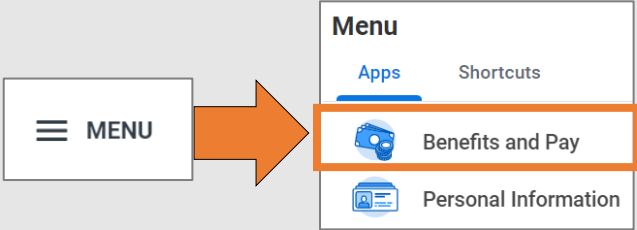
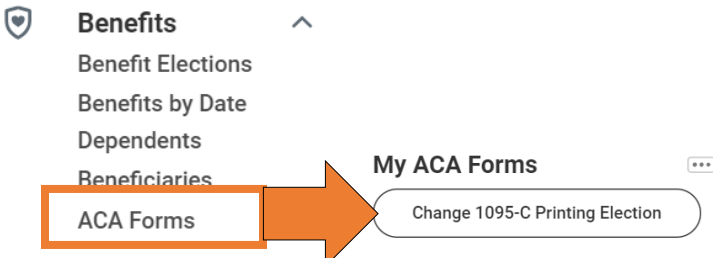


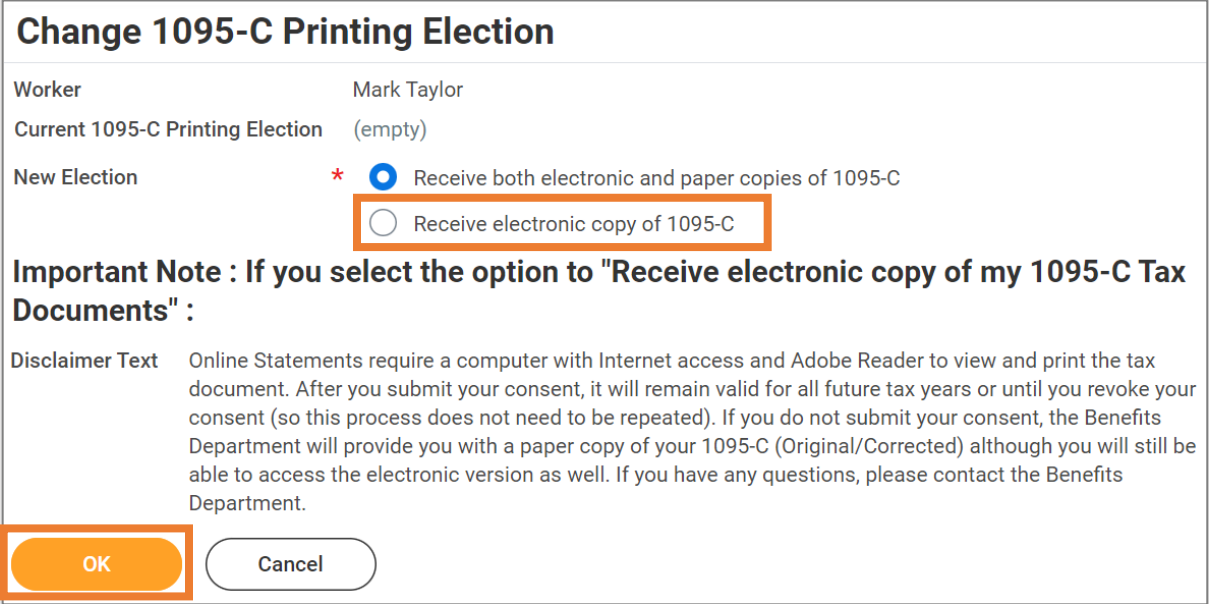
Introduction: The 1095-C is a required annual document that employers provide to employees who are eligible for group health coverage. This document outlines the month(s) that healthcare coverage was or was not provided under Willamette's group health plan to the employee and any applicable dependents. It is provided to employees for their personal records only.

To save administrative and paper resources, we encourage all employees to sign up for electronic delivery only. Follow these steps:

- After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay**.


- Click **Benefits** in the left-hand navigation to unfold a menu and select **ACA Forms** button. The resulting page will display a list of your ACA 1095-C forms you have received annually from Willamette. At the top of this page, click **Change 1095-C Printing Election**.


- The default setting is to receive both an electronic and paper copy. To change to electronic copy only, click the radio button next to **Receive electronic copy of 1095-C**, then click **OK**.


- Click **Done** to complete the process.