

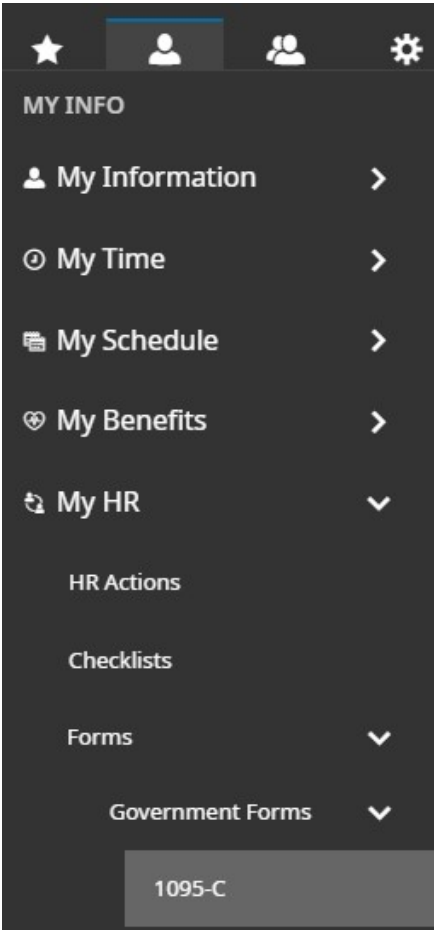
# 1095 Electronic Consent

## Employee Job Aid

The IRS requires an employee to opt out of receiving a paper 1095 form by indicating their consent to receive the form electronically. Electronic consent allows you to receive your 1095 form more quickly and easily through accessing the form online. It also provides added security for you, as your social security number and address are not traveling through the mail system on a paper form.


To give your consent to receive the form only electronically and not receive a paper form, follow the instructions below.

**1** Log into your account and navigate to **My HR > Forms > Government Forms > 1095-C**



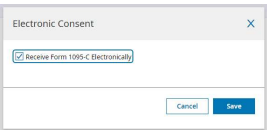
The screenshot shows a dark navigation menu with the following items: MY INFO, My Information, My Time, My Schedule, My Benefits, My HR (expanded), HR Actions, Checklists, Forms, and Government Forms. The 1095-C form is highlighted in a grey box at the bottom of the Government Forms section.

**2** Select **Electronic Consent** from top right of screen




The screenshot shows a blue button labeled "Electronic Consent" in the top right corner of the screen. Below it, there is a "Selected Year: 2022" dropdown menu.

**3** Put a check mark in the box to receive Form 1095-C Electronically



The screenshot shows a dialog box titled "Electronic Consent" with a checkbox labeled "Receive Form 1095-C Electronically" which is checked. There are "Cancel" and "Save" buttons at the bottom.

**4** Enter your password and confirm



The screenshot shows a dialog box titled "Electronic Consent Confirm" with a message: "Confirm your decision to receive Form 1095-C electronically." Below the message is a "Password\*" input field.

**5** You have successfully registered to receive your 1095-C Electronically