



View 1095

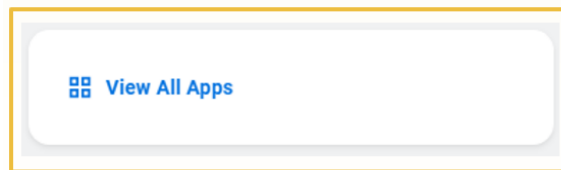
Overview

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 **View All Apps**.



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



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

My ACA Forms

Change 1095-C Printing Election

Year	Company	Form	Latest	
2023	St. Norbert College	1095-C	Yes	View/Print

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

Change 1095-C Printing Election

Worker Mindy Leitterman

Current 1095-C Printing Election (empty)

New Election * ☐ Receive both electronic and paper copies of 1095-C
☒ Receive electronic copy of 1095-C

Important Note : If you select the option to "Receive electronic copy of my 1095-C"

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the t
Benefits Department will provide you with a paper copy of your 1095-C (Original/Corrected) although

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

Change

Benefits

Beneficiaries

Dependents

Retirement Savings

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.

Q My ACA Forms

My ACA Forms Report

The select view/print to the right

Change 1095-C Printing Election

1 item

Year	Company	Form	Latest	
2023	St. Norbert College	1095-C	Yes	View/Print

Setting Your VIEW/PRINT Preferences

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

Change 1095-C Printing Election

Worker

Mindy Leitterman

Current 1095-C Printing Election (empty)

New Election

- * ☐ Receive both electronic and paper copies of 1095-C
- ☒ Receive electronic copy of 1095-C

Important Note : If you select the option to "Receive electronic copy of my 1095-C"

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the t
Benefits Department will provide you with a paper copy of your 1095-C (Original/Corrected) although

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

