codes to login. Click [here](#) for a how-to guide on setting up and using the MFA.
6. The 1098T option will be available on the home page

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Logged in as: [REDACTED] | Logout

My Account Make Payment Payment Plans Deposits Refunds Help

Announcement

IMPORTANT ANNOUNCEMENTS

BALANCE DUE BY TERM
Please note that your balance due is broken down by term, so please make sure to toggle into View Activity for your Balance Due by term.

PAYMENT PLANS
Payment Plans are only available for current term balances. If you have an amount due in a past semester and would like to sign up for a payment plan, please contact collections@salemstate.edu

TASK TILE
Please remember to monitor the Tasks tile in your Navigator on a consistent

Student Account ID: [REDACTED]

Balance
Estimated Financial Aid
Balance Including Estimated Aid

View Activity Enroll in Payment Plan **Make Payment**

Statements

Your latest eBill Statement (1/12/21) Statement View Statements

Your latest 1098-T Tax statement 2020 1098-T Statement View Statements

My Profile Setup

- Authorized Users
- Personal Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

7. You can also see the 1098-T tax document click on the “My Account” link

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My Account Make Payment Payment Plans Deposits Refunds Help

8. Select the ‘Statements’ option

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My Account Make Payment

- Account Activity
- Statements**
- Payment History
- Consents and Agreements

9. You will then have the option to select 1098-T Tax Statements and click the 'View' button to open the 1098T

The screenshot shows the Salem State University portal. At the top, there is an orange header with the university logo and the text "Logged in as: [redacted]". Below the header is a dark grey navigation bar with links for "My Account", "Make Payment", "Payment Plans", "Deposits", "Refunds", and "Help". The main content area is titled "Statements" and has two tabs: "Billing Statements" and "1098-T Tax Statements". Under the "1098-T Tax Statements" tab, there is a table with the following content:

1098-T Tax Statement	
Tax Year	Action
2020	<input type="button" value="View"/>

The "View" button in the "Action" column for the year 2020 is circled in red.

10. You will be redirected to ECSI, a third-party company that has partnered with Salem State to provide the 1098-T. This is where 1098-T statements are stored. From here, students can view, download, or print their 1098-T statements.

The screenshot shows the ECSI website. At the top, there is a header with the ECSI logo and the text "SERVICE NEVER RESTS". Below the header is a large white box with a black border containing the following text:

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.

View	Year Type
<input type="button" value="View"/>	<input checked="" type="radio"/> 2020 1098-T

The "View" button and the "2020 1098-T" entry in the table are circled in red.

11. A new screen will pop up with the 1098-T tax document available for review. In order to save the document as a PDF, right click on the document and select the Print option. Once the print screen pops up, select the print destination drop down to Save as a PDF. Then you can save it to your personal device for your records.

