



## Student Guide to Viewing 1098-T Statements in MyMC

STEP 1: Log in to MyMC and click the Pay My Bill icons until you get to the home page of your student account. Select View Statements from the middle of the page or click on My Account and select “Statements”.

The screenshot shows the MyMC student account dashboard. At the top, there is a purple header with the Montgomery College logo on the left and "Logged in as: | Logout" on the right. Below the header is a navigation bar with a home icon and the following links: "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". The "My Account" link is highlighted in green. A dropdown menu is open under "My Account", with a green arrow pointing to the "Statements" option. The main content area is divided into three columns. The left column contains an "Announcements" section with a "READ" button and several text-based announcements. The middle column features a "Student Account" summary with a balance of \$0.00 and buttons for "View Activity", "Enroll in Payment Plan", and "Make Payment". Below this is a "Statements" section with a link to "View Statements" for the latest 1098-T Tax statement. The right column contains a "My Profile Setup" section with links for "Authorized Users", "Personal Profile", "Security Settings", "Consents and Agreements", and "Electronic Refunds". At the bottom right, there is a "Term Balances" section.

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Logged in as: | Logout

Home My Account Make Payment Payment Plans Refunds Help

Account Activity  
Statements  
Payment History  
Consents and Agreements

Announcements

READ

**Don't Use the Back Button.** Use the links and tabs to move around in MC Bill Pay and to get back to MyMC.

**Two-Factor Authentication for eRefund Accounts**  
Add an extra layer of protection to your eRefund account by signing up for two-factor authentication (2FA) by clicking on Security Settings under My Profile Setup.

**Tuition Installment Plans**  
Use the Payment Plan tab to sign up for a new plan or to review an existing plan.

Plans are set to AUTOMATICALLY process your payments on the scheduled due date and the due dates are fixed. If you choose to make changes to your account, please read carefully!! If you change anything you may pay your entire balance instead of just a single payment. We cannot refund payments made in error.

**Get Text Messages About Your Account**  
To opt-in for text messages, go to My Account, My Profiles tab above. Select the Communication section. Add your phone number and start getting reminders on your phone.

Student Account ID: xxxxx

Balance \$0.00

View Activity Enroll in Payment Plan Make Payment

Statements

Your latest 1098-T Tax statement  
2019 1098-T Statement View Statements

My Profile Setup

Authorized Users

Personal Profile

Security Settings

Consents and Agreements

Electronic Refunds

Term Balances

STEP 2: Under the “Statements” tab you should see the 1098-T Tax Statements tab. Click “View” for the tax year you wish to view.



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Logged in as: | Logout

My Account Make Payment Payment Plans Refunds Help My Profile

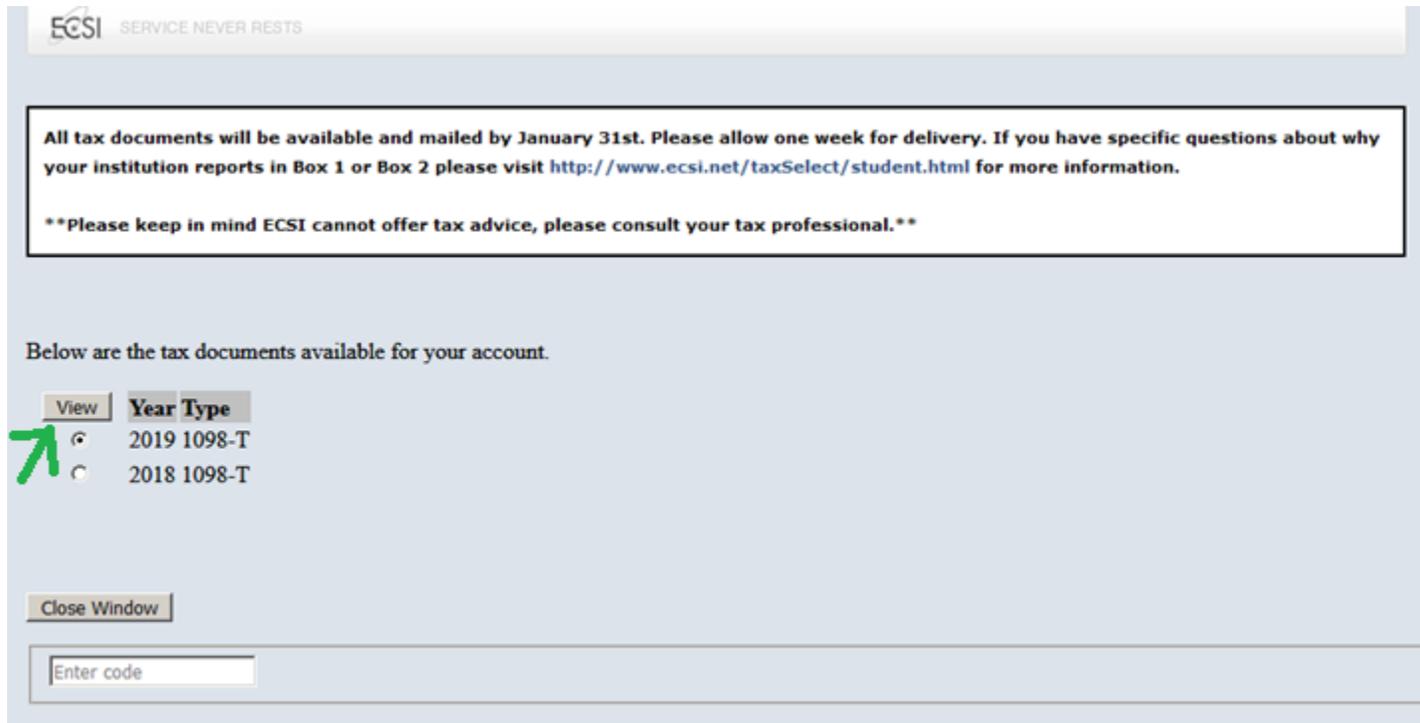
## Statements



Billing Statements 1098-T Tax Statements

Tax Year	Action
2019	<input type="button" value="View"/>

STEP 3: After clicking “View”, it will redirect you to the Heartland ECSI website. Any tax statements issued for current or past tax years will be displayed. Select the tax year you want to view and click the “View” button. **Do not enter anything in the Enter Code field. That box is for Heartland ECSI use only.**



ECSI SERVICE NEVER RESTS

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="radio"/>	2019 1098-T
<input type="radio"/>	2018 1098-T

Close Window

Enter code