

Providing Electronic Consent for Form 1095-C: A Step-by-Step Process

8 Steps

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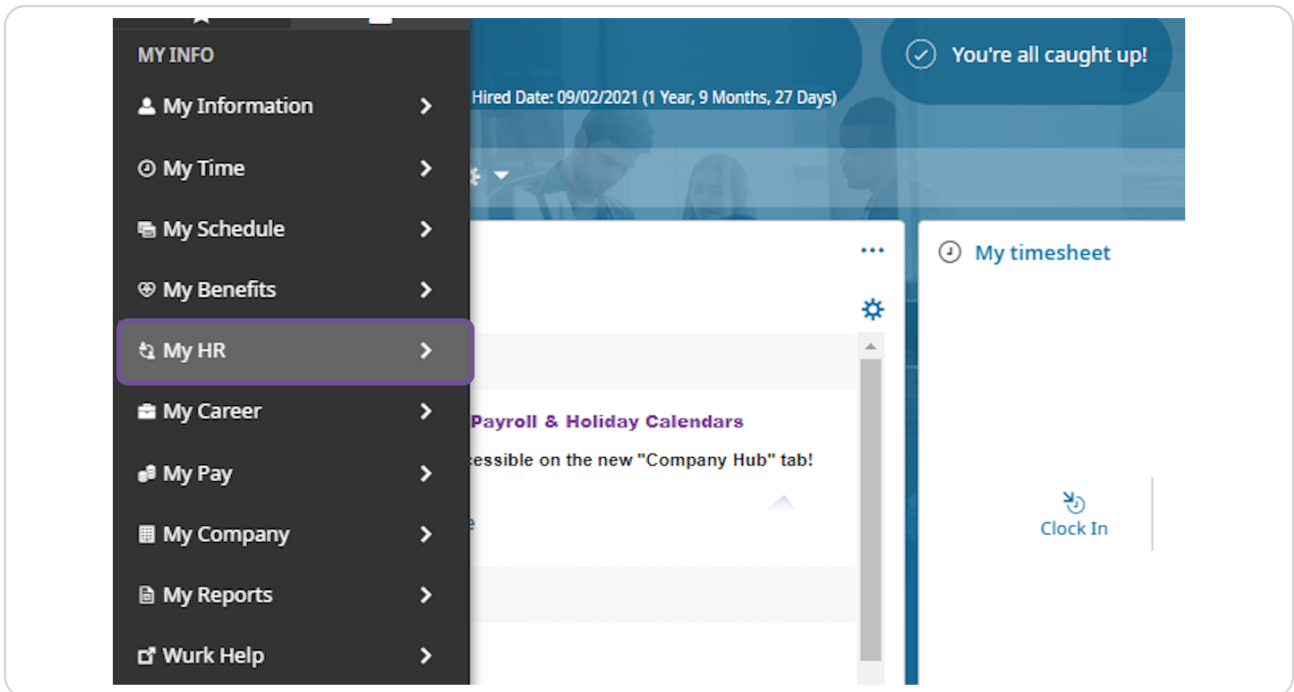
Last Updated

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Start by navigating to your hamburger menu on the left side of your screen

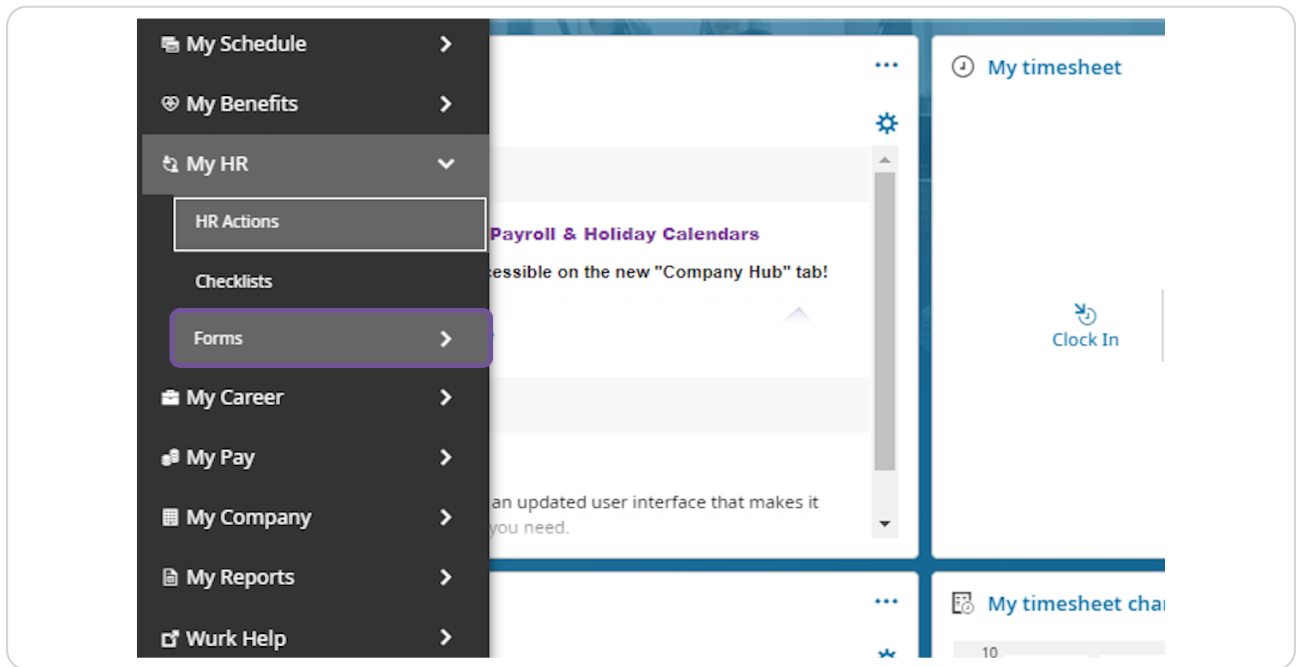
STEP 1

Click on My HR



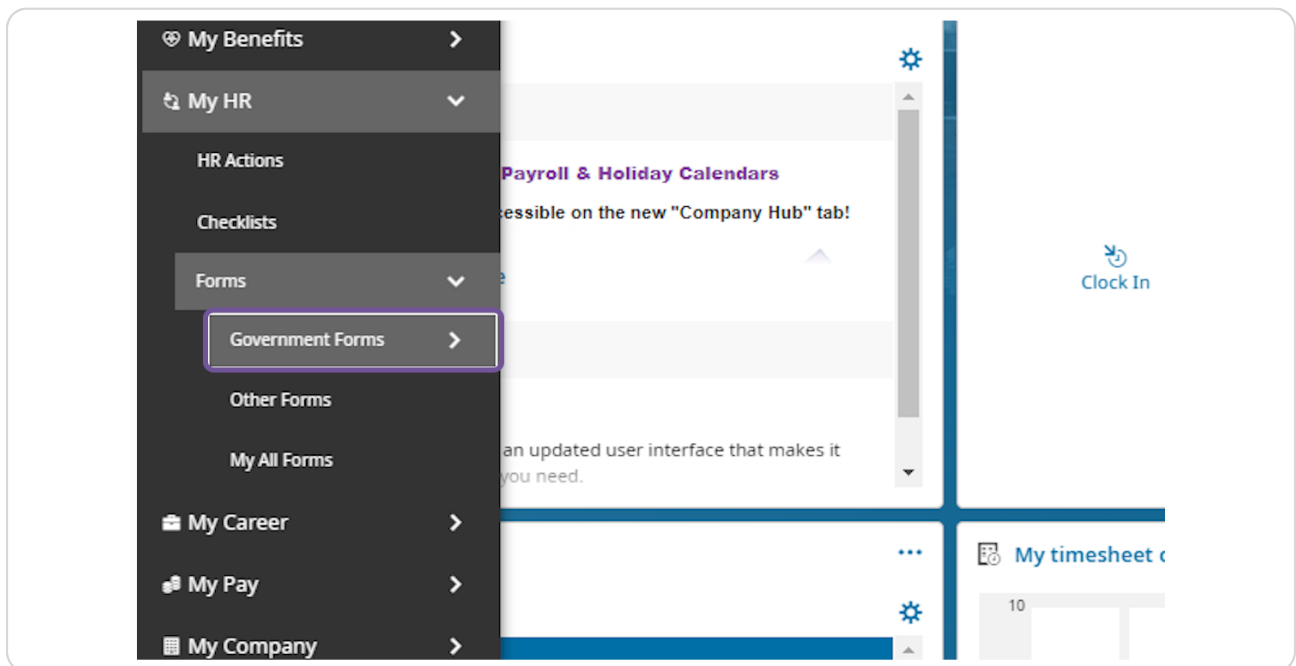
STEP 2

Click on Forms



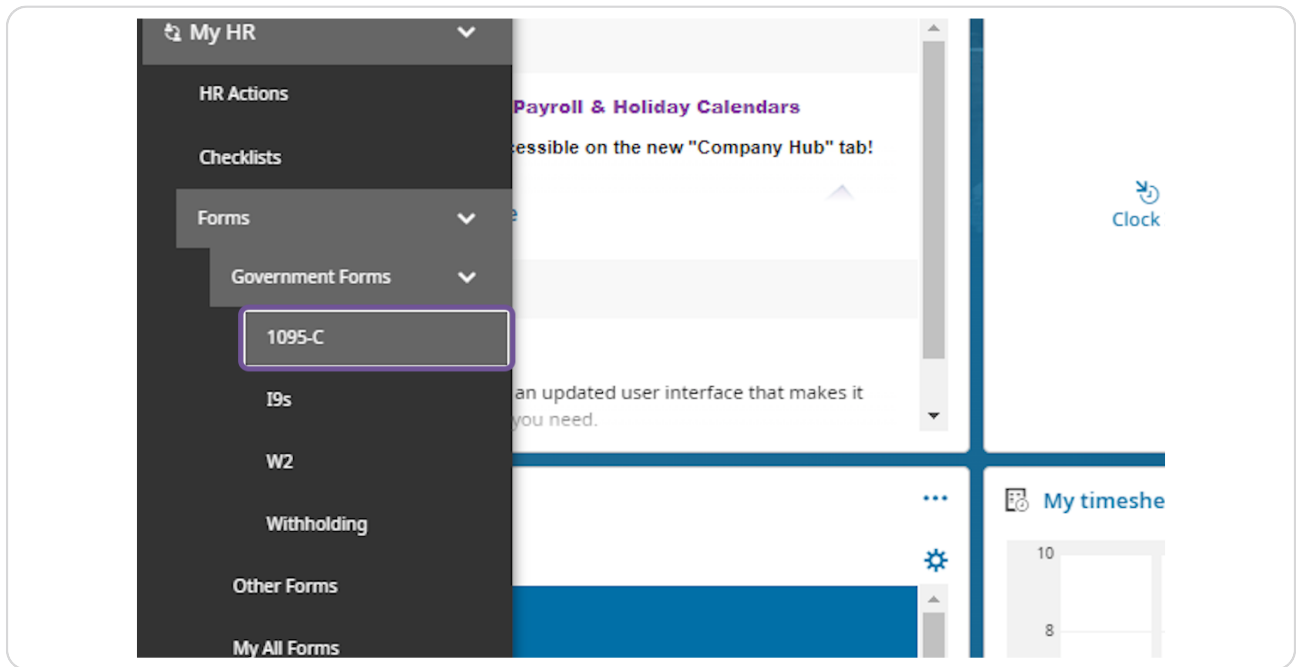
STEP 3

Click on Government Forms



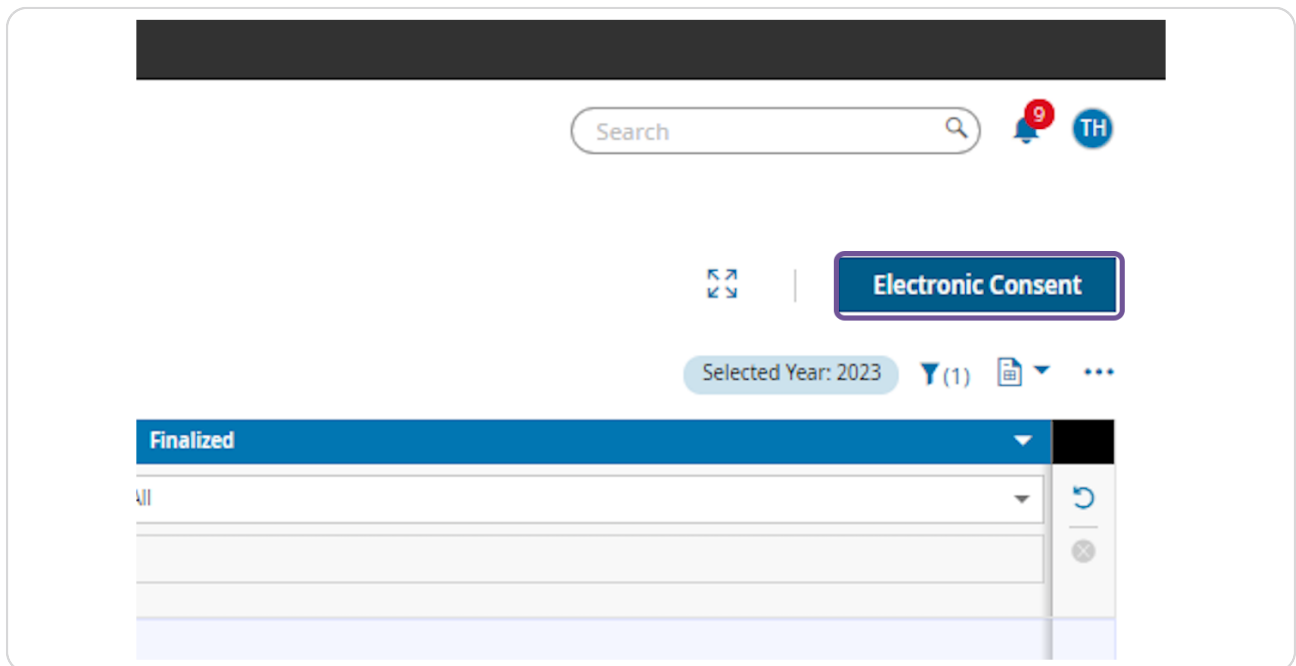
STEP 4

Click on 1095-C



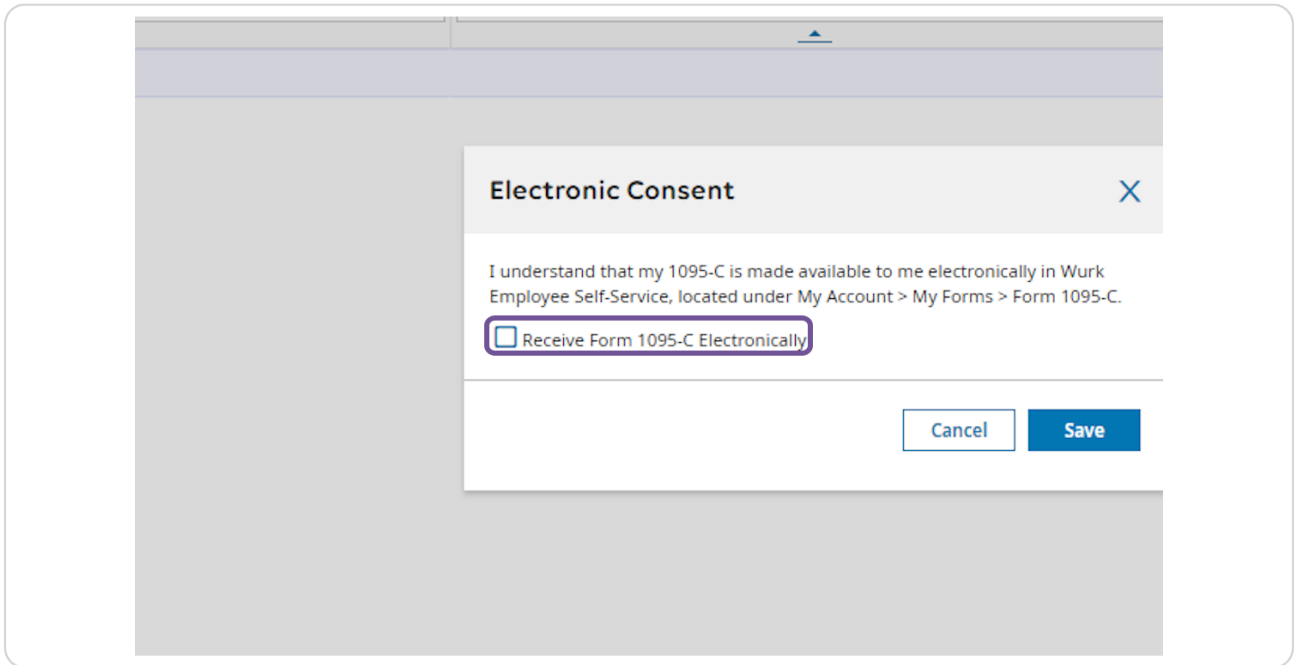
STEP 5

Click on Electronic Consent in the top right corner



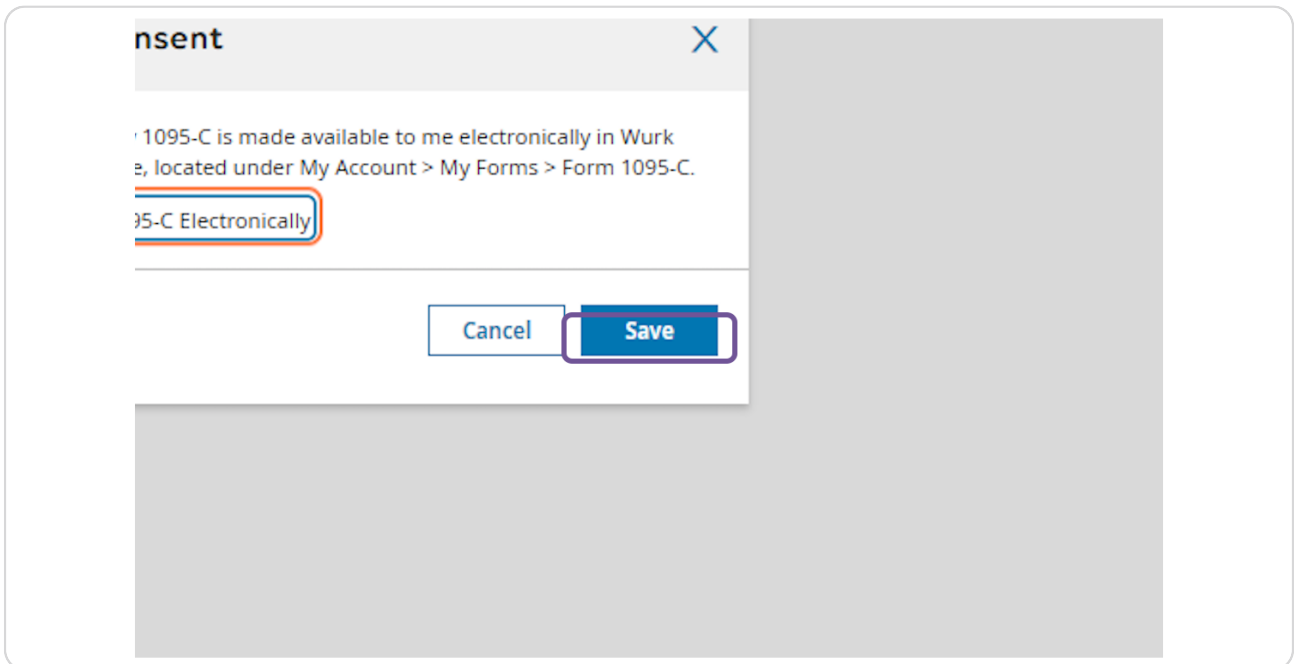
STEP 6

Check the box next to "Receive Form 1095-C Electronically"



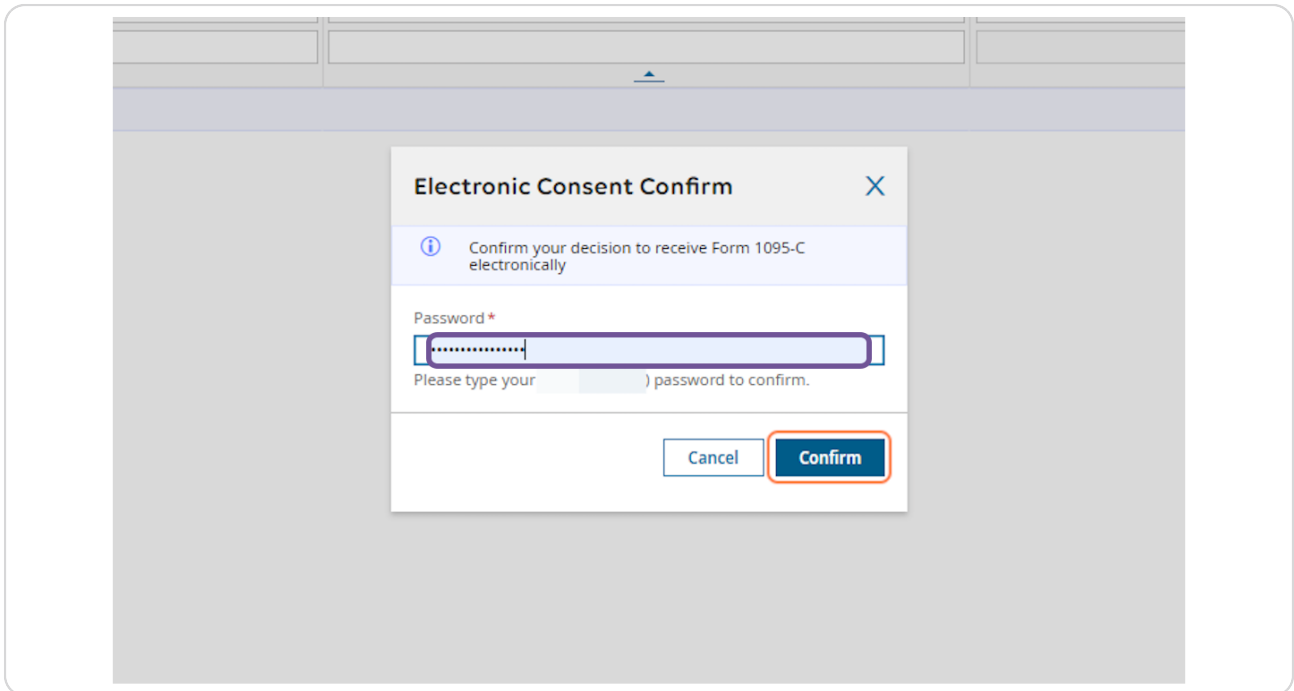
STEP 7

Once the box is checked, please click "Save"



STEP 8

Enter your system password, then click "Confirm"



Complete!

You have now opted to receive your 1095-C electronically!

*Please Note- To rescind your consent to receive electronically, simply follow the steps above, un-check the box and re save!

