



Miami-Dade County

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

Version 1.0

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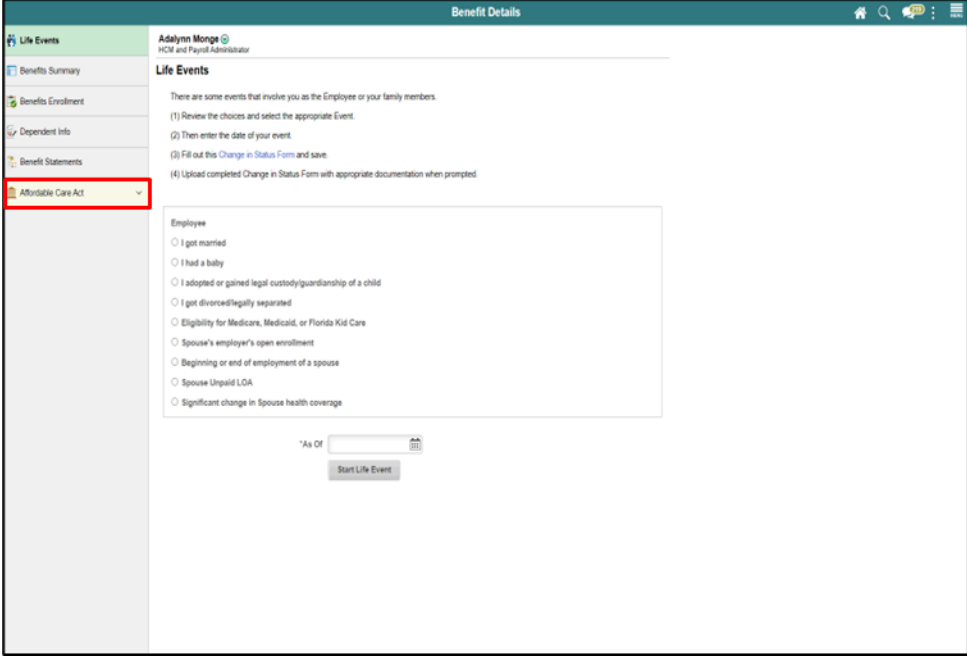
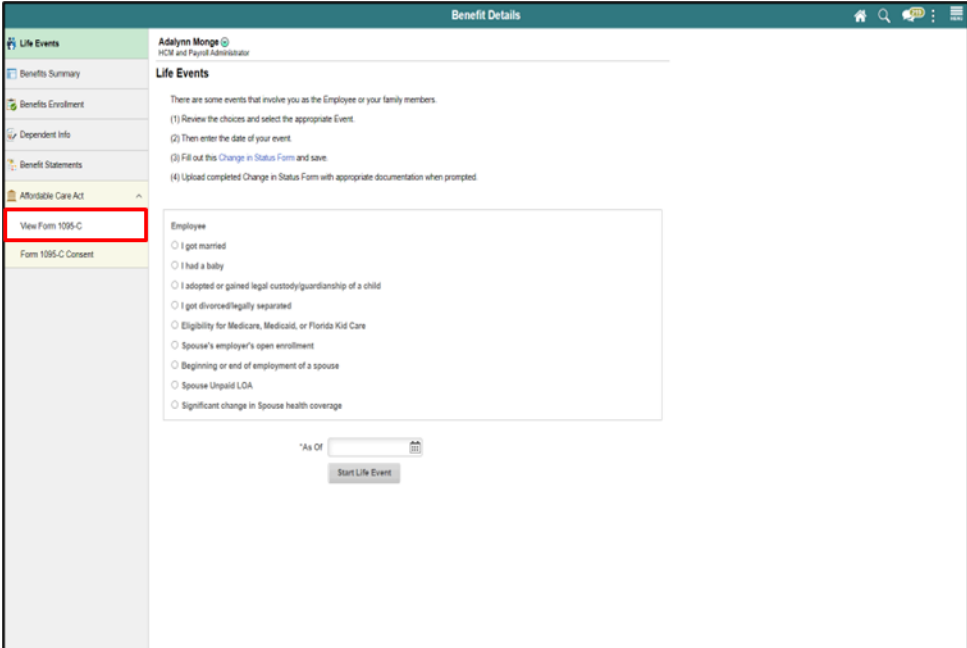
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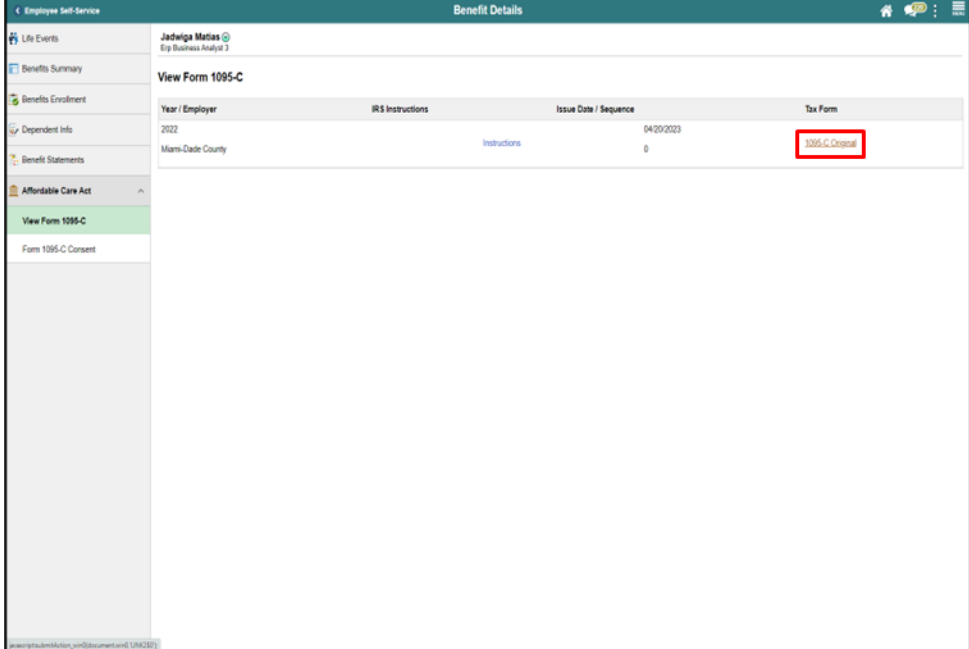
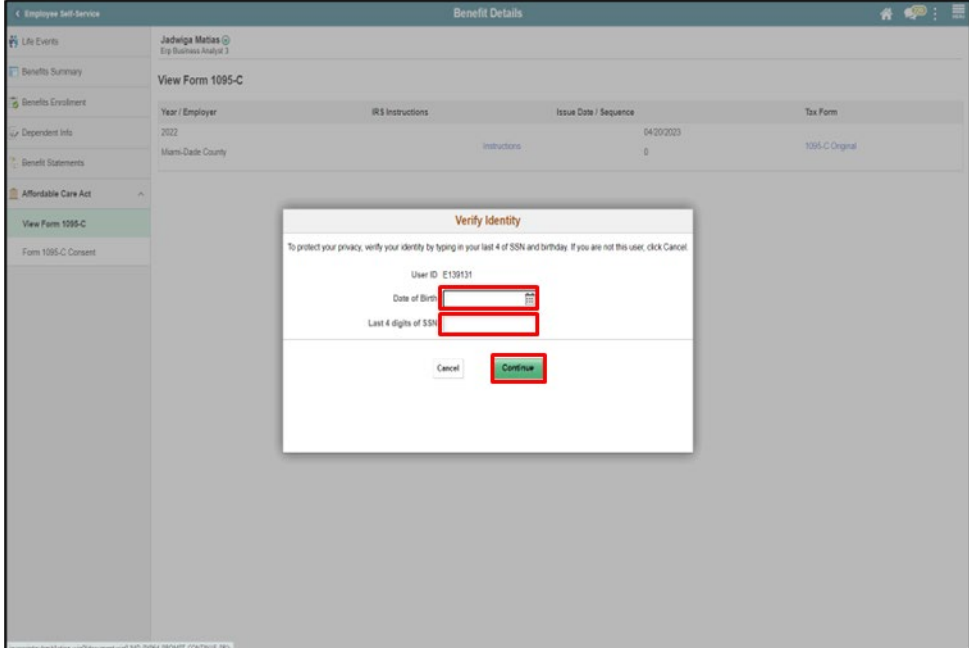
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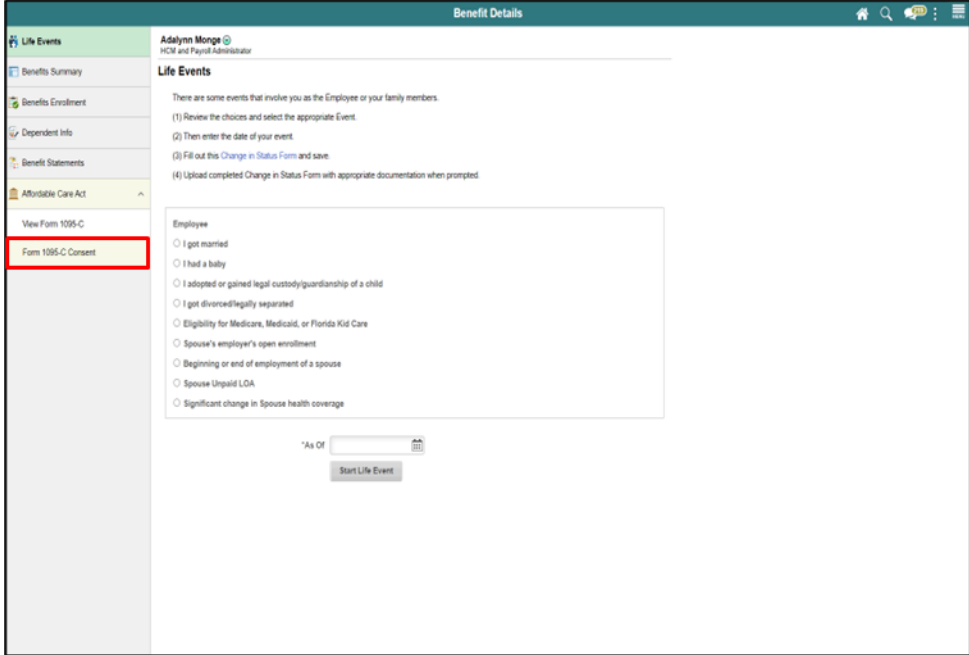
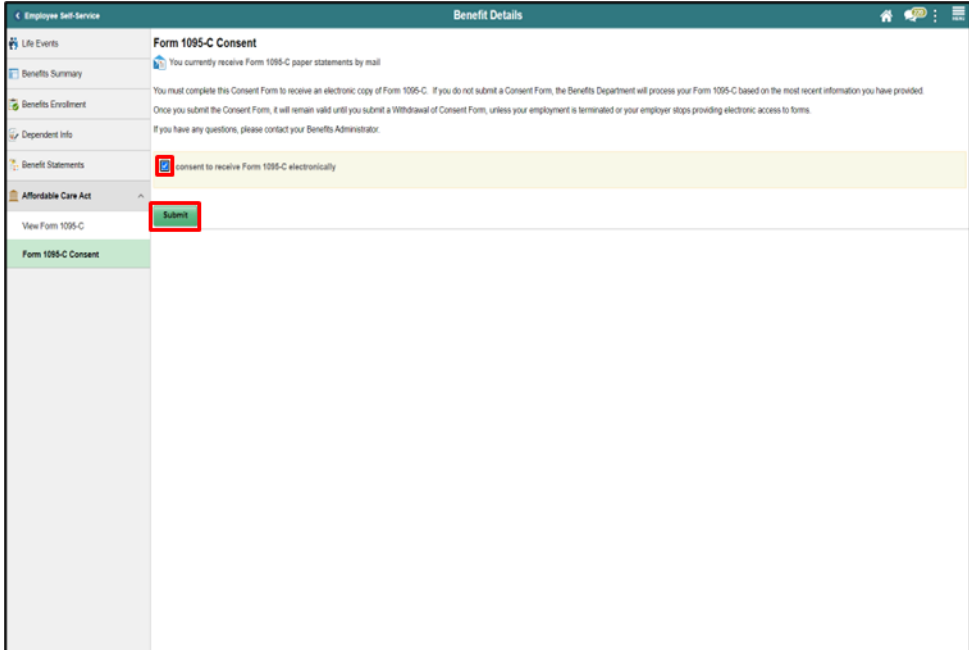
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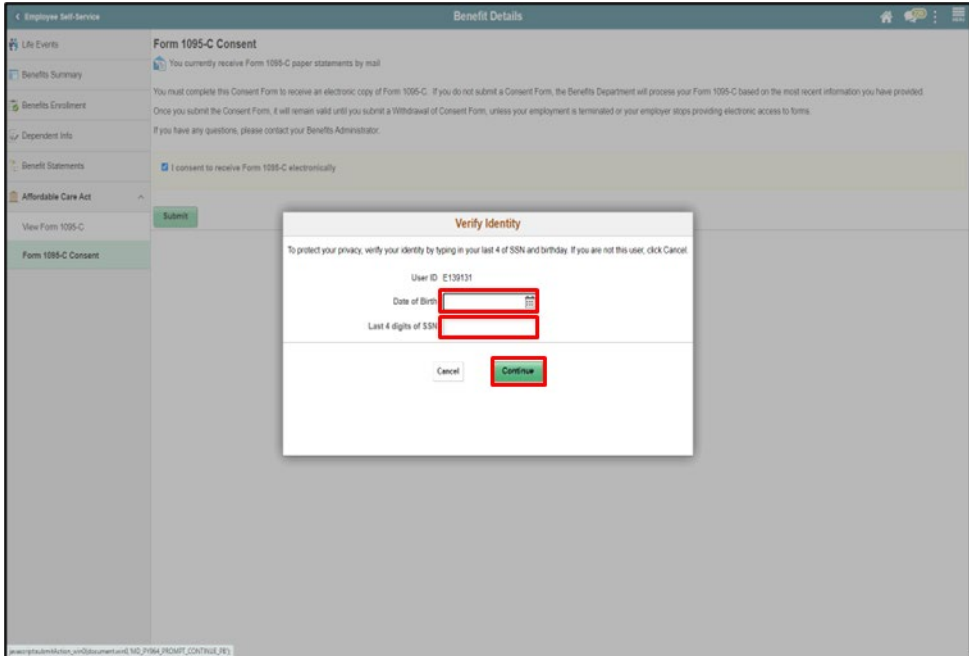
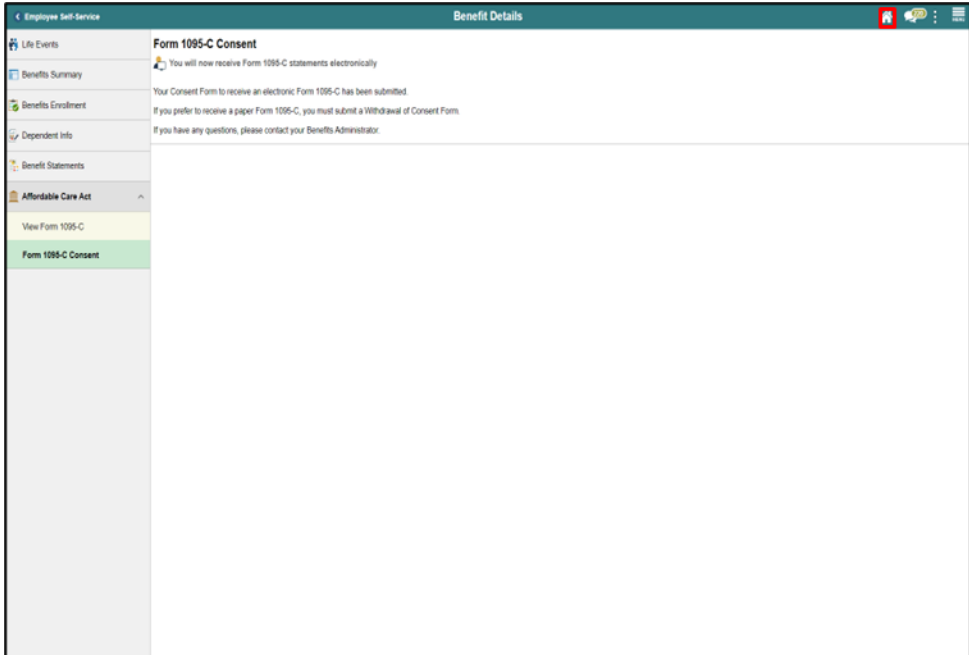
This document explains the key activities involved in consenting to electronic 1095-C forms as well as reviewing and printing any available forms. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

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

Step	Action
1.	Navigate to Employee Self-Service > Benefit Details
2.	<p>Select the Affordable Care Act pane.</p> 
3.	<p>Select the View Form 1095-C pane. Use this page to review 1095-C Forms.</p> 

Step	Action								
4.	<p>Note: To view and download available forms, please ensure all pop-up blockers are disabled.</p> <p>Select the 1095-C Original link.</p>  <table border="1" data-bbox="516 535 1318 604"> <thead> <tr> <th>Year / Employer</th> <th>IRS Instructions</th> <th>Issue Date / Sequence</th> <th>Tax Form</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>Instructions</td> <td>04/20/2023 0</td> <td>1095-C Original</td> </tr> </tbody> </table>	Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form	2022	Instructions	04/20/2023 0	1095-C Original
Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form						
2022	Instructions	04/20/2023 0	1095-C Original						
5.	<p>Input or search for your Date of Birth.</p> <p>Input your Last 4 digits of SSN.</p> <p>Select the Continue button.</p>  <div data-bbox="646 1411 1052 1654"> <p>Verify Identity</p> <p>To protect your privacy, verify your identity by typing in your last 4 of SSN and birthday. If you are not this user, click Cancel.</p> <p>User ID: E139131</p> <p>Date of Birth: <input type="text"/></p> <p>Last 4 digits of SSN: <input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> </div>								

Step	Action
6.	<p>Select the Form 1095-C Consent pane.</p> 
7.	<p>Select the I consent to receive Form 1095-C electronically checkbox. Select the Submit button.</p> 

Step	Action
8.	<p>Input or search for your Date of Birth. Input your Last 4 digits of SSN. Select the Continue button.</p> 
9.	<p>Select the Home button.</p> 
10.	

Step	Action
11.	
12.	
13.	
14.	
15.	
16.	