

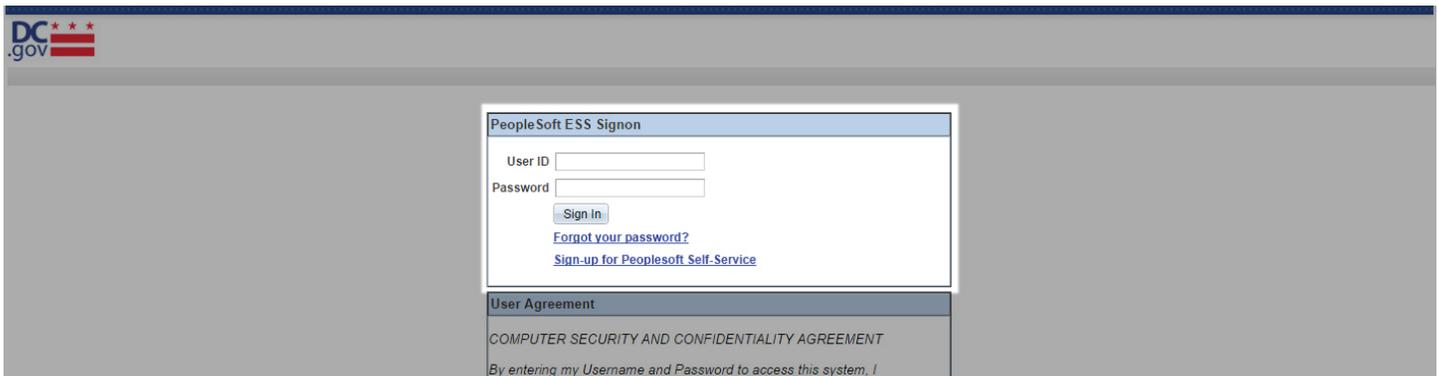
Employee Consent to Electronically Receive Form 1095-C



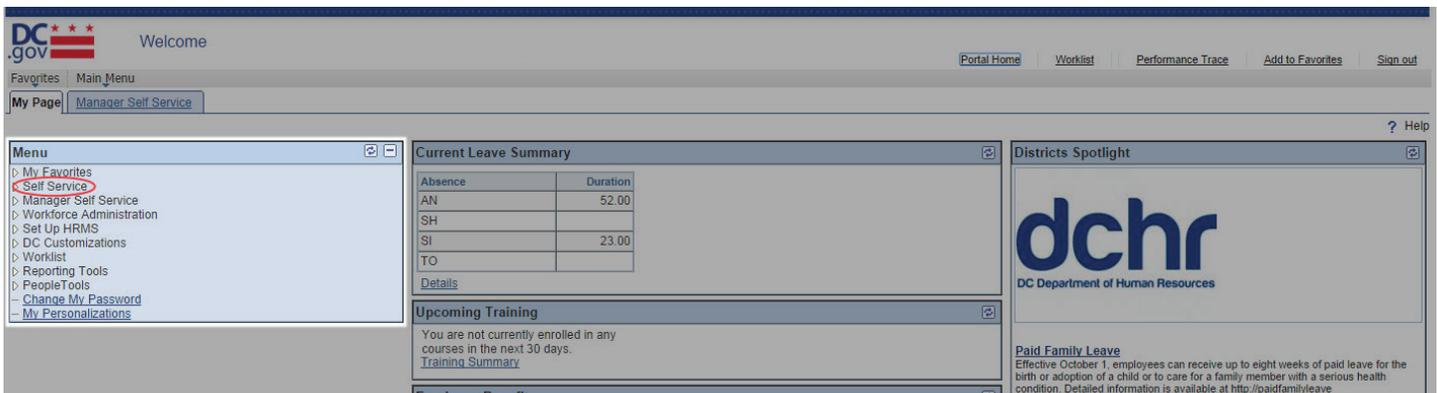
This job aide provides step-by-step instructions for consenting to electronically receive the 1095-C in PeopleSoft. Employees who consent to electronically receive the 1095-C will be able to download the form through the Employee Self Service (ESS) Portal in PeopleSoft. Employees who electronically receive 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>.

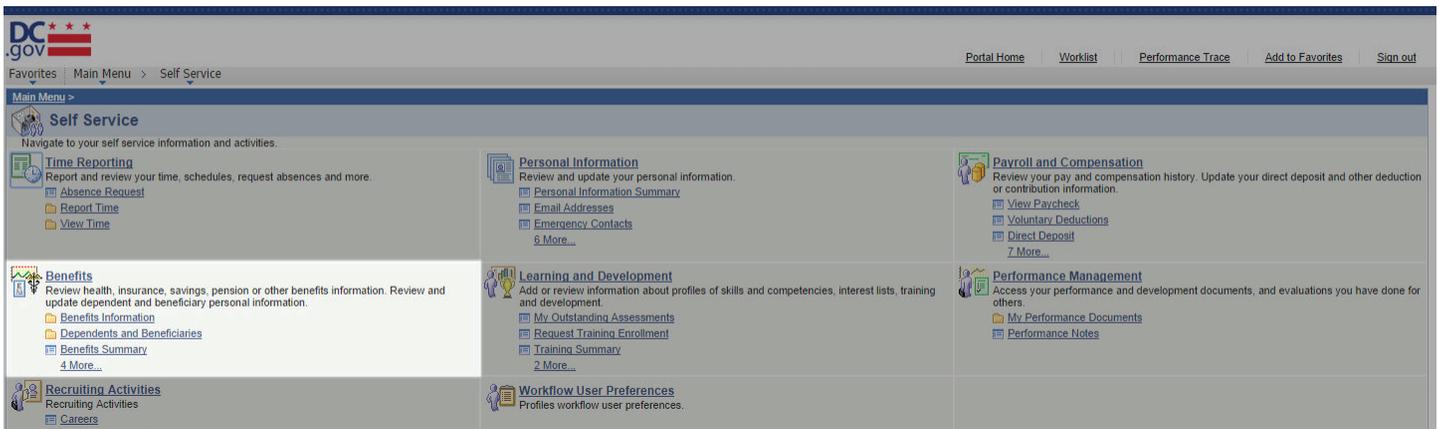
Please Note: ESS is accessible online through PeopleSoft on *any* computer. Computers are available for employee use at the DCHR Customer Care Center located at 441 4th Street, NW in the lobby of One Judiciary Square.



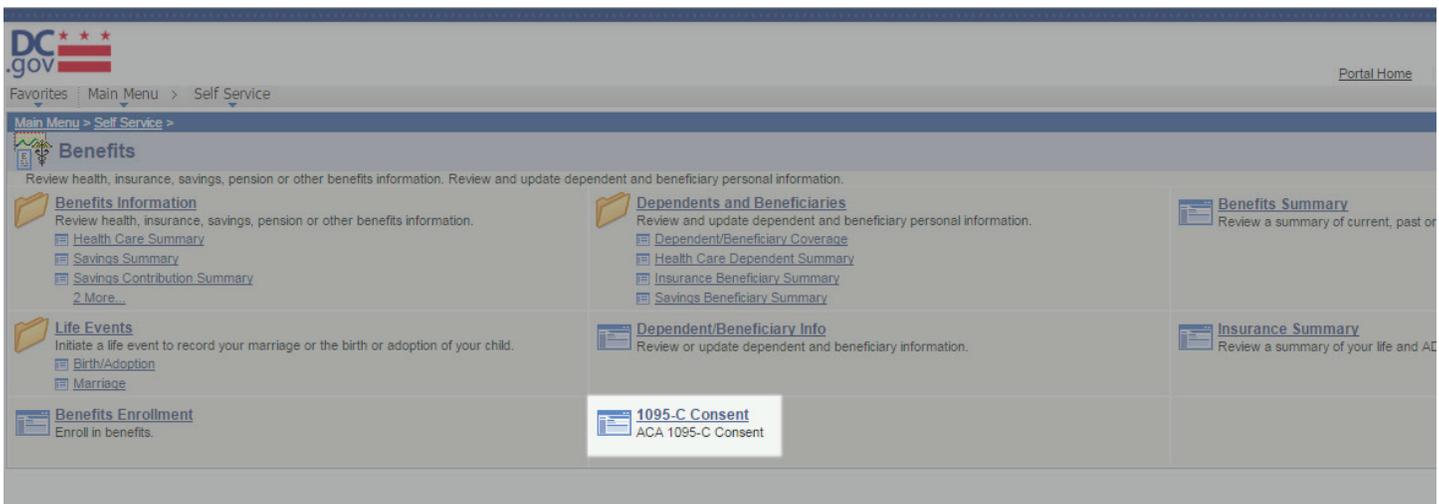
2. From the Main Menu, **select Self Service** under the Menu options on the upper-left side.



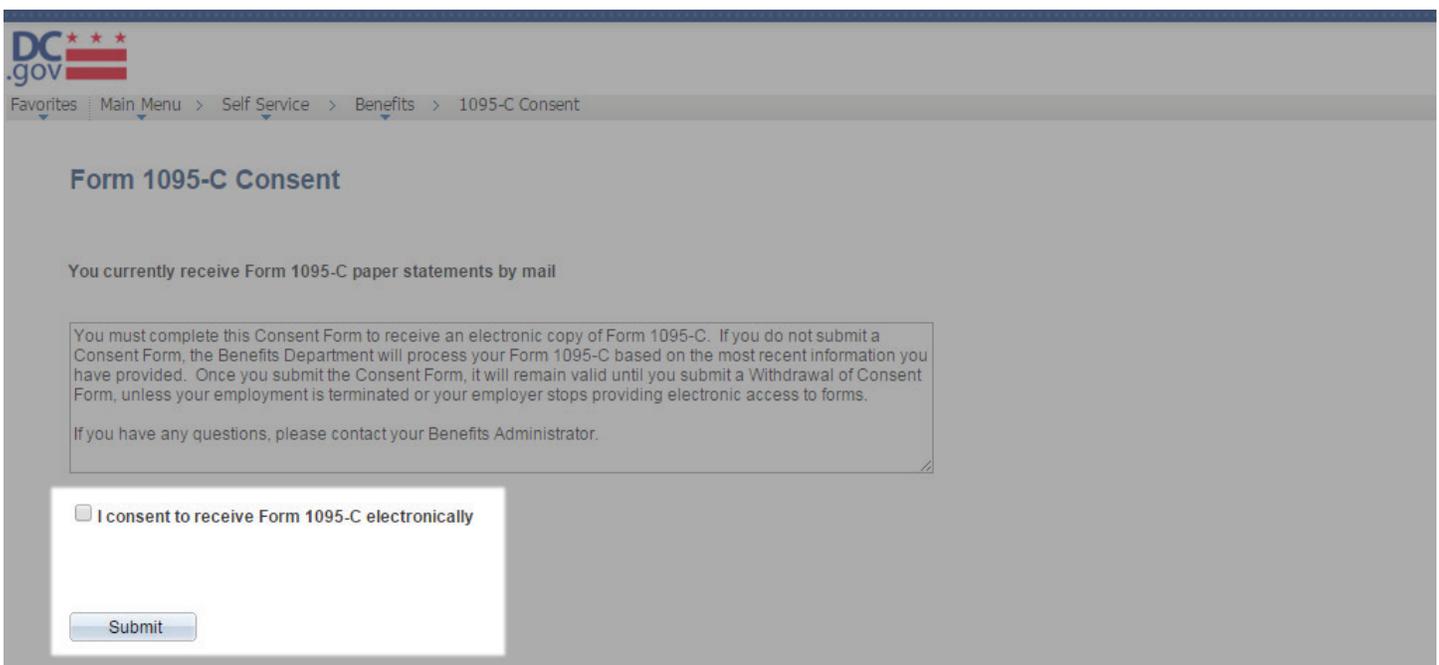
3. On the Self Service page, select the **Benefits** option on the left side, second row.



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.**

The screenshot shows the DC.gov portal interface. At the top left is the DC.gov logo with three stars. At the top right is a 'Portal Home' link. The main heading is 'Form 1095-C Consent'. Below this, the user's name 'Agnes Cholewa' is displayed, followed by the text 'You currently receive Form 1095-C paper statements by mail'. A text box contains instructions: 'You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or you...'. Below this, there is a checkbox labeled 'I consent to receive Form 1095-C electronically' which is checked. A 'Submit' button is visible. A modal window titled 'Verify Identity' is overlaid on the page. It 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 modal are 'Continue' and 'Cancel' buttons. A '? Help' link is in the top right corner of the modal.

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.

The screenshot shows the DC.gov portal interface. At the top left is the DC.gov logo with three stars. At the top right is a 'Portal Home' link. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Benefits > 1095-C Consent'. The main heading is 'Submit Confirmation'. Below this, there is a confirmation message: 'The Submit was successful.' with a checkmark icon. At the bottom of the message is an 'OK' button.