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

8 Steps

Created by

Wurk Training & Development

Creation Date

June 29, 2023

Last Updated June 29, 2023

S Start Here 🗹

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

STEP 1

Click on My HR



Click on Forms



STEP 3

Click on Government Forms



Click on 1095-C



STEP 5

Click on Electronic Consent in the top right corner

	Search		۾ پ	1
		נא El Selected Year: 2023	lectronic Conse	ent
Finalized			• •	ວ

<u> </u>
Electronic Consent X
I understand that my 1095-C is made available to me electronically in Wurk Employee Self-Service, located under My Account > My Forms > Form 1095-C. Receive Form 1095-C Electronically Cancel Save

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

STEP 7

Once the box is checked, please click "Save"

<u>*</u>	
Electronic Consent Confirm X	
Confirm your decision to receive Form 1095-C electronically Password *	
Please type your) password to confirm.	
Cancel	

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!