

Employee Consent to Receive Form 1095-C Electronically

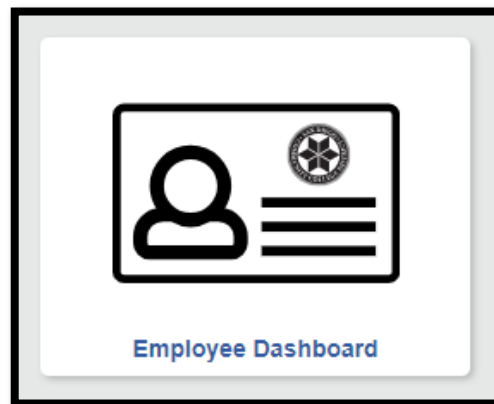
This job aid provides step-by-step instructions for consenting to receive Form 1095-C (*Employer Provided Health Insurance Offer and Coverage*) electronically via [MySDCCD](#) portal.

Employees who consent to electronically receive the form can download it when available. Once you consent to receive it electronically, you will no longer receive a mailed paper copy.

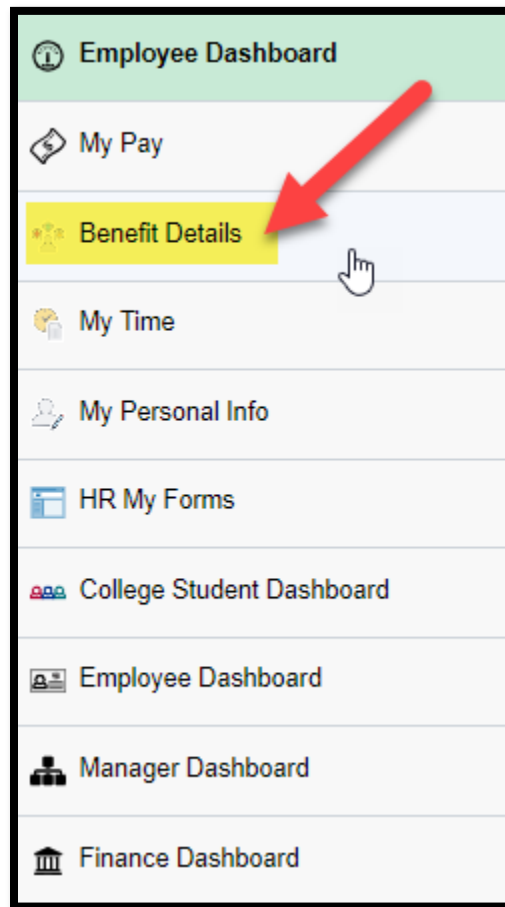
1. Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



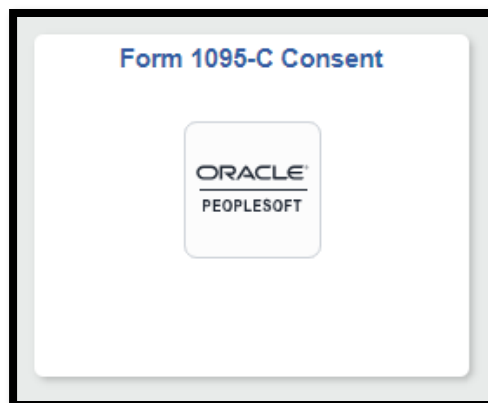
2. From the portal menu, click the **Employee Dashboard**.



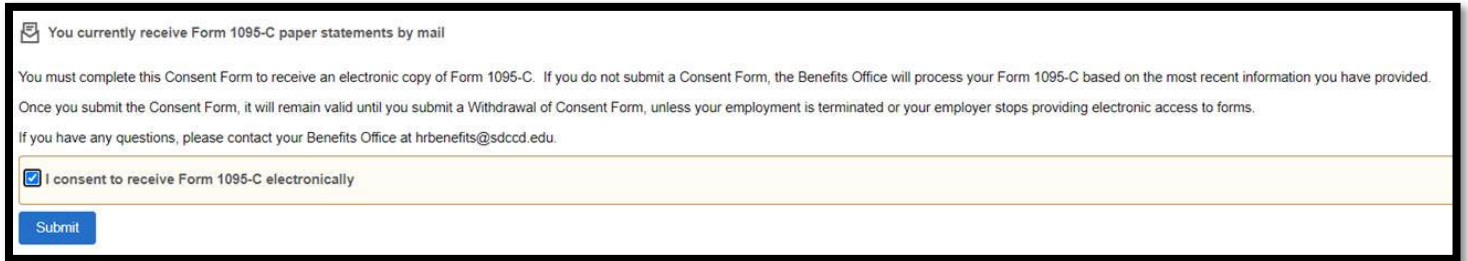
3. Click the **Benefits Details** tab from left-side panel.



4. Click the **Form 1095-C Consent** menu tile.



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



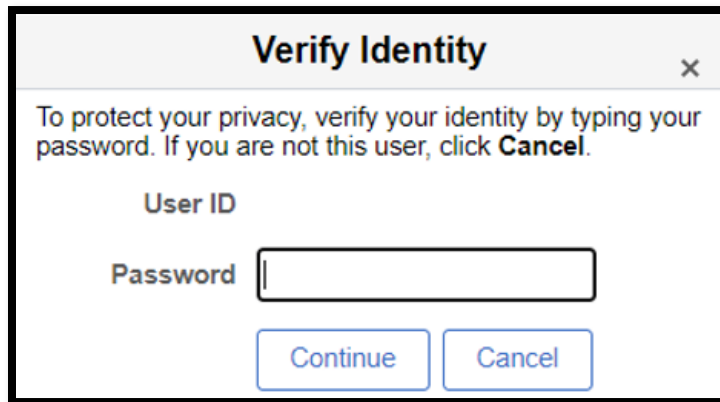
You currently receive Form 1095-C paper statements by mail

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 Office 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 your employer stops providing electronic access to forms. If you have any questions, please contact your Benefits Office at hrbenefits@sdccd.edu.

☒ I consent to receive Form 1095-C electronically

Submit

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



Verify Identity x

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID

Password

Continue Cancel

- Upon clicking “Continue”, your selection will be saved and you will receive an email confirmation to the email address listed in Employee Self-Service.

Have questions or need assistance? Contact your Benefits Office at hrbenefits@sdccd.edu.



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