Instructions for authorizing web delivery of your 1095-C

- **Deactivate** your Internet browser's pop-up blocker.
- From the **Employee Self-Service web page**, click on **My 1095-C** under the blue My Taxes banner.
- Log in using your Outlook username and password.
- Read the welcome message.
- Click on the blue **1095-C** under My Authorization Settings on the left side of the screen.
- Click on **Click HERE** to get authorized.
- Read the authorization agreement
- Click on **Print Test**. Follow the instructions to complete the print test.
- Once you have successfully printed the sample 1095-C, click **Yes**.
- Click the **I Agree** button.
- Click **Submit** to complete your authorization.

Instructions for downloading and printing your 1095-C

- **Deactivate** your Internet browser's pop-up blocker.
- Once authorized to receive web delivery, click on **My 1095-C** under View My Documents.
- Click the magnifying glass **icon** under the View column that is next to the required tax year.
- In the Document Viewing Security window, enter your employee identification number in the box provided, then the security code shown in the blue box.
- To print your 1095-C, right click on it and choose **Print**.