

The purpose of this job aide is to provide a guide for employees through employee self-service to retrieve form 1095-C electronically. ** Please note: If you did not consent to receive the 1095-C form electronically, it will be mailed to you.

Navigation of PeopleSoft

Step 1.

- Open an Internet browser.
- Navigate to [Employee Self-Service](#)

Step 2.

- Enter User ID (Your employee ID with an “E” in front of it)
- Enter Password
- Select Sign In
- You will be taken to the home page of Employee Self Service (ESS)



Step 3.

- From the home page click on the Benefit Details Tile



Navigation of PeopleSoft

Step 4.

- From the column on the left side of the page, click on the Affordable Care Act Tab
- A sub-menu appears. Click View From1095-C
- Under Year/Employer, select the most recent year.

