View 1095

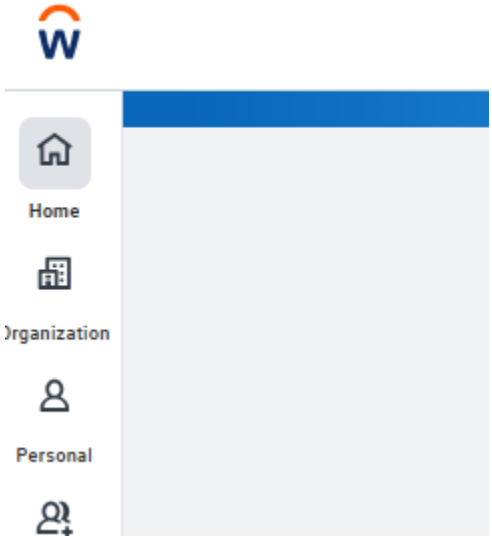
Overview

Viewing your 1095 forms is a process that can be initiated by any benefits-eligible employee. This job aid will show you how to view these forms via the **Benefits** application.

View 1095

Security Role(s): Employee as Self

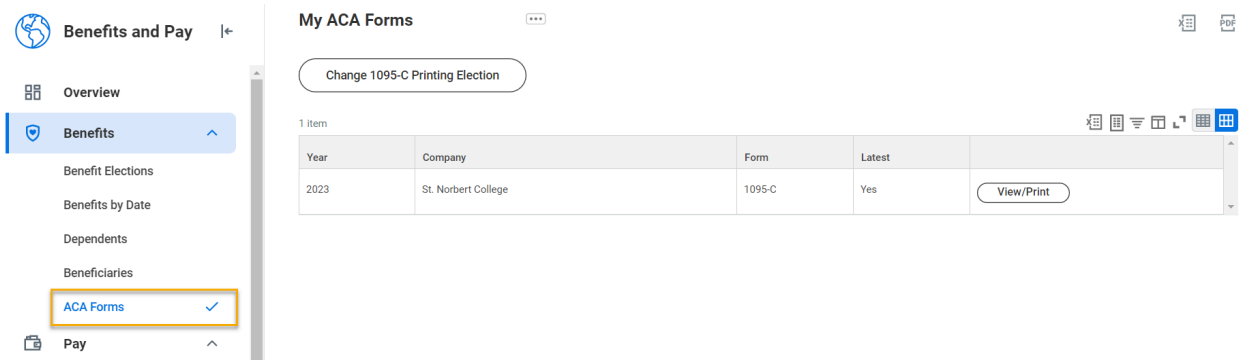
1. From the Workday Landing Page, select Personal from the left hand side.



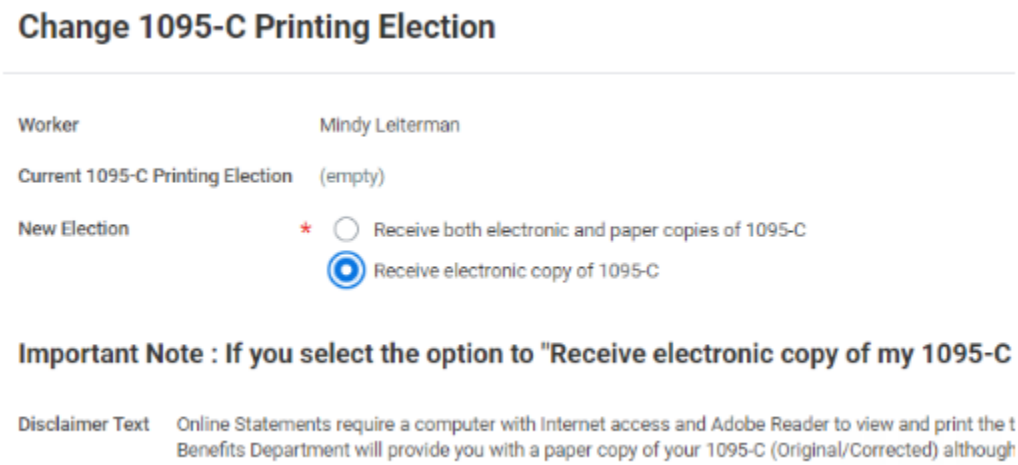
2. Navigate to the **Benefits and Pay** application from your homepage.



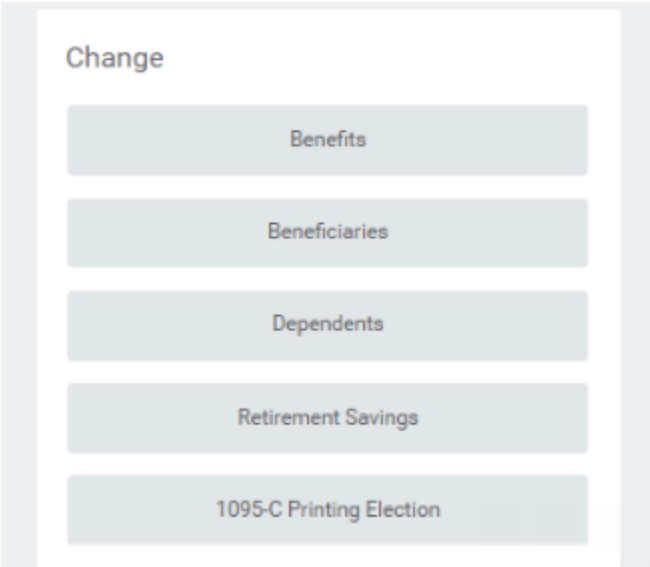
3. Select **ACA Forms** in the Benefits section.



SNC prefers you set your preferences to “Receive electronic copy of 1095-C”.



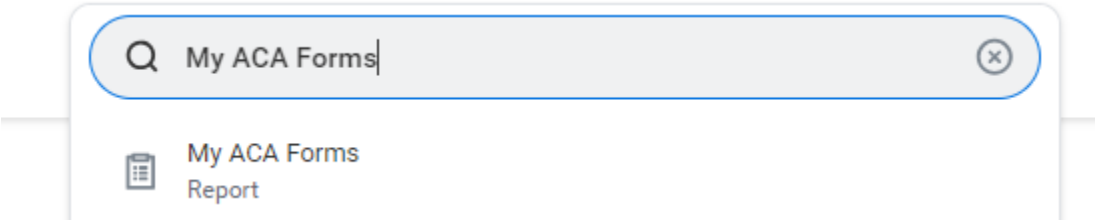
You can also go through your Benefits App in Workday and select 1095-C Printing Election:



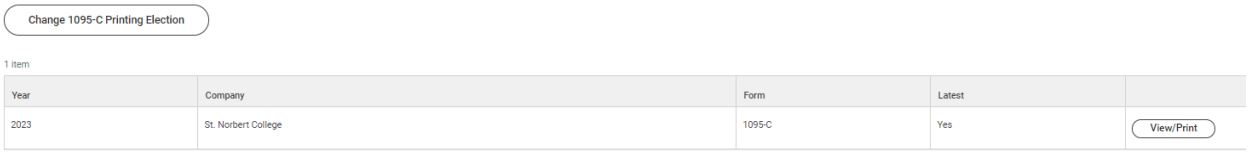
4. Select **View/Print** next to the associated document you wish to view.

OPTION 2 - Search Bar

Type in “My Aca Forms” and select the report.

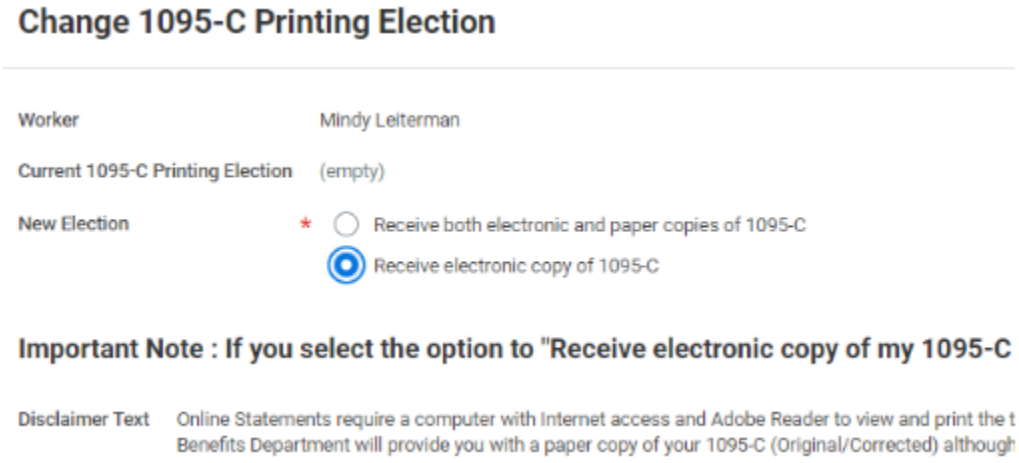


The select view/print to the right



Setting Your VIEW/PRINT Preferences

SNC prefers you set your preferences to “Receive electronic copy of 1095-C”.



You can also go through your Benefits App in Workday and select 1095-C Printing Election:

