

Benefits: 1095-C ACA Form View, Print & Printing Elections

PURPOSE:

The purpose of this Job Aid is to assist the employee in navigating to their 1095-C printing election screen and selecting their desired election, viewing their ACA form as well as printing their ACA form.

Topics in this Aid:

- Navigate to your 1095-C ACA Form Printing Election
- Change your 1095-C ACA Document Printing Election
- [Print your 1095-C ACA Form from the Benefits Worklet](#)
- [Print your 1095-C ACA Form Worker Profile](#)

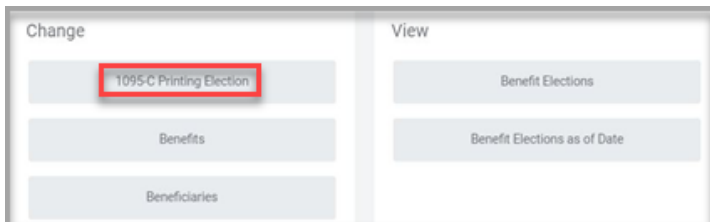
Navigate to your 1095-C ACA Form Printing Election

1. Log on to Workday
2. Click on the **Benefits** worklet on your Home page.



Benefits

3. Click the **1095-C Printing Election** tab under the *Change* column on the left-hand side.



Change your 1095-C ACA Document Printing Election

1. **New Election *** - Click the radial button next to your selection.

Change 1095-C Printing Election

Worker
Last Updated 02/12/2019
Current 1095-C Printing Election You are currently receiving both electronic and paper copies of your 1095-C Tax Document

New Election * Receive both electronic and paper copies of 1095-C
 Receive electronic copy of 1095-C

Important Note : If you select the option to "Receive electronic copy of my 1095-C Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Benefits Department will provide you with a paper copy of your 1095-C (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Benefits Department.

OK Cancel

2. Once you have made elections, click **OK** at the bottom of the page.

Note: Your selection will remain for subsequent years unless you make changes.

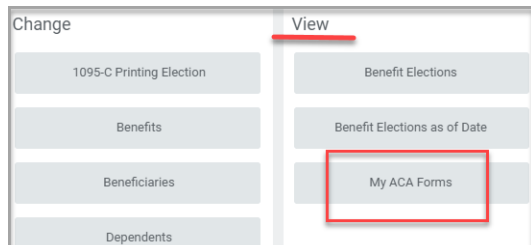
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Print your 1095-C ACA Form from the Benefits Worklet

1. Click on the **Benefits** worklet on your Home page.




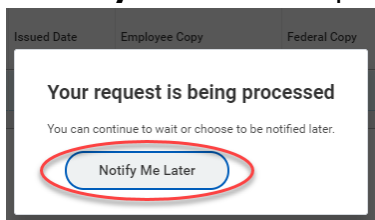
2. Under the View column, click **My ACA Forms**.



3. You are now able to view a table containing your current ACA forms. Click the **View/Print** button associated with the document row you would like to select.

Year	Company	Form	Latest	
2018	Palm Beach State College	1095-C	Yes	View/Print

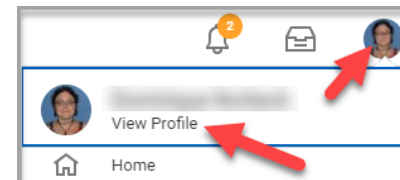
4. Depending on the processing time needed for the system to retrieve your document, you may see the below message. You can either click the **Notify Me Later** button to have a link to your document sent to your Workday notifications , or wait for your document to appear. Please give the system a few moments even if you select to click **Notify Me Later** to process your request.



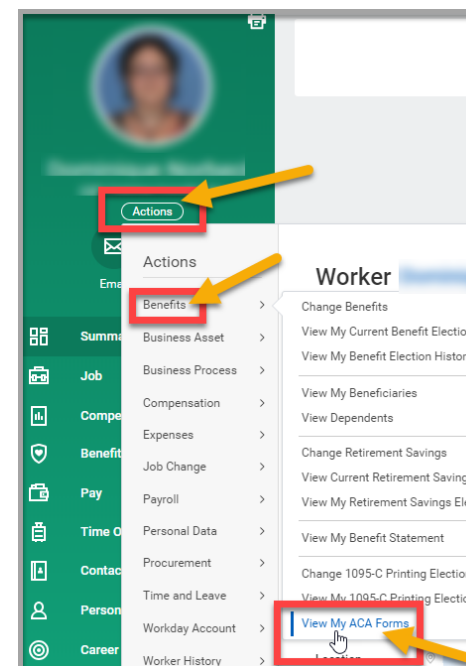
5. When your document appears on the screen (or your click on the link sent to your notifications), click the print icon if you would like to print this document.

Print your 1095-C ACA Form from Worker Profile

1. From your Workday homepage, click on your profile picture in the upper right corner.

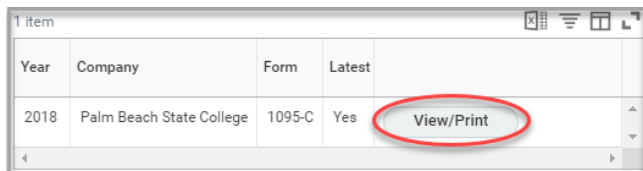



2. From your profile, click the **Actions** button, then hover over the **Benefits** and finally click on **View My ACA Forms**

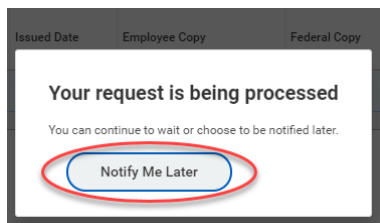


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- When your document appears on the screen (or your click on the link sent to your notifications), click the print icon if you would like to print this document.

Questions? Please contact your Tax Advisor or you can visit the [IRS Website](#).

REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2/6/19	Initial release	Melissa Solla-Gibble
2/8/19	Corrected header & footer, updated layout, added purpose, added IRS website for more information.	DN
2/15/19	Title update, Addition of View and both ways to Print ACA Forms sections, added TOC	DN