

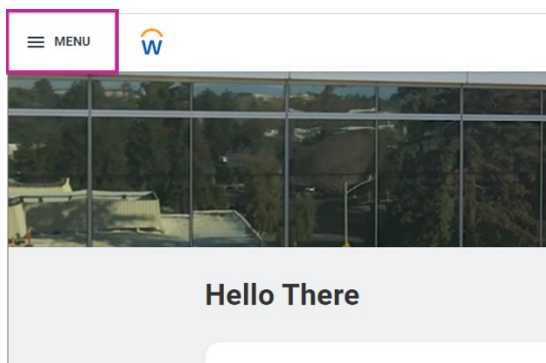
proofpoint. | Benefits

Connect with your benefits



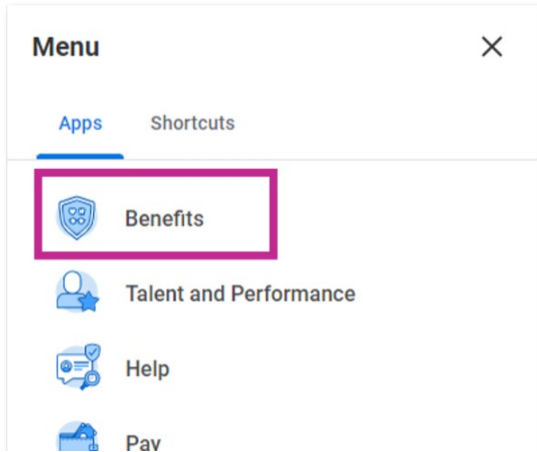
## How to Opt Out of Receiving a Mailed 1095-C Form

1. Navigate to Workday through OneLogin, linked here: <https://proofpoint.onelogin.com/portal>
2. Once you're in Workday, click on the three bars in the top left corner of the page

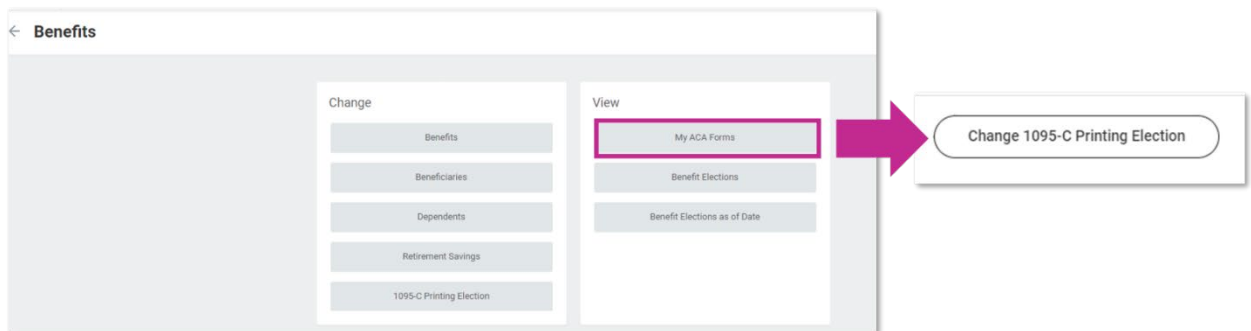


3. A menu will appear on the left side of your screen, toggle to your applications. Click on the "Benefits" icon.

*Note:* If you don't see a "Benefits" icon in your list, click on "Add Apps" at the bottom of the menu, search for "Benefits", when the "Benefits" icon appears, click the plus button to the right of the icon. Then, toggle back to the menu and click on your newly added "Benefits" icon.



4. Click on "My ACA Forms" and click on "Change 1095-C Printing Election"



5. Click on "Receive electronic copy of 1095-C" and click "OK" at the bottom of the screen.

**Change 1095-C Printing Election**

Worker

Last Updated 02/02/2023

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



## How to Access Your 1095-C Form in Workday

Instructions on how to access 1095-C forms in Workday can be found through this link: <https://benefits.proofpoint.com/wp-content/uploads/2020/03/Workday-Quick-Start-Guide-for-ACA-1095C-C-Forms.pdf>.