

How to Download a 1095-C Form

Original View

From the home page, navigate to the employee's record. Once on the employee's record, select the **ACA Timeline** link on the left-hand side of the screen.

• Work Status Event History	
ACA Payroll Data	
• ACA Employee Data	
→ ACA Timeline	
Life Events	

Select the **Show Details** button to expand the screen.

Show Details	
Standard 2021	
Standard 2020	

Locate the 1095-C form for the year you are looking to download and select the **Download** button. When prompted, select the options to open the file.

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Poverty Level: 1,040.83													
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Note: There is a timeline at the top of the page which indicates the year being displayed. If you wish to view a different year, use the navigational arrows at the top of the page.

<						20	18											20	19						>
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	_

Beta View

From the home page, navigate to the employee's record. Once on the employee's record, select the **Actions** in the top-right corner, and then select **ACA Timeline**.

	Actions :
	Employee Profile
act	Edit Employee
	Change Employee Status
Jar	Visit Employee in TIMS
NGI	Manage Spending Account
	Account
er	Change Password
	Notes
	ACA
	ACA Payroll
	ACA Employee Data
	ACA Timeline

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Select the **Show Details** button to expand the screen.

Standard 2020 Standard 2021
Show Details
Full Time:

Locate the 1095-C form for the year you are looking to download and select the **Download** button. When prompted, select the options to open the file.

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Poverty Level: 1,040.83														
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