

Form 1095-C Consent

TABLE OF CONTENTS

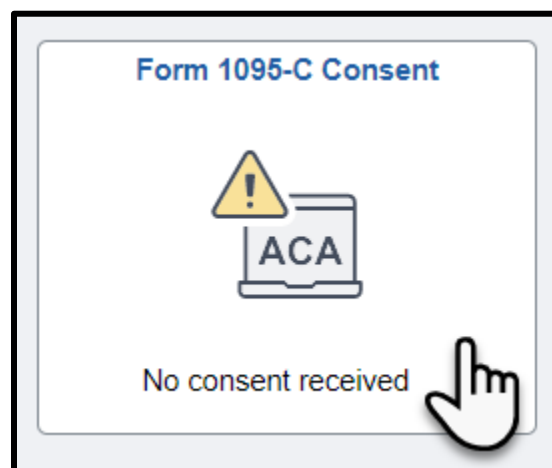
PAGES 2-4:	<u>Form 1095-C Consent for Electronic</u>
PAGES 5-7:	<u>Form 1095-C Consent by Mail (Withdraw Electronic Consent)</u>

Form 1095-C Consent for Electronic

1. After successfully logging into PeopleSoft HR, click on the **Benefit Details** tile.



2. Select the **Form 1095-C Consent** sub-tile to consent to receive Form 1095-C electronically.



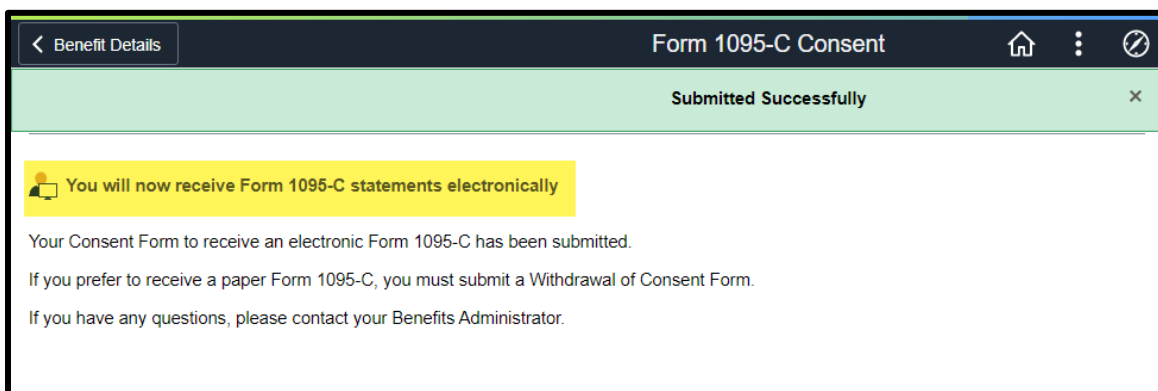
Form 1095-C Consent for Electronic

3. If you wish to receive your 1095-C forms electronically, select the check box next to '**I consent to receive Forms 1095-C electronically**'. Then click **Submit**.

4. A **Verify Identity** window populates. Enter the password you use to log into PeopleSoft HR and click **Continue** to consent.

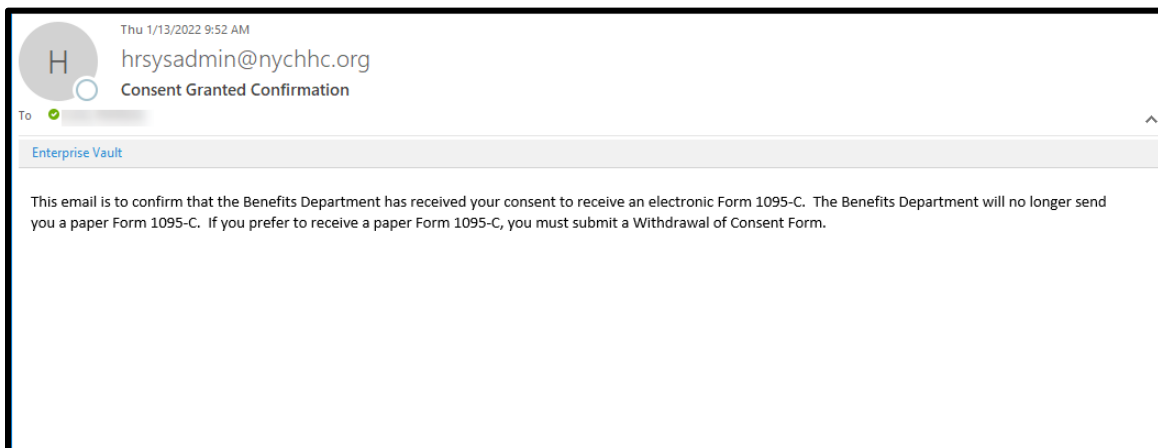
Form 1095-C Consent for Electronic

5. Your changes should submit successfully.



The screenshot shows a web application interface. At the top, there is a dark blue header bar with a back arrow and 'Benefit Details' on the left, and 'Form 1095-C Consent' in the center. On the right of the header are icons for home, a menu, and a refresh/undo action. Below the header is a light green banner that says 'Submitted Successfully' with a close 'X' button. The main content area has a yellow callout box with a laptop icon and the text 'You will now receive Form 1095-C statements electronically'. Below this, the text reads: 'Your Consent Form to receive an electronic Form 1095-C has been submitted. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. If you have any questions, please contact your Benefits Administrator.'

6. Notification will be sent to your work email.



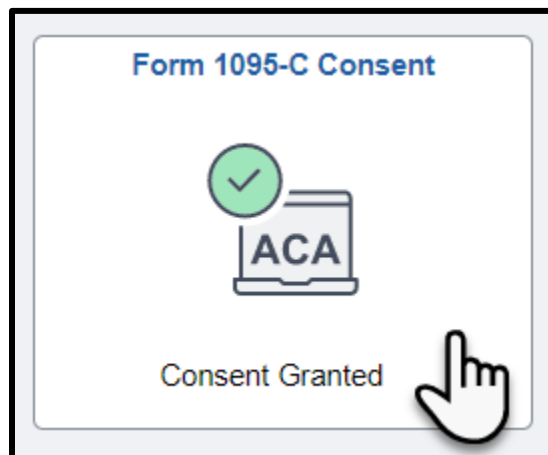
The screenshot shows an email interface. The header includes a profile icon with the letter 'H', the date and time 'Thu 1/13/2022 9:52 AM', the email address 'hrsysadmin@nychhc.org', and the subject 'Consent Granted Confirmation'. The 'To' field shows a contact with a green status indicator. Below the header is a section titled 'Enterprise Vault'. The email body contains the text: 'This email is to confirm that the Benefits Department has received your consent to receive an electronic Form 1095-C. The Benefits Department will no longer send you a paper Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form.'

Form 1095-C Consent by Mail (Withdraw Electronic Consent)

1. After successfully logging into PeopleSoft HR, click on the **Benefit Details** tile.



2. Select the **Form 1095-C Consent** sub-tile to withdraw your consent to receive Form 1095-C electronically and instead receive it by mail.



Form 1095-C Consent by Mail (Withdraw Electronic Consent)

3. If you wish to receive your Form 1095-C paper statements by mail, select the check box next to **'I withdraw my consent to receive Form 1095-C electronically'**. Then click **Submit**.

The screenshot shows a web browser window titled "Form 1095-C Consent". The user is logged in as "Sr Systems Analyst (EDP)". The page contains the following text:

You currently receive Form 1095-C statements electronically

You have consented to receive an electronic Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form.

If you have any questions, please contact your Benefits Administrator.

Below the text is a checkbox labeled "I withdraw my consent to receive Form 1095-C electronically". An orange arrow points to this checkbox. Below the checkbox is a blue "Submit" button, which is also highlighted with an orange box and a hand cursor icon.

4. A **Verify Identity** window populates. Enter your password and click **Continue** to withdraw your consent.

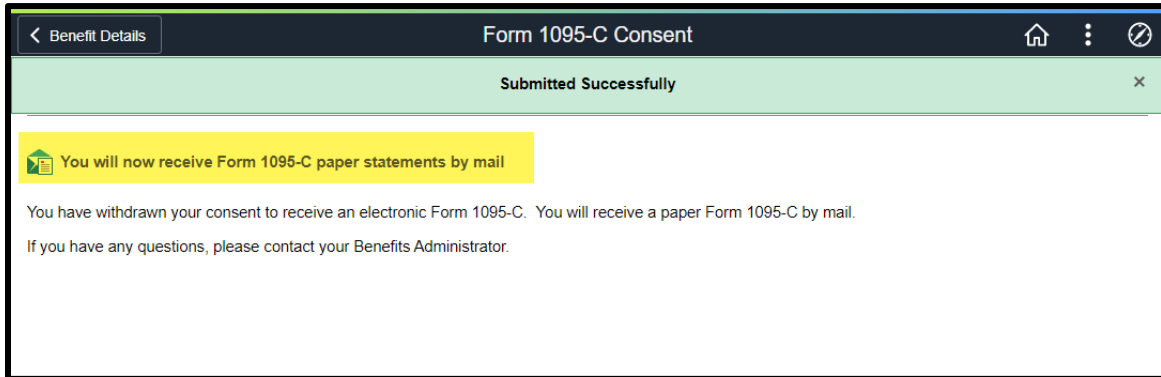
This screenshot shows the same "Form 1095-C Consent" page as the previous one, but with a "Verify Identity" modal window open. The modal contains the following text:

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

Below the text are two input fields: "User ID" and "Password". The "Password" field is highlighted with a yellow box. Below the input fields are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with an orange box and a hand cursor icon. An orange arrow points from the "Continue" button back to the checkbox on the main page.

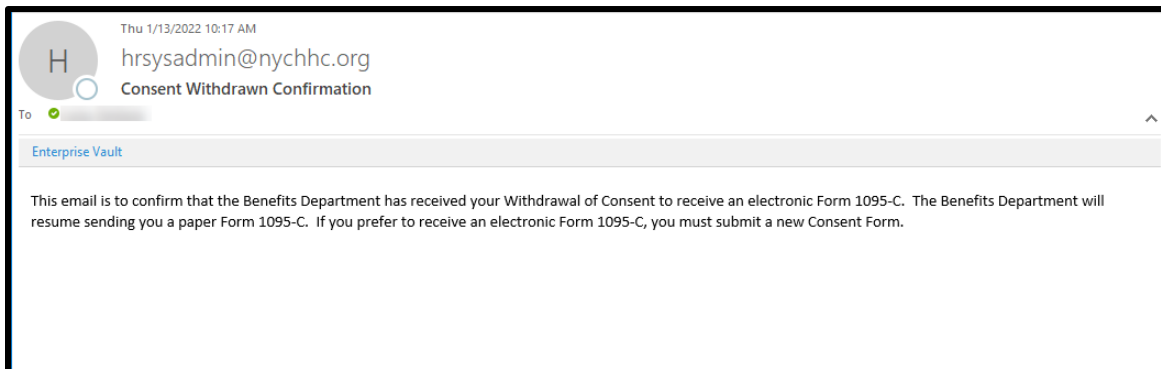
Form 1095-C Consent by Mail (Withdraw Electronic Consent)

5. Your changes should submit successfully.



The screenshot shows a web interface for "Form 1095-C Consent". At the top, there is a navigation bar with a back arrow, "Benefit Details", and the title "Form 1095-C Consent". Below the navigation bar is a green banner that says "Submitted Successfully". Underneath the banner is a yellow box with a mail icon and the text "You will now receive Form 1095-C paper statements by mail". Below this, the text reads: "You have withdrawn your consent to receive an electronic Form 1095-C. You will receive a paper Form 1095-C by mail. If you have any questions, please contact your Benefits Administrator."

6. Notification will be sent to your work email.



The screenshot shows an email notification. The header includes a circular profile picture with the letter 'H', the date and time "Thu 1/13/2022 10:17 AM", the email address "hrsysadmin@nychhc.org", and the subject "Consent Withdrawn Confirmation". The email body contains the following text: "This email is to confirm that the Benefits Department has received your Withdrawal of Consent to receive an electronic Form 1095-C. The Benefits Department will resume sending you a paper Form 1095-C. If you prefer to receive an electronic Form 1095-C, you must submit a new Consent Form."