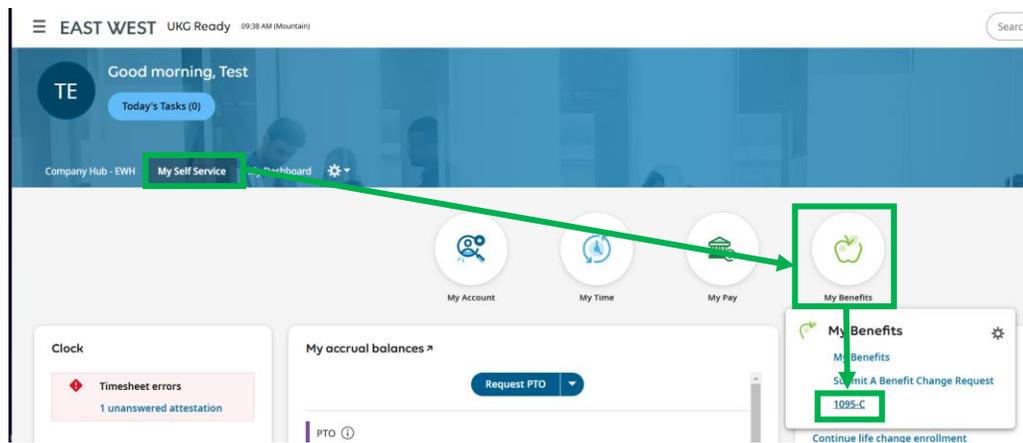


Viewing My W2			
Creation Date:	1/17/2025	Date Last Modified:	1/17/2025
Contact if updates are needed: benefits@eastwest.com			
What is the purpose of this Guide?			
This guide will walk through how to opt into electronic consent and how to access your electronic 1095-C forms.			

Electronic Consent

Beginning in 2025, employers are no longer required to mail physical 1095-C forms. Instead, we are encouraging all employees to opt for receiving an electronic copy. If you'd prefer to receive a paper copy, you can email benefits@eastwest.com. Otherwise, these forms are available in UKG beginning in March, but before they can be viewed, employees must consent to electronic delivery. To do this:

1. Log into UKG and navigate to the 'My Self Service' tab. From here, hover over the 'My Benefits' bubble, and click '1095-C'



(You can also navigate to this screen from the menu by going to My Info -> My HR -> Forms -> Government Forms -> 1095-C. You may also type '1095' into your search bar.)

2. On the next screen, click 'Electronic Consent'

My HR > Forms > Government Forms > 1095-C

← 1095-C

Selected Year: 2024

Created	Modified	Finalized
No Data to Display		

3. In the pop-up window, check the box to confirm you'd like to receive an electronic form then click 'save'

Electronic Consent

I confirm that I want to electronically receive my 1095-C form.

Receive Form 1095-C Electronically

Cancel Save

You'll be asked to verify your selection with your UKG password. Once done, click 'Confirm'

Electronic Consent Confirm

Confirm your decision to receive Form 1095-C electronically

Password *

Cancel Confirm

4. You'll see a confirmation message at the top indicating your selection was saved

My HR > Forms > Government Forms > 1095-C

← 1095-C Electronic Consent

System was updated to indicate that you want to receive Form 1095-C electronically. X

1 of 1 | 0 Rows [System] Selected Year: 2024

Created	Modified	Finalized
No Data to Display		

Accessing your 1095-C

5. Once the 1095-C is available, it can be viewed here by selecting the appropriate year, then clicking the pencil icon. Once opened, it can also be downloaded if needed

My HR > Forms > Government Forms > 1095-C

← 1095-C Electronic Consent

1 of 1 | 1 Rows [System] Selected Year: 2023

Created	Modified	Finalized
 01/02/2024	01/16/2025	Y

test

My HR > Forms

← My 1095-C Download PDF

Please note that Social Security Numbers have been masked on this form for increased security.

600120

1095-C
Form
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage
Do not attach to your tax return. Keep for your records.
Go to www.irs.gov/Form1095C for instructions and the latest information.

VOID
 CORRECTED

OMB No. 1545-2251
2023

Part 1 Employee Applicable Large Employer Member (Employer)

If you ever wish to revoke your electronic consent, you can also revisit this page and uncheck the consent box, then save.