Employee Consent to Electronically Receive Form 1095-C

DC Department of Human Resources

This job aide provides step-by-step instructions for consenting to electronically receive the 1095-C in PeopleSoft. Employees who consent to electronically receive the 1095-C will be able to download the form through the Employee Self Service (ESS) Portal in PeopleSoft. Employees who electronically receive the 1095-C will not receive a mailed paper copy of the 1095-C.

1. Log in to **Employee Self Service** (ESS) at *https://ess.dc.gov*.

   Please Note: ESS is accessible online through PeopleSoft on *any* computer. Computers are available for employee use at the DCHR Customer Care Center located at 441 4th Street, NW in the lobby of One Judiciary Square.
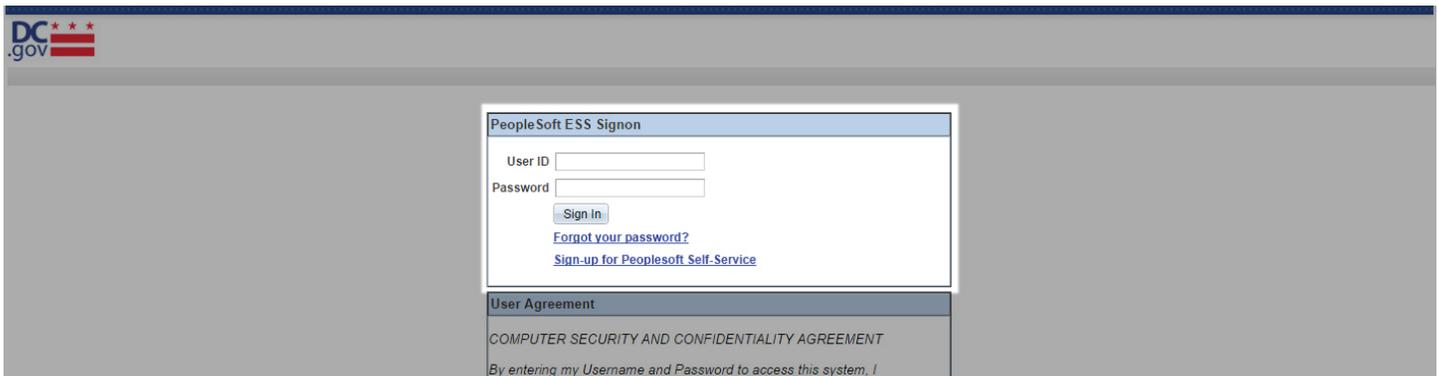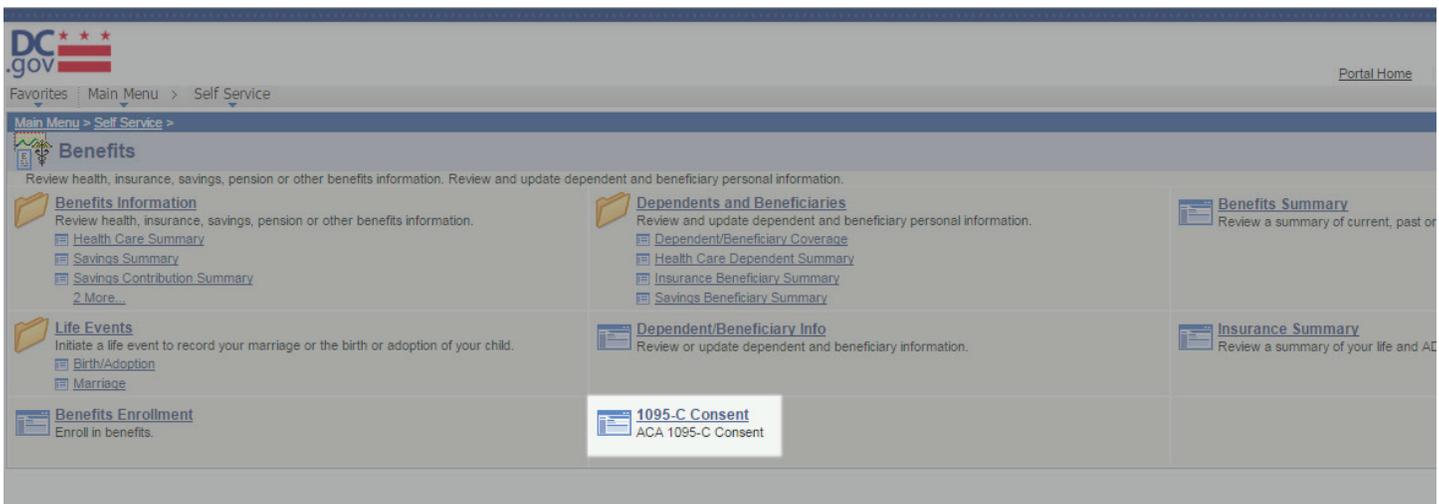

2. From the Main Menu, **select Self Service** under the Menu options on the upper-left side.
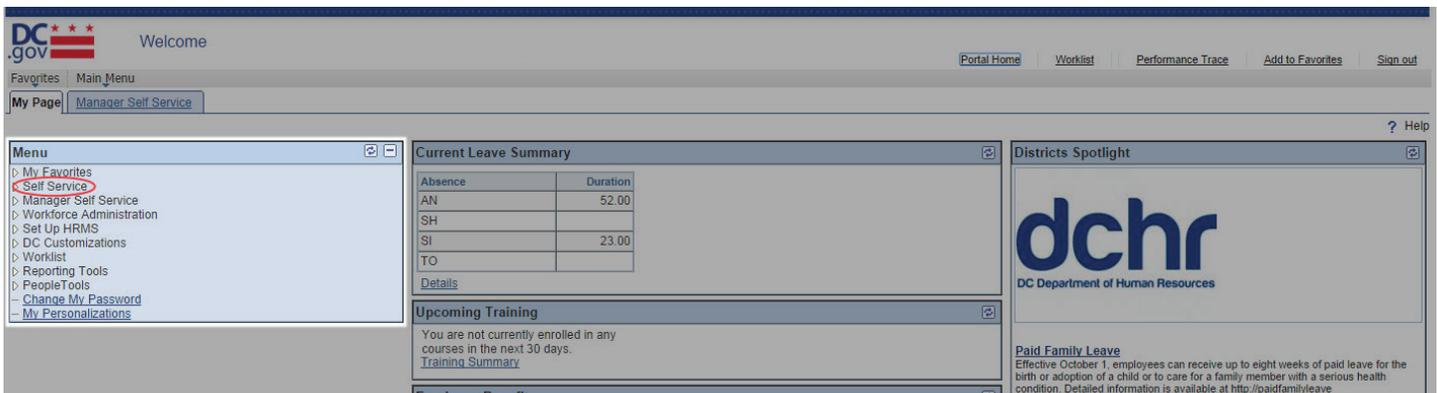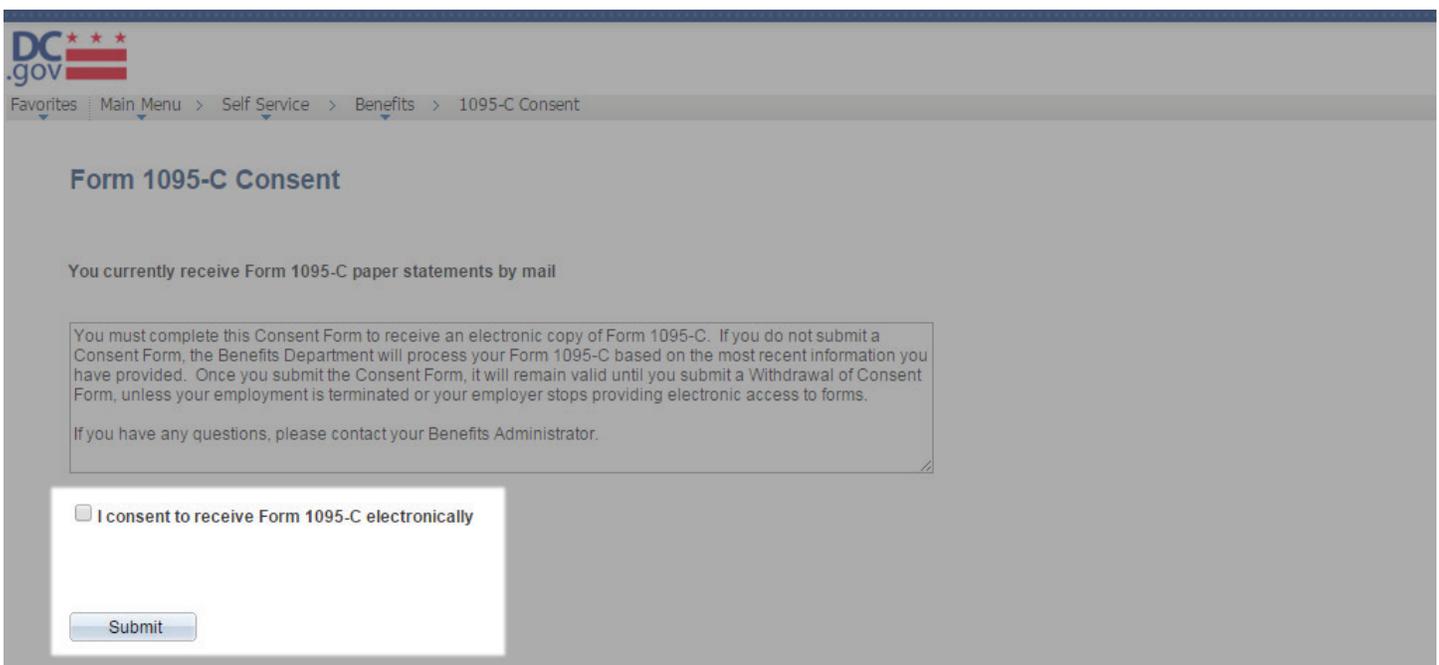
3. On the Self Service page, **select the Benefits option** on the left side, second row.
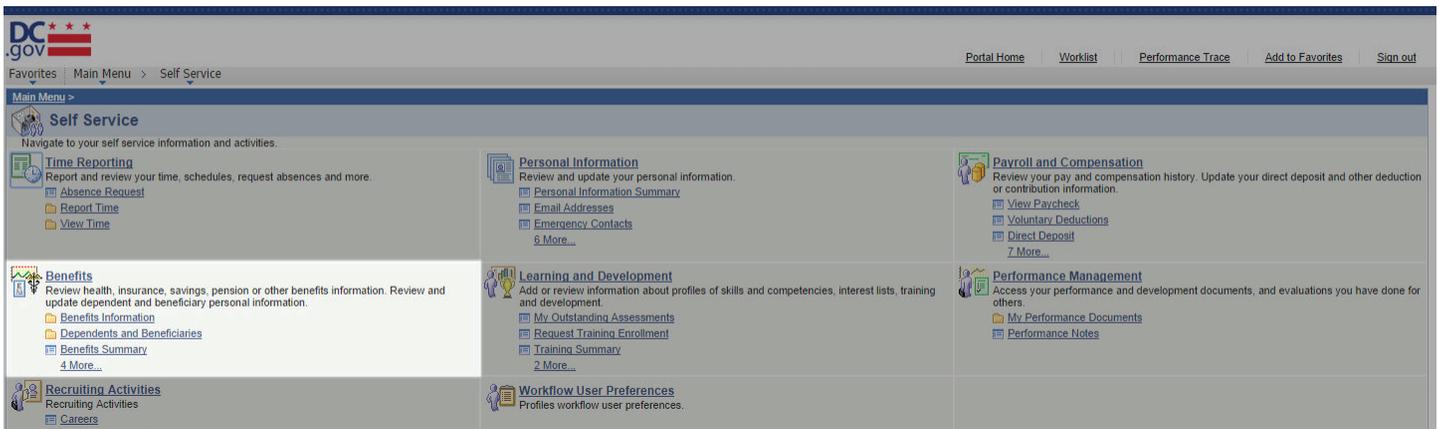
4. On the Benefits page, **select 1095-C Consent.**

5. Read the language below regarding consent to electronically receive the 1095-C. If you agree, **select the checkbox in front of "I consent to electronically receive Form 1095-C"** and **select Submit**.

6. Upon selecting Submit, you will be asked to enter your PeopleSoft password to verify your identity. **Enter your password and select Continue**.

7. Upon selecting Continue, you will be taken to the **Submit Confirmation page** indicating that your selection has been successfully submitted. You will receive an email confirmation statement to the email address listed in PeopleSoft.