

Miami-Dade County



1095-C Forms (View/Print) and Consent of Electronic Receipt Job Aid

Course ID: ESS 202

**Course Title: Employee Self Service -
eBenefits**

Updated 01-28-2025

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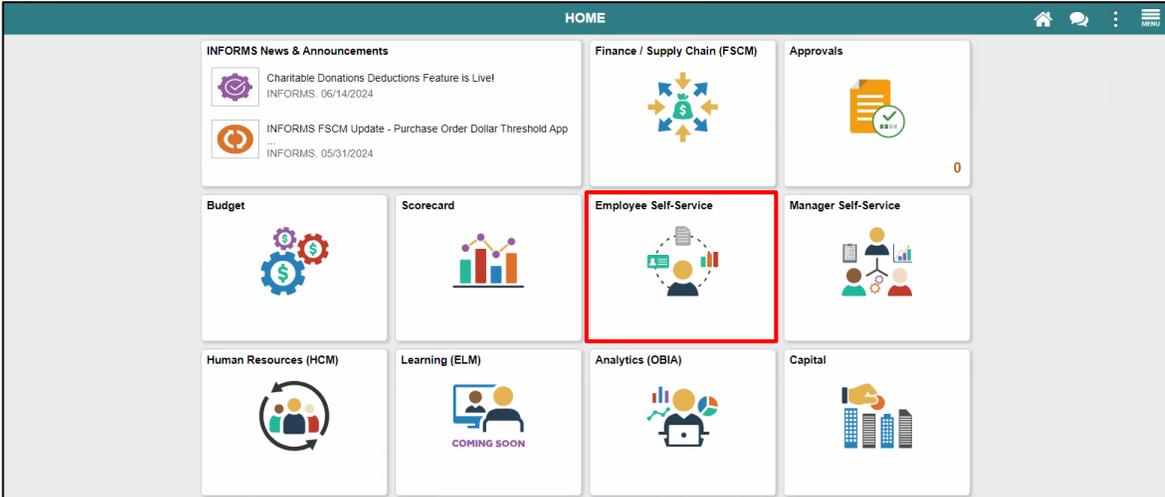
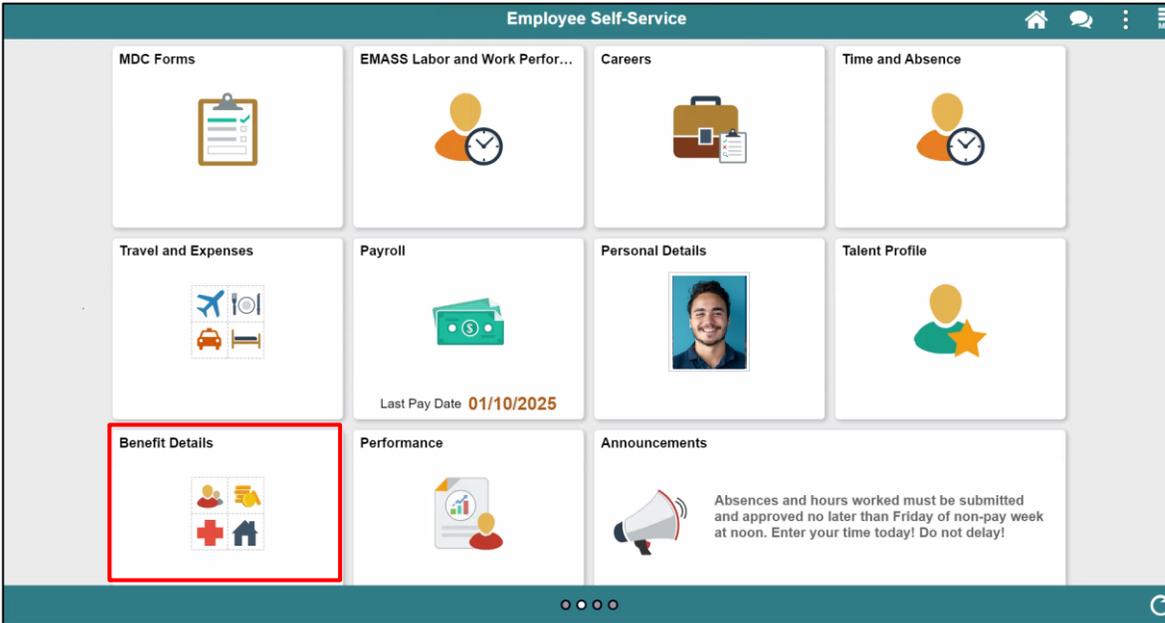
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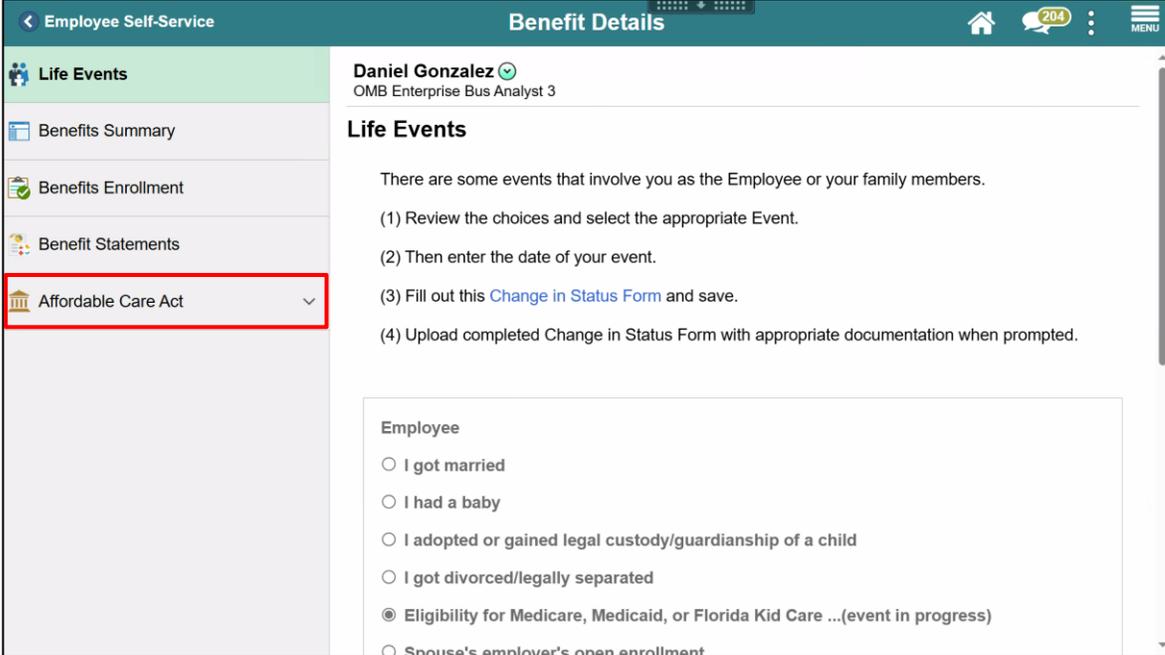
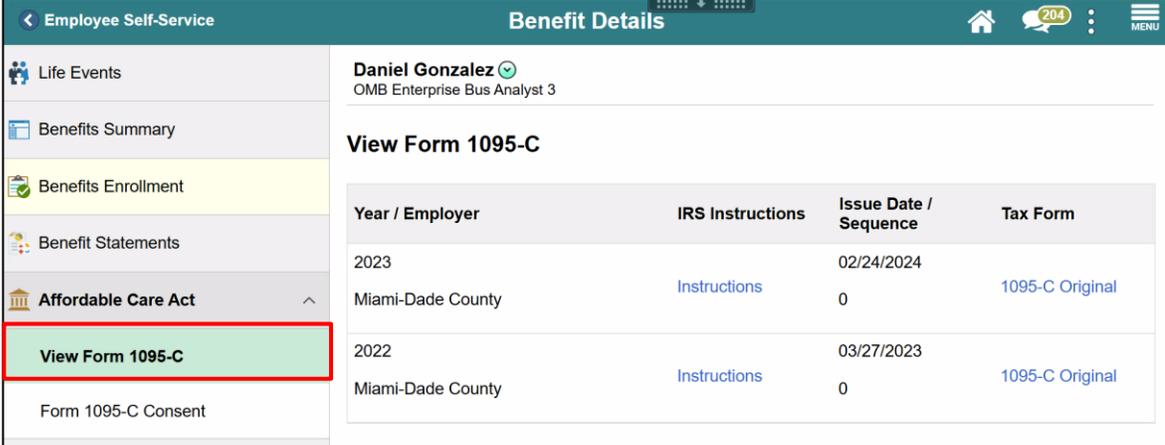
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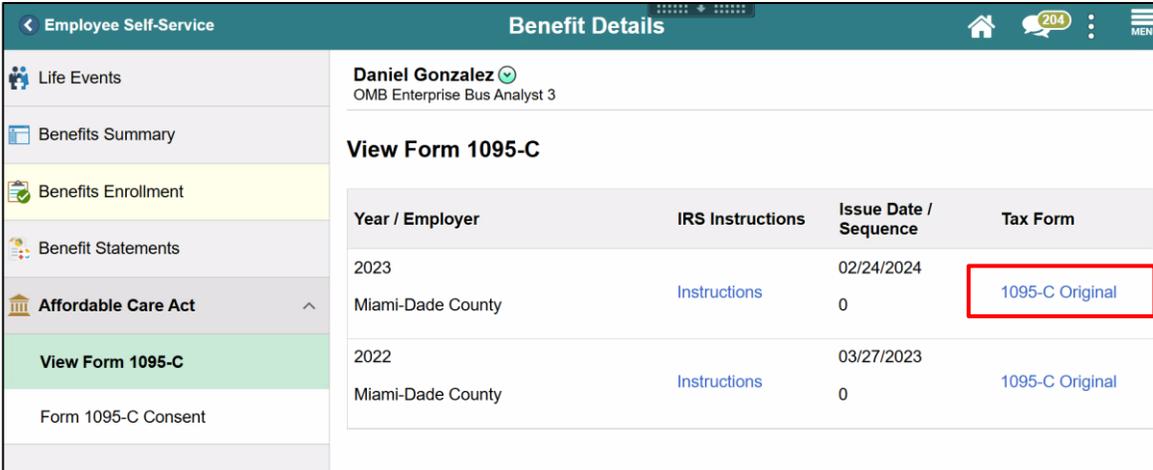
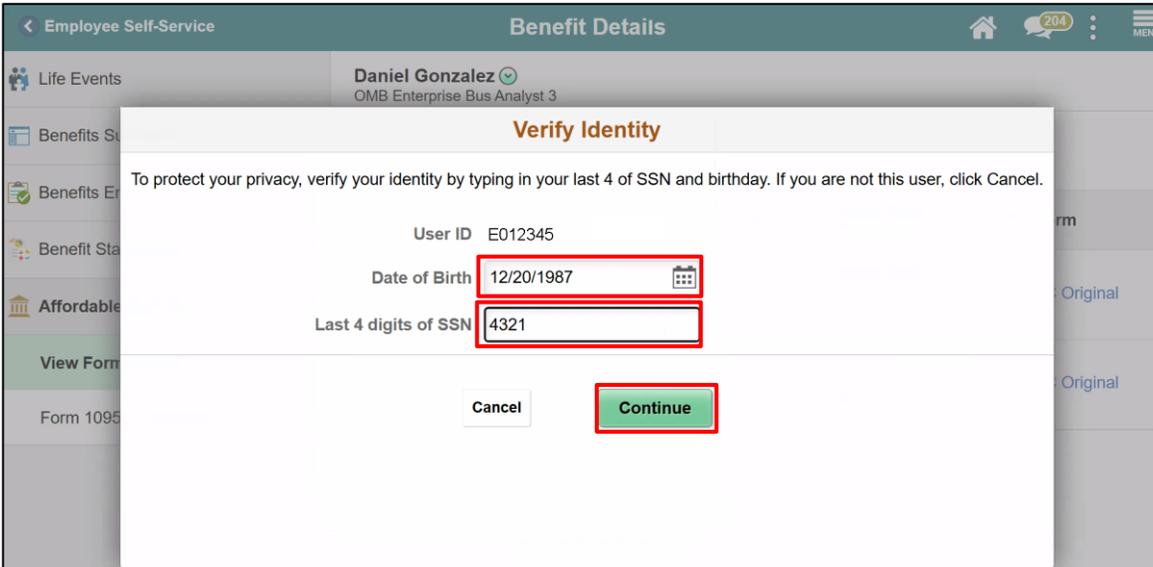
Purpose

This job aid explains the key activities involved in printing any available forms and consenting to receive 1095-C forms electronically. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

1095-C FORMS (VIEW/PRINT) AND CONSENT OF ELECTRONIC RECEIPT

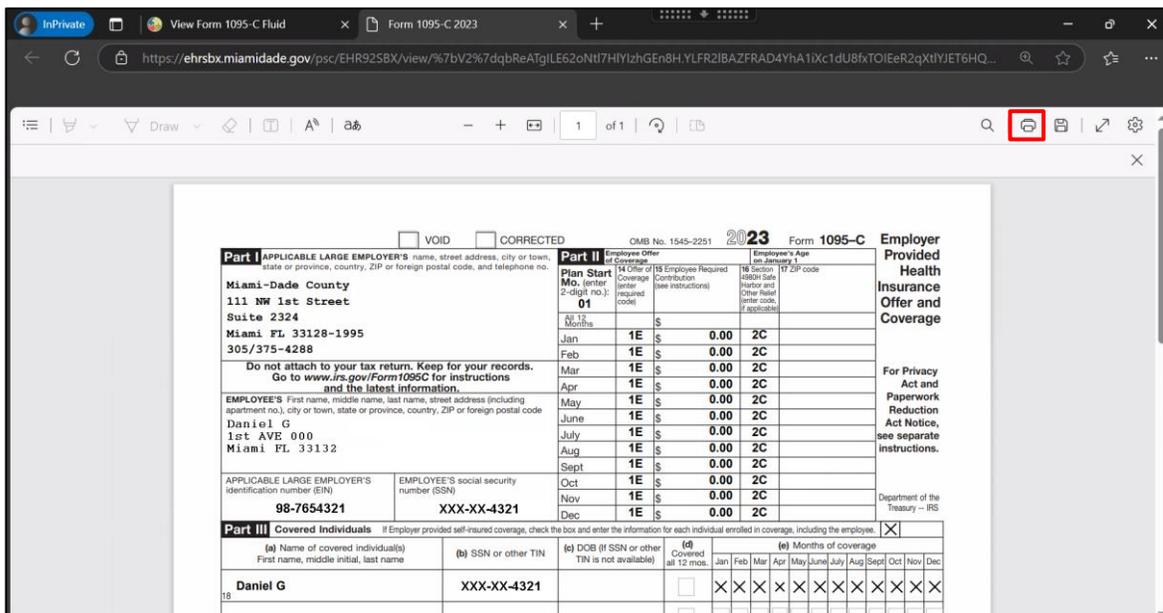
Step	Action
1.	<p>Log into INFORMS and select Employee Self-Service from the home landing page below.</p>  <p>The screenshot shows the 'HOME' dashboard with various tiles. The 'Employee Self-Service' tile, located in the middle row, third column, is highlighted with a red border. Other tiles include 'INFORMS News & Announcements', 'Finance / Supply Chain (FSCM)', 'Approvals', 'Budget', 'Scorecard', 'Manager Self-Service', 'Human Resources (HCM)', 'Learning (ELM)', 'Analytics (OBIA)', and 'Capital'.</p>
2.	<p>Select Benefit Details.</p>  <p>The screenshot shows the 'Employee Self-Service' dashboard with various tiles. The 'Benefit Details' tile, located in the bottom row, first column, is highlighted with a red border. Other tiles include 'MDC Forms', 'EMASS Labor and Work Perfor...', 'Careers', 'Time and Absence', 'Travel and Expenses', 'Payroll', 'Personal Details', 'Talent Profile', 'Performance', and 'Announcements'. The 'Payroll' tile shows 'Last Pay Date 01/10/2025'. The 'Announcements' tile contains a message about submitting absences and hours worked.</p>

Step	Action																				
3.	<p data-bbox="272 369 630 401">Select Affordable Care Act.</p>  <p>The screenshot shows the 'Employee Self-Service' interface. The left sidebar contains a menu with 'Affordable Care Act' highlighted in green and a red border. The main content area is titled 'Benefit Details' for Daniel Gonzalez, OMB Enterprise Bus Analyst 3. Under the 'Life Events' section, there are four numbered instructions: (1) Review the choices and select the appropriate Event. (2) Then enter the date of your event. (3) Fill out this Change in Status Form and save. (4) Upload completed Change in Status Form with appropriate documentation when prompted. Below the instructions is a list of radio button options for 'Employee' events, with 'Eligibility for Medicare, Medicaid, or Florida Kid Care ... (event in progress)' selected.</p>																				
4.	<p data-bbox="272 1136 610 1167">Select View Form 1095-C.</p>  <p>The screenshot shows the 'Employee Self-Service' interface. The left sidebar contains a menu with 'View Form 1095-C' highlighted in green and a red border. The main content area is titled 'Benefit Details' for Daniel Gonzalez, OMB Enterprise Bus Analyst 3. Under the 'View Form 1095-C' section, there is a table with the following data:</p> <table border="1" data-bbox="623 1373 1430 1612"> <thead> <tr> <th>Year / Employer</th> <th>IRS Instructions</th> <th>Issue Date / Sequence</th> <th>Tax Form</th> </tr> </thead> <tbody> <tr> <td>2023</td> <td></td> <td>02/24/2024</td> <td></td> </tr> <tr> <td>Miami-Dade County</td> <td>Instructions</td> <td>0</td> <td>1095-C Original</td> </tr> <tr> <td>2022</td> <td></td> <td>03/27/2023</td> <td></td> </tr> <tr> <td>Miami-Dade County</td> <td>Instructions</td> <td>0</td> <td>1095-C Original</td> </tr> </tbody> </table>	Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form	2023		02/24/2024		Miami-Dade County	Instructions	0	1095-C Original	2022		03/27/2023		Miami-Dade County	Instructions	0	1095-C Original
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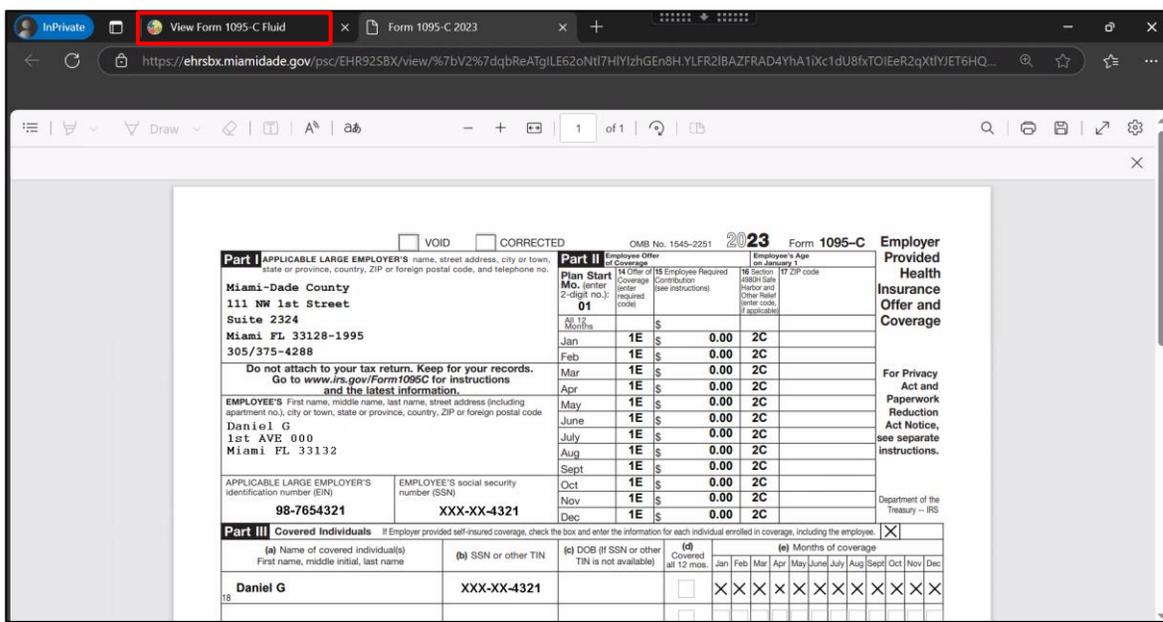
Step	Action
5.	<p>NOTE: To view and download available forms, please ensure that all pop-up blockers are disabled.</p> <p>Select 1095-C Original.</p> 
6.	<p>a. Input or search for your Date of Birth.</p> <p>b. Input your Last 4 digits of SSN.</p> <p>c. Select Continue.</p> 

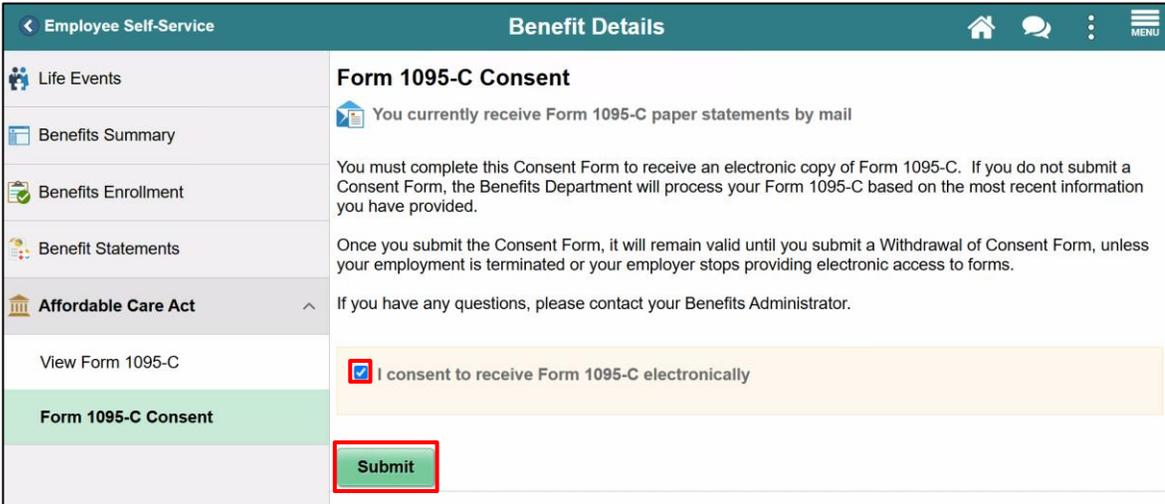
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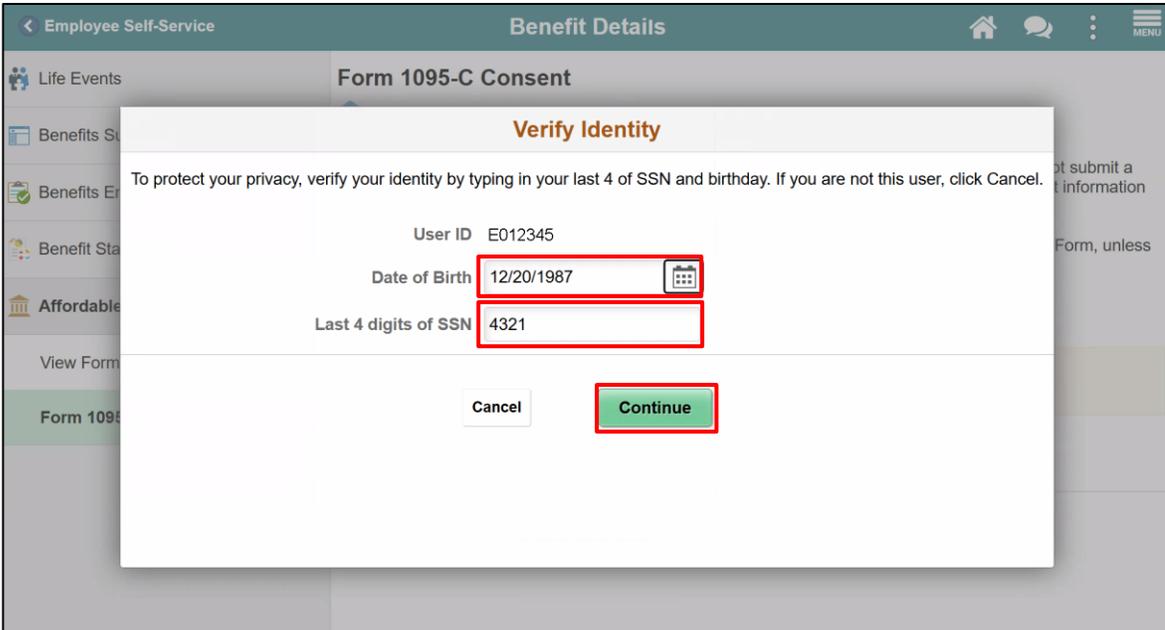
7. Select Print.



8. Select the View Form 1095-C tab.



Step	Action												
9.	<p>Select Form 1095-C Consent.</p>  <p>The screenshot shows the 'Benefit Details' page for Daniel Gonzalez, OMB Enterprise Bus Analyst 3. The left sidebar contains navigation options: Life Events, Benefits Summary, Benefits Enrollment, Benefit Statements, Affordable Care Act, View Form 1095-C, and Form 1095-C Consent (highlighted with a red box). The main content area shows 'View Form 1095-C' with a table of records:</p> <table border="1"> <thead> <tr> <th>Year / Employer</th> <th>IRS Instructions</th> <th>Issue Date / Sequence</th> <th>Tax Form</th> </tr> </thead> <tbody> <tr> <td>2023 Miami-Dade County</td> <td>Instructions</td> <td>02/24/2024 0</td> <td>1095-C Original</td> </tr> <tr> <td>2022 Miami-Dade County</td> <td>Instructions</td> <td>03/27/2023 0</td> <td>1095-C Original</td> </tr> </tbody> </table>	Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form	2023 Miami-Dade County	Instructions	02/24/2024 0	1095-C Original	2022 Miami-Dade County	Instructions	03/27/2023 0	1095-C Original
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10.	<p>a. Select I consent to receive Form 1095-C electronically.</p> <p>b. Select Submit.</p>  <p>The screenshot shows the 'Form 1095-C Consent' page. The left sidebar contains navigation options: Life Events, Benefits Summary, Benefits Enrollment, Benefit Statements, Affordable Care Act, View Form 1095-C, and Form 1095-C Consent (highlighted with a green background). The main content area contains the following text:</p> <p>Form 1095-C Consent</p> <p>You currently receive Form 1095-C paper statements by mail</p> <p>You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided.</p> <p>Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.</p> <p>If you have any questions, please contact your Benefits Administrator.</p> <p><input checked="" type="checkbox"/> I consent to receive Form 1095-C electronically</p> <p>Submit (highlighted with a red box)</p>												

Step	Action
11.	<p>a. Input or search for your Date of Birth.</p> <p>b. Input your Last 4 digits of SSN.</p> <p>c. Select Continue.</p> 
12.	<p>Select Home.</p> 