

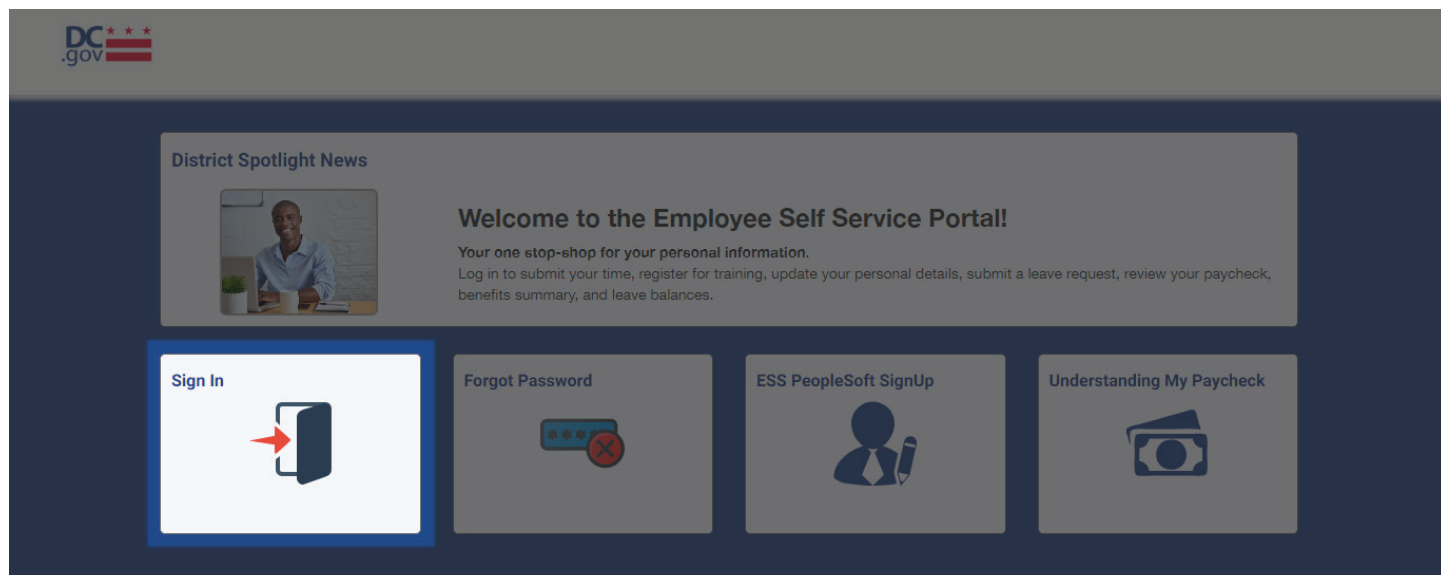
Employee Consent to Electronically Receive Form 1095-C



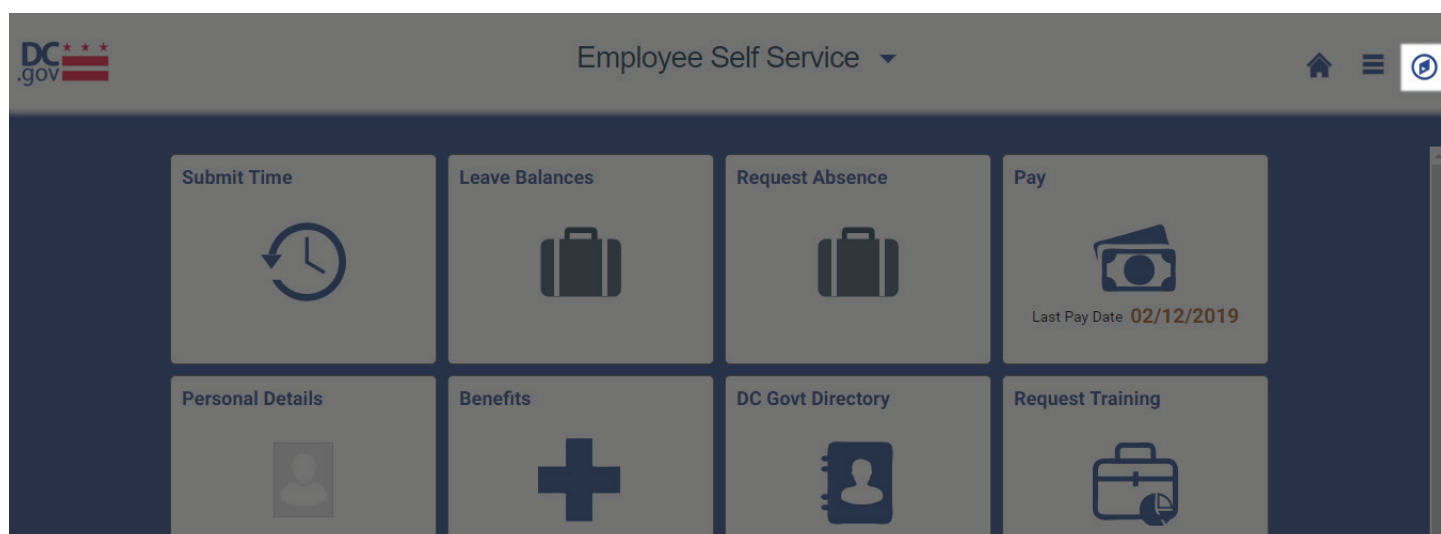
This job aide provides step-by-step instructions for consenting to electronically receive form 1095-C in PeopleSoft. Employees who consent to electronically receive the form can to download it through the Employee Self Service (ESS) portal in PeopleSoft. Employees who electronically receive form 1095-C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

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

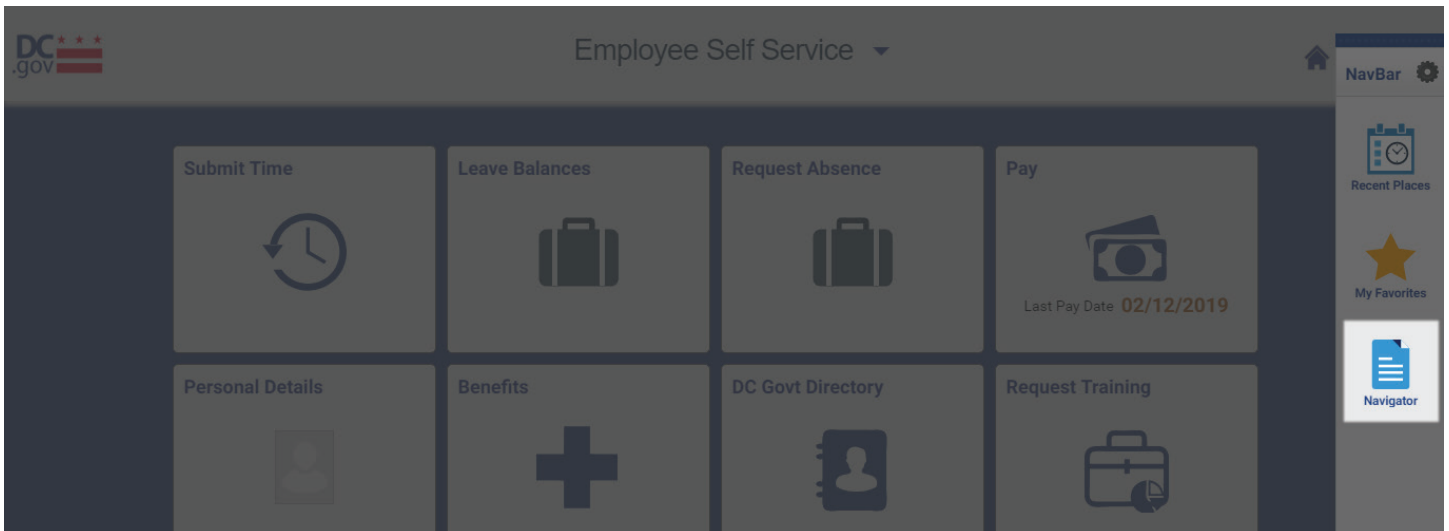
Please Note: ESS is accessible online through PeopleSoft on *any* computer. Computers are available for employee use at the DCHR Customer Care Center located at 1015 Half Street, SE, 9th Floor.



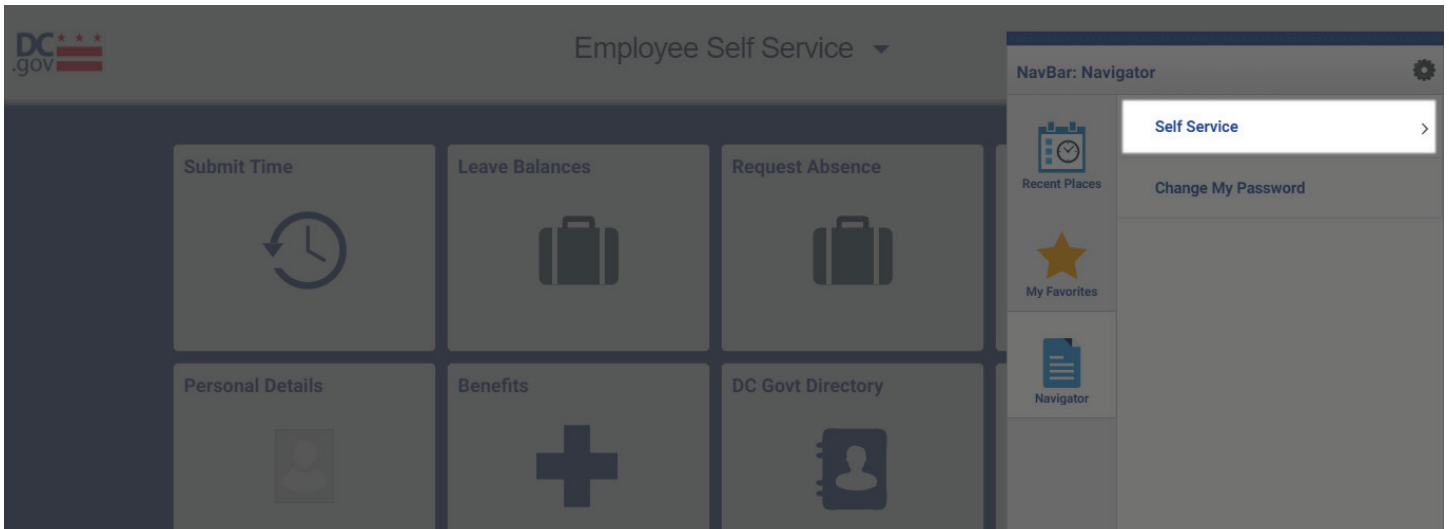
2. From the Main Menu, **select the Navigator Icon** in the upper-right corner.



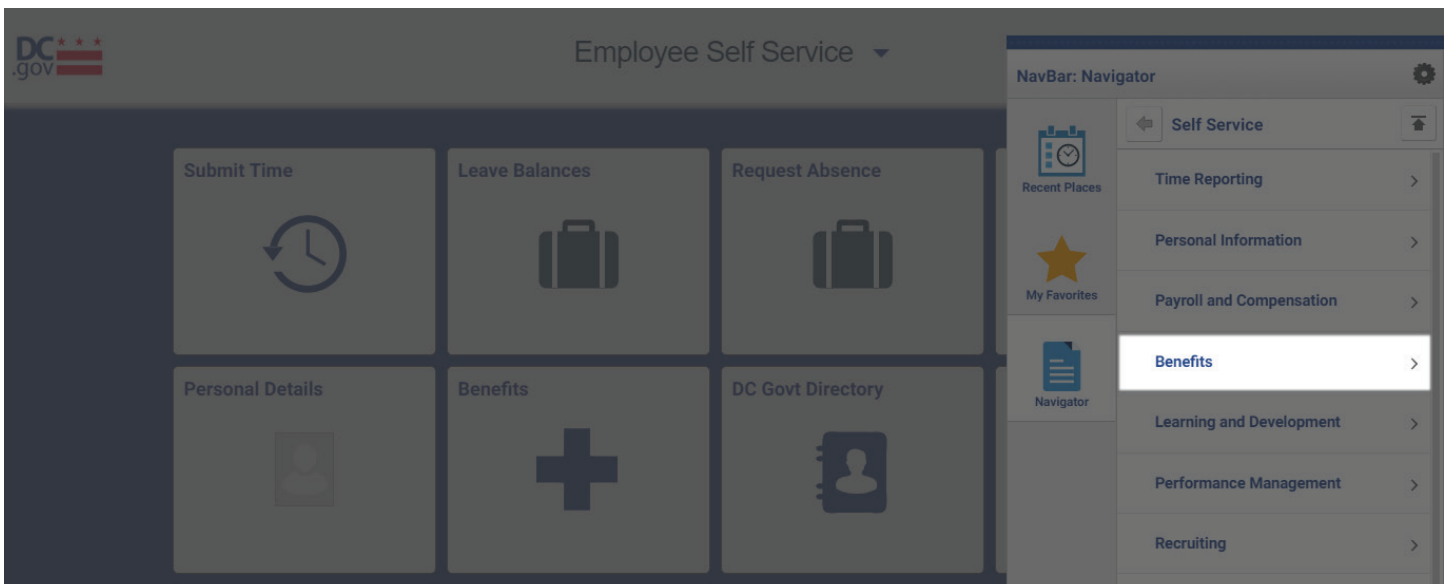
3. From the NavBar menu, **select Navigator**.



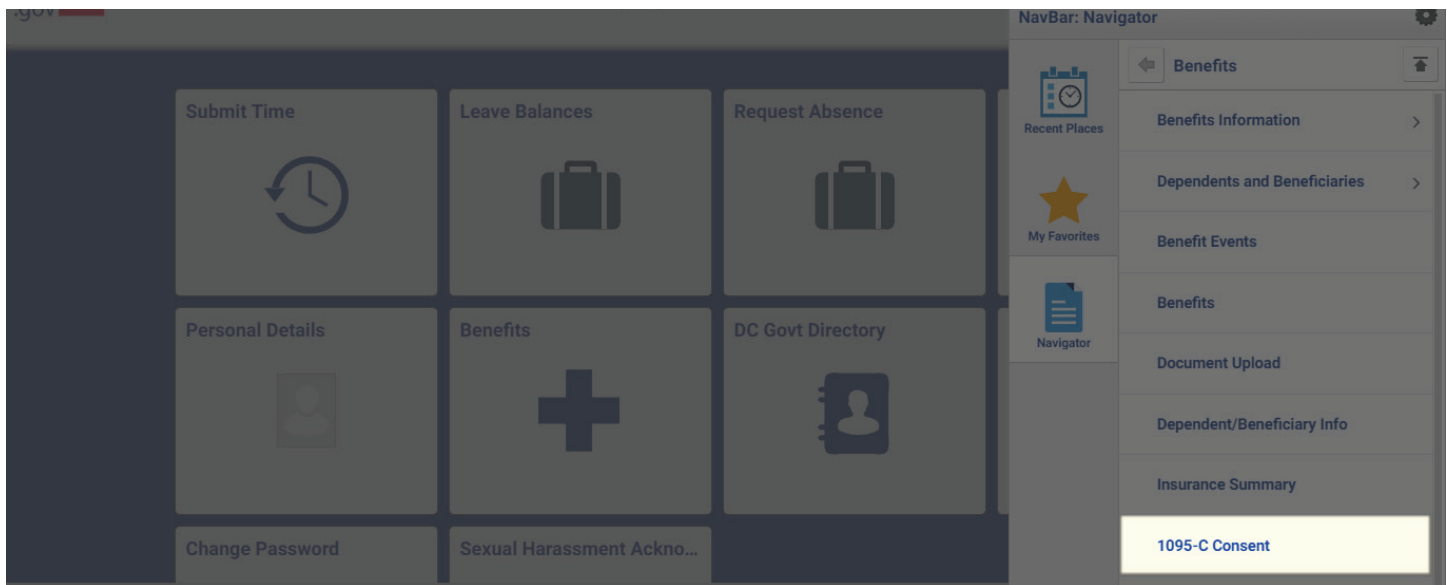
4. From the Navigation Menu, **select Self Service**.



5. From the Self Service menu, **select Benefits**.



6. From the Benefits menu, **select 1095-C Consent**.



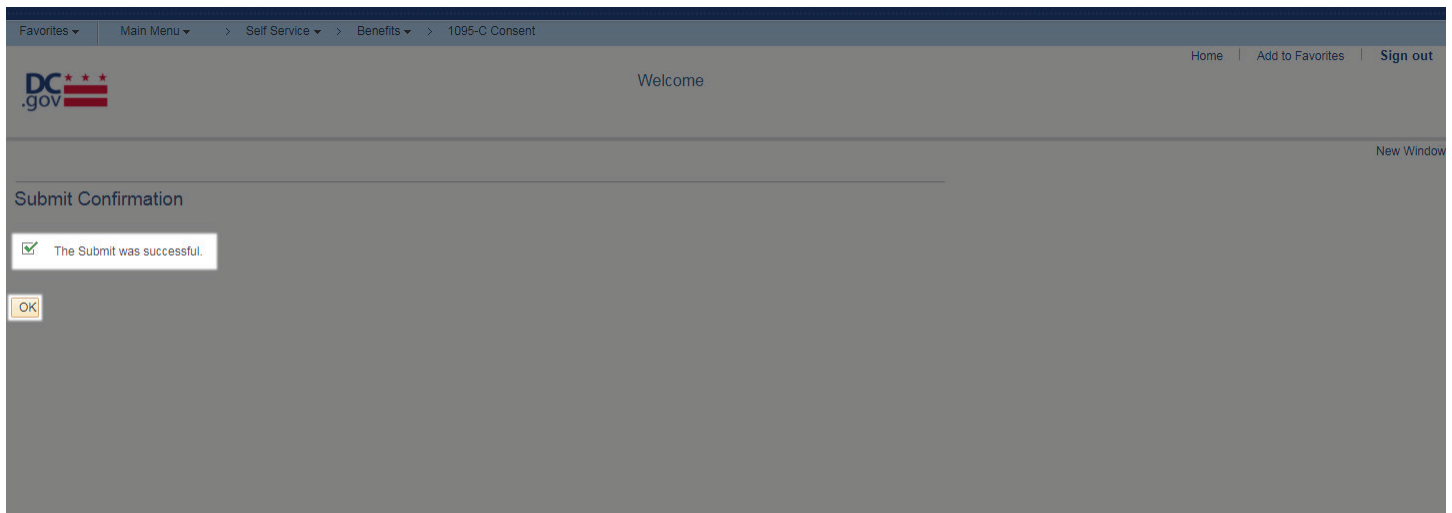
7. Review the language regarding consent to electronically receive form 1095-C. If you agree, **select the checkbox in front of “I consent to electronically receive Form 1095-C”** and **select Submit**.

A screenshot of the 'Form 1095-C Consent' page on DC.gov. The page has a breadcrumb trail: 'Favorites > Main Menu > Self Service > Benefits > 1095-C Consent'. The DC.gov logo and 'Welcome' message are at the top. The main heading is 'Form 1095-C Consent'. Below it, a paragraph explains that users currently receive paper statements by mail and must complete this consent form to receive electronic copies. A checkbox labeled 'I consent to receive Form 1095-C electronically' is visible, along with a 'Submit' button.

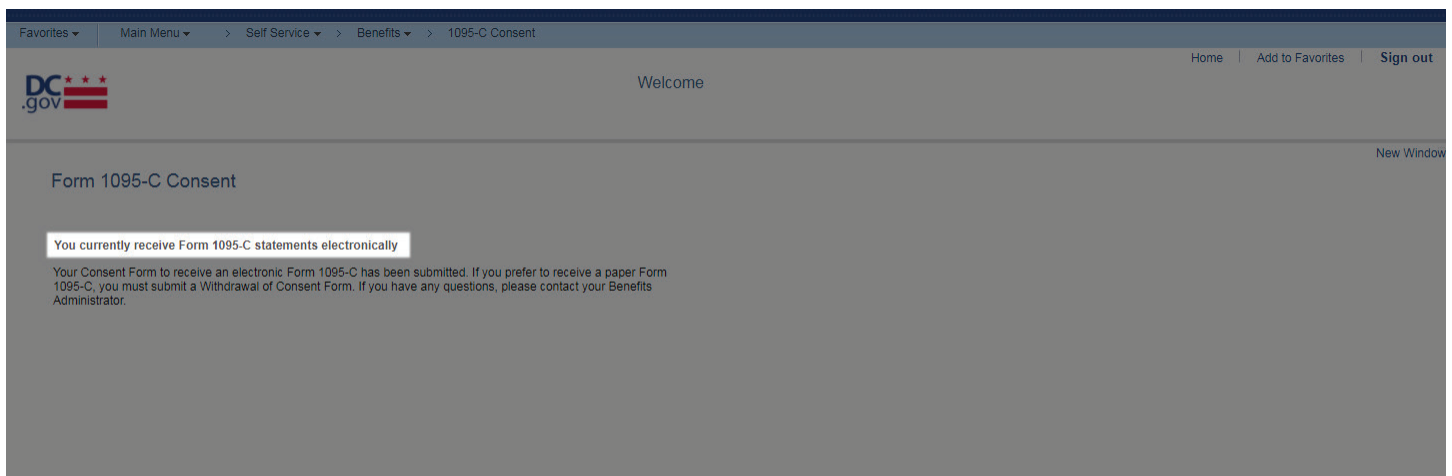
8. Upon selecting Submit, you will be asked to enter your PeopleSoft password to verify your identity. **Enter your password and select Continue.**

A screenshot showing a 'Verify Identity' modal dialog box overlaid on the 'Form 1095-C Consent' page. The dialog box has a title bar and contains the text: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.' Below this text are two input fields: 'User ID:' and 'Password:'. At the bottom of the dialog are 'Continue' and 'Cancel' buttons. The background page shows the consent form with the checkbox 'I consent to receive Form 1095-C electronically' checked.

9. 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. **Select OK** to return to the Form 1095-C Consent page.



10. Upon returning to the Form 1095-C Consent page, it will now show that you currently receive electronic form 1095-C statements.



Questions? Contact the DCHR Benefits & Retirement Administration

The DCHR Benefits and Retirement Administration is available Monday through Friday from 8:30 a.m. to 5:00 p.m. at 202.442.7627 or dchr.benefits@dc.gov.