**How to consent to receive your Form 1095-C electronically:**

**Step 1: Login to PASS**

* On Home Screen select Benefit Summary Tile



**Step 2: Form 1095-C Consent**

* Scroll down, on the left side select Form 1095-C Consent



* Select and read the Form 1095-C Consent



* Check box (I consent to receive Form 1095-C electronically)
* Click Submit Button, after you submit you will be asked for User Validation



* Enter your Date of Birth is the specified format (MMDDYYYY)
* Click ok, and you will receive your online confirmation



* In addition to the online confirmation an email confirmation will be sent to your email address on file.



**How to view and print your Form 1095-C:**

**Step 1: View W-2/W-2c Forms**

* In your Payroll & Compensation Tile – select View Form 1095-C



* Select 1095-C Original hyperlink to open and print the 1095-C Form in pdf format.

