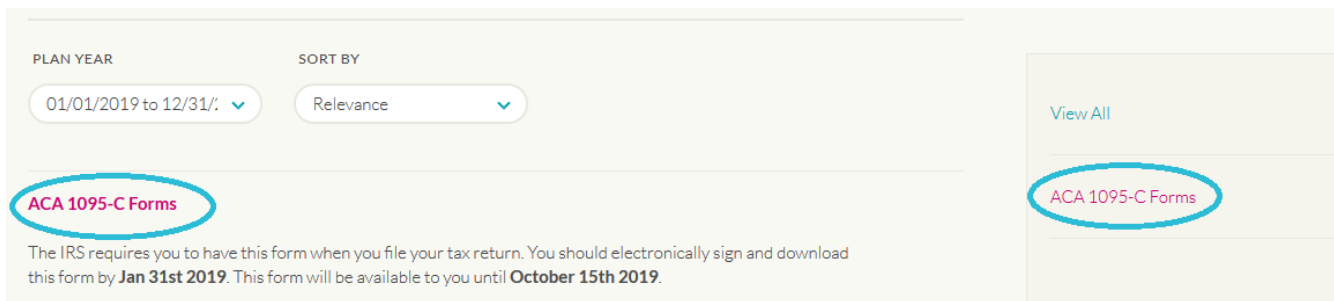


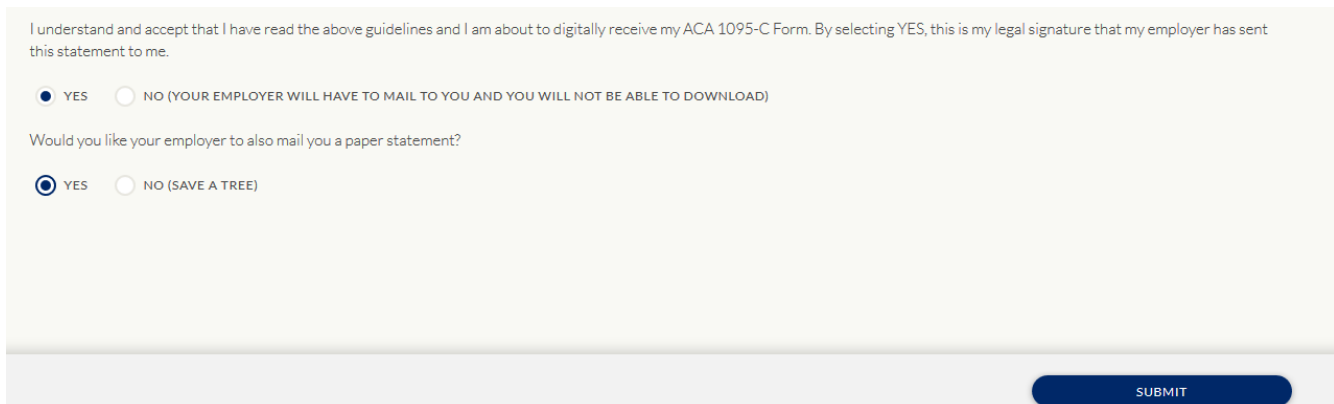
## [How to Obtain 1095-C Forms Online](#)

Log into **PlanSource** and navigate to the **Resources & Forms** page. Select the link on the right hand side that reads **ACA 1095-C Form**. Next, select the appropriate form link.



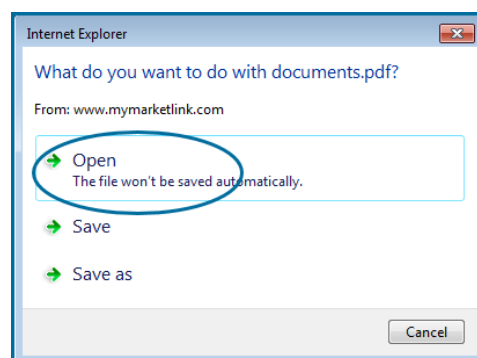
The screenshot shows a web interface with two dropdown menus at the top: "PLAN YEAR" set to "01/01/2019 to 12/31/" and "SORT BY" set to "Relevance". Below these is a list of items, with the first item "ACA 1095-C Forms" circled in red. To the right, a "View All" link is visible, and another "ACA 1095-C Forms" link is also circled in red. Below the list, a note states: "The IRS requires you to have this form when you file your tax return. You should electronically sign and download this form by **Jan 31st 2019**. This form will be available to you until **October 15th 2019**."

Review the consent form. If you agree, select **Yes**. Choose whether or not you would like your employer to mail you a copy. Then, click on **Submit**.



The screenshot shows a consent form with the following text: "I understand and accept that I have read the above guidelines and I am about to digitally receive my ACA 1095-C Form. By selecting YES, this is my legal signature that my employer has sent this statement to me." Below this are two sets of radio buttons. The first set has "YES" selected and "NO (YOUR EMPLOYER WILL HAVE TO MAIL TO YOU AND YOU WILL NOT BE ABLE TO DOWNLOAD)" unselected. The second set has "YES" selected and "NO (SAVE A TREE)" unselected. At the bottom right, there is a blue "SUBMIT" button.

A pop-up box will appear. Choose **Open** to display the 1095-C.



You can now choose to save or print the form.