

The purpose of this job aide is to provide a guide for employees through employee self-service to Opt-in for or retrieve the 1095-C form electronically. \*\* Please note: If you do not consent to receive the 1095-C form electronically, it will be mailed to you.

## Navigation of PeopleSoft

### Step 1.

- Open an Internet browser.
- Navigate to [Employee Self-Service](#)

### Step 2.

- Enter User ID (Your employee ID with an “E” in front of it)
- Enter Password
- Select Sign In
- You will be taken to the home page of Employee Self Service (ESS)

### Step 3.

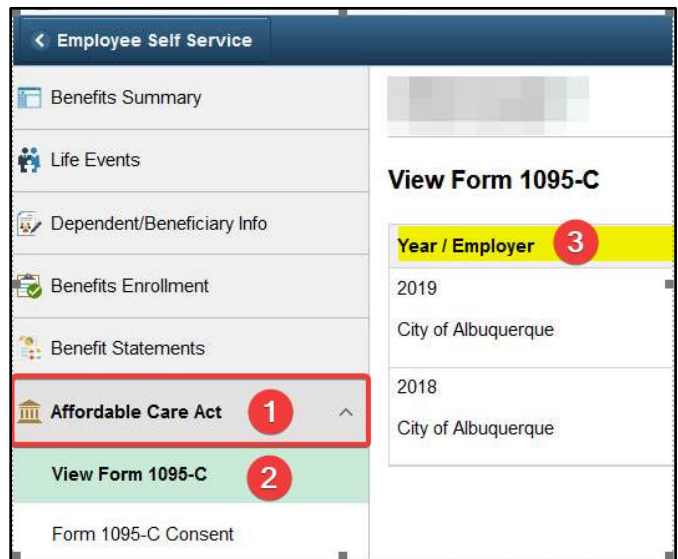
- From the home page click on the Benefit Details Tile

Descr	End Bal
Birthday Leave	0
Non-Bargaining Comp Time	0
Sick	152.13
Time Off Bank NU	0

**Navigation of PeopleSoft**

Step 4.

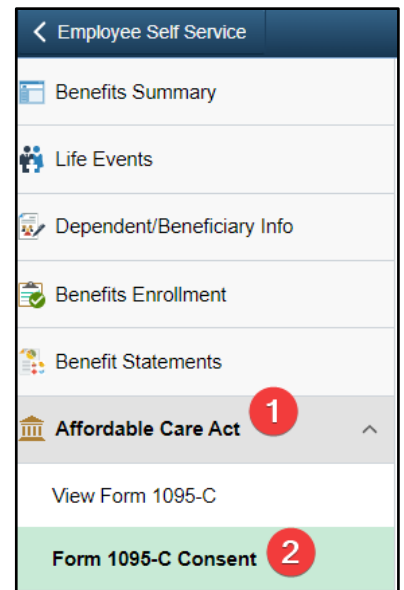
- From the column on the left side of the page, click on the Affordable Care Act Tab
- A sub-menu appears. Click View From1095-C
- Under Year/Employer, select the most recent year.



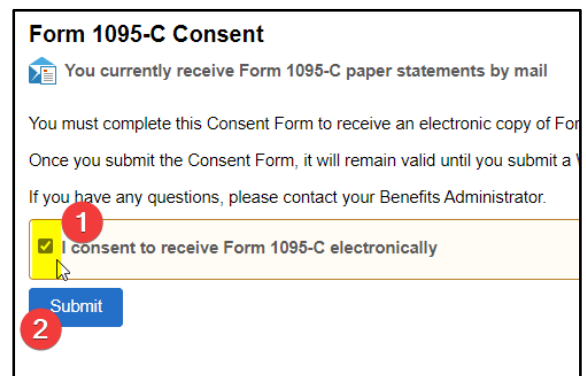
Step 5.

**To opt-in to receive the 1095-C form:**

- From the column on the left side of the page, click on the Affordable Care Act Tab
- A sub-menu appears. Click Form 1095-C Consent



- Select the check box that states "I consent to receive Form 1095-C Electronically."
- Select Submit



## Navigation of PeopleSoft

A pop up box will come up.

- Enter your ESS Password and click Continue.
- You will receive a confirmation.

**Verify Identity** x

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID

Password