

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.

.gov	Employee Self Service 👻				
	Submit Time	Leave Balances	Request Absence	Pay	
	Personal Details	Benefits	DC Govt Directory	Request Training	

3. From the NavBar menu, select Navigator.

.gov * * *	Employee Self Service 👻					NavBar 🔅
	Submit Time	Leave Balances	Request Absence	Рау		Recent Places
				Last Pay Date 02/12/2019		My Favorites
	Personal Details		DC Govt Directory	Request Training		Navigator
		+	2			

4. From the Navigation Menu, select Self Service.

.gov * * *	Employee Self Service 👻			NavBar: Naviga	ator	0
	Submit Time		Request Absonce	\odot	Self Service	×
				Recent Places	Change My Password	
	₹5			My Favorites		
			DC Govt Directory	Navigator		
	2		2			

5. From the Self Service menu, select Benefits.

.gov	Employee Self Service 👻			NavBar: Naviga	ator	0	
	Submit Time	Leave Balances	Request Absence	Recent Places My Favorites	Self Service Time Reporting Personal Information Payroll and Compensation Benefits	★	
				Navigator	Learning and Development Performance Management Recruiting	> > >	

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

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					lenefits	•
	Submit Time	Leave Balances	Request Absence	Recent Places	Benefits Information	>
					Dependents and Beneficiaries	>
	\bigcirc			My Favorites	Benefit Events	
	Personal Details		DC Govt Directory		Benefits	
				Navigator	Document Upload	
					Dependent/Beneficiary Info	
					Insurance Summary	
	Change Password	Sexual Harassment Ackno			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.

Favorites 👻	Main Menu + > Self Service + > Benefits + > 1095-C Consent			
.gov	* Welcome	Home	Add to Favorites	Sign out
Form	1095-C Consent			New Windov
You cu You mu Form, tr provide unless y question	rrently receive Form 1095-C paper statements by mail st complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent he Benefits Department will process your Form 1095-C based on the most recent information you have d. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, your employment is terminated or your employmer stops providing electronic access to forms. If you have any ns, please contact your Benefits Administrator.			
🗆 I cor	isent to receive Form 1095-C electronically			
Su	i <mark>bmit</mark>			

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

ou currently receive Form 1095-C paper stater	ients by mail	
ou must complete this Consent Form to receive a form, the Benefits Department will process your F rovided. Once you submit the Consent Form, it w place your complexment is terminated as your complexment is terminated as your complexment.	relectronic copy of Form 1095-C: If you do not submit a Consent rm 1095-C based on the most recent information you have	
questions, please contact your Benefits Administra	Verify Identity	
	To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.	
I consent to receive Form 1095-C electronica	l User ID:	
	Password:	
0.000	Continue	
Submit		

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.

Favorites Main Menu Self Service How Service			
		Home Add to Favorites	Sign out
	Welcome		
			New Window
Submit Confirmation			
The Submit was successful			
OK			

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

Favorites Main Menu Self Service Benef	fits → 1095-C Consent	
.gov ***	Welcome	Home Add to Favorites Sign out
Form 1095-C Consent You currently receive Form 1095-C statements electronical Your Consent Form to receive an electronic Form 1095-C has b 1095-C, you must submit a Withdrawal of Consent Form. If you Administrator.	ly sen submitted. If you prefer to receive a paper Form have any questions, please contact your Benefits	New Window

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*.