

How to Consent for Online Delivery of Forms 1095 in Tax Form Management

In order to receive an electronic copy of your Form 1095 instead of a paper copy, you must provide your consent through Tax Form Management. Complete the following steps to consent to online delivery of your tax form.

Enabling Online Delivery

Access Tax Form Management

Log in to mytaxform.com.

Update Delivery Selections

There are three ways to update your delivery selections.

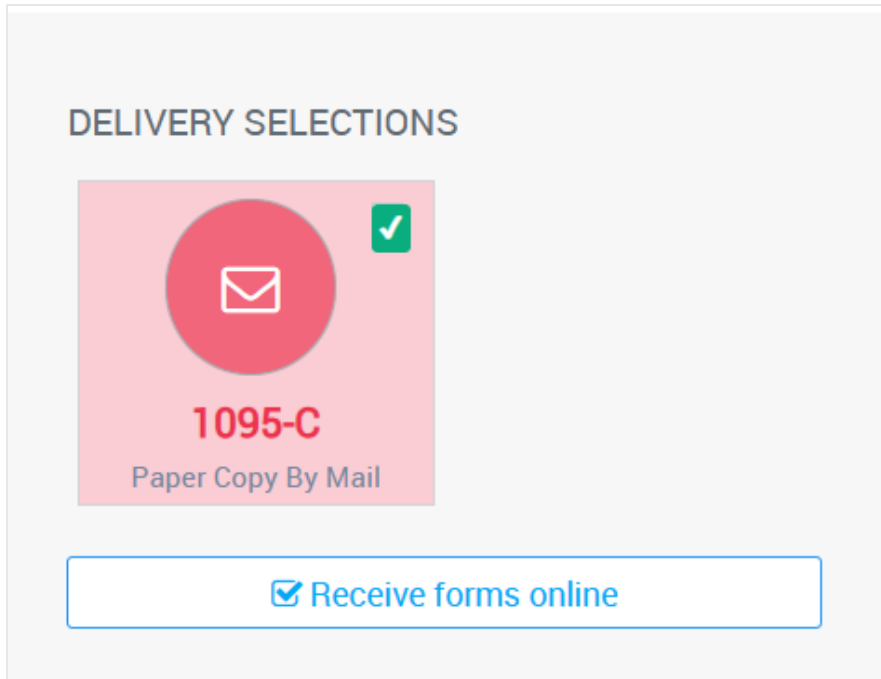
- On the left side of the screen, access the menu and select **My Account**.
- On the right side of the home screen, locate the **Delivery Selections** tile.
- At the top of the screen, click the person icon by your name, then select **My Account**.

1. Scroll down to the **Delivery Selections** tile.

The screenshot displays the Equifax Tax Form Management web application. At the top, a green 'PRODUCTION' banner is visible. Below it, the 'TAX FORM MANAGEMENT' header includes a home icon and a note: 'Please note - You will be logged out if you refresh the browser'. On the right, user information for 'User One' is shown, including a 'My Account' link, a 'Log Out' button, and a 'LANGUAGE' dropdown. A red circle with the number '3' highlights the user profile area. On the left, a dark sidebar menu contains links for 'Home', 'Tax Forms', 'My Account' (highlighted with a red circle and the number '1'), 'Paperless Pay', and 'Help Center'. The main content area features a 'RECENT TAX FORMS' section with a message: 'Information! No tax forms are currently available.' To the right, a 'DELIVERY SELECTIONS' section (highlighted with a red circle and the number '2') shows a '1095-C' tile with a paper icon and the text 'Paper Copy By Mail'. Below this, a button indicates '88 Receive forms online'. At the bottom, there is a 'Ready to file your taxes?' section with a brief description and a link for more information, and a 'watchdog' security advertisement.

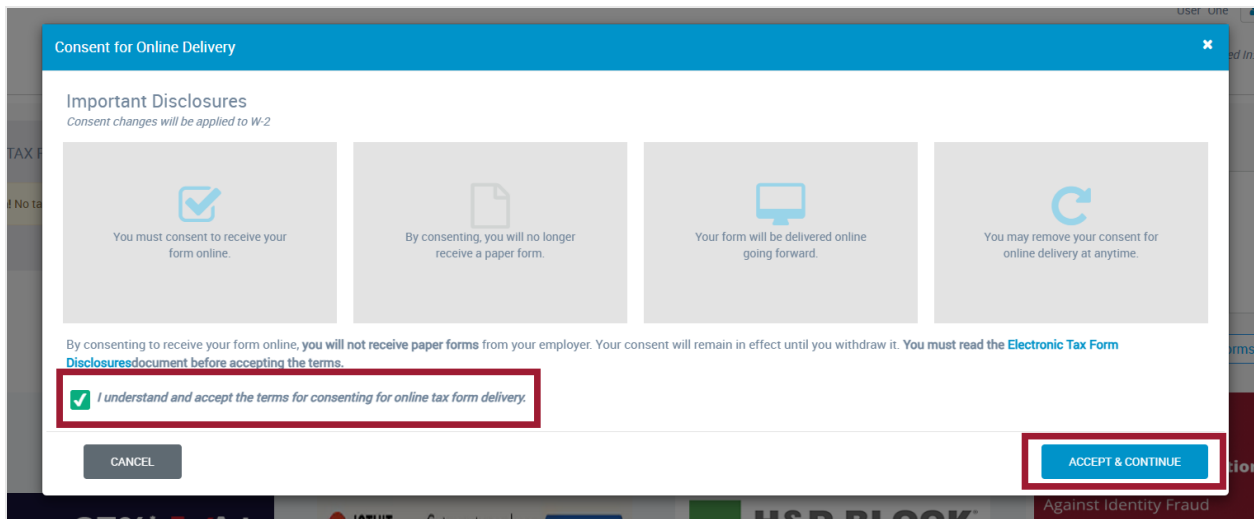
Images are examples and for information purposes only. They may vary across platforms and are subject to change.

- Then, select the check box in the top right corner of 1095-C and click **Receive forms online**.



Consent for Delivery

- The **Consent for Delivery** screen will appear. Read through the disclosures on the screen and, if you still wish to receive forms electronically, check the box and click **Accept & Continue**.

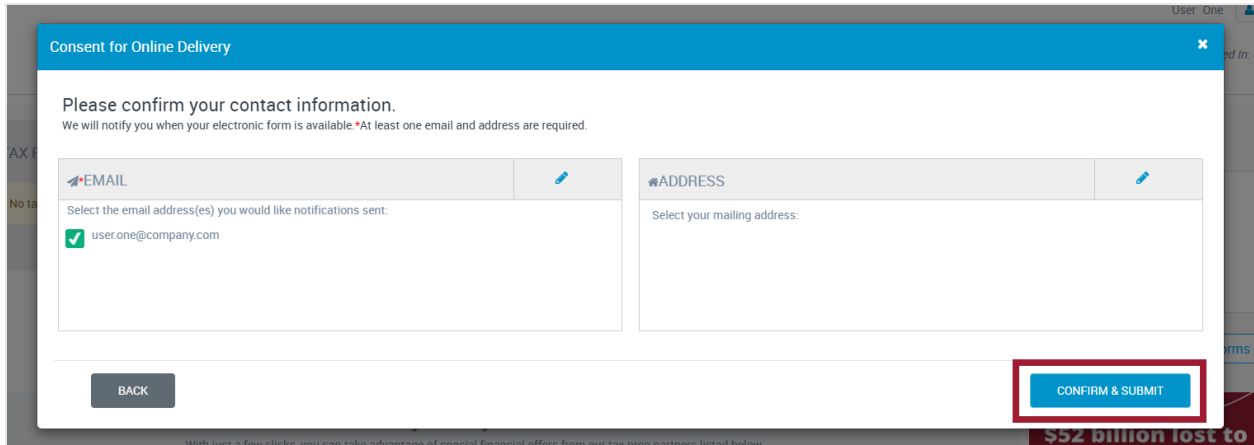


Confirm Contact Information

- Next, the **Confirm Contact Information** screen will appear. If contact information needs updated, select the **pencil icon** in the upper right corner of the box. Type in the correct information and select **Save**.

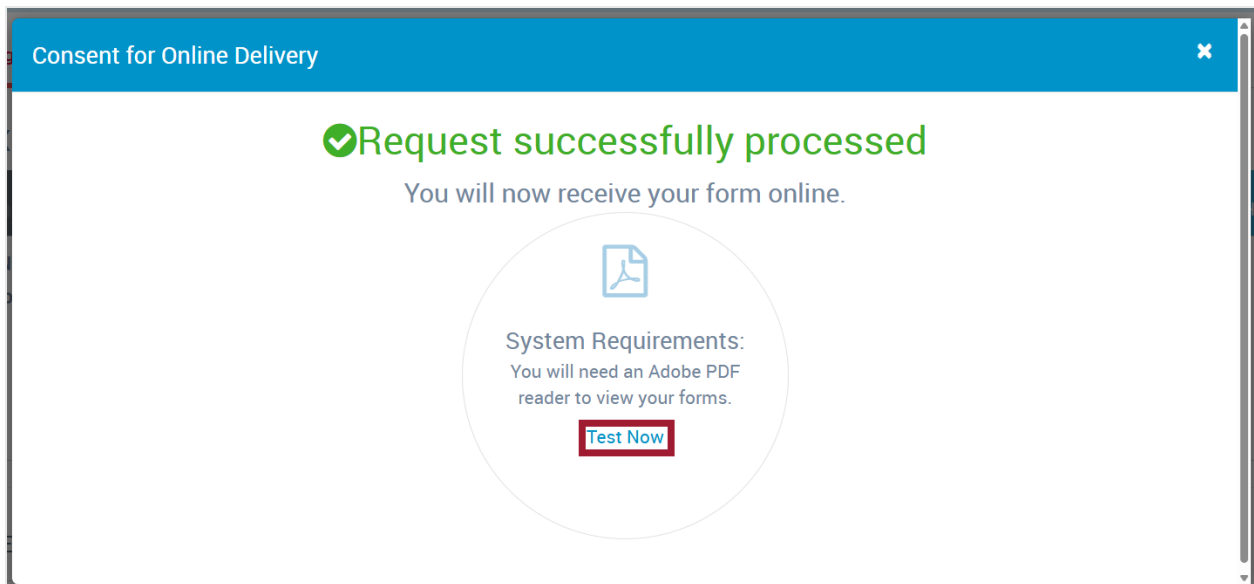
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5. Then, click **Confirm & Submit**.



Success

6. A screen will appear confirming the change in delivery was successfully made. To test the System Requirements to view forms, select **Test Now**.



Testing System Requirements

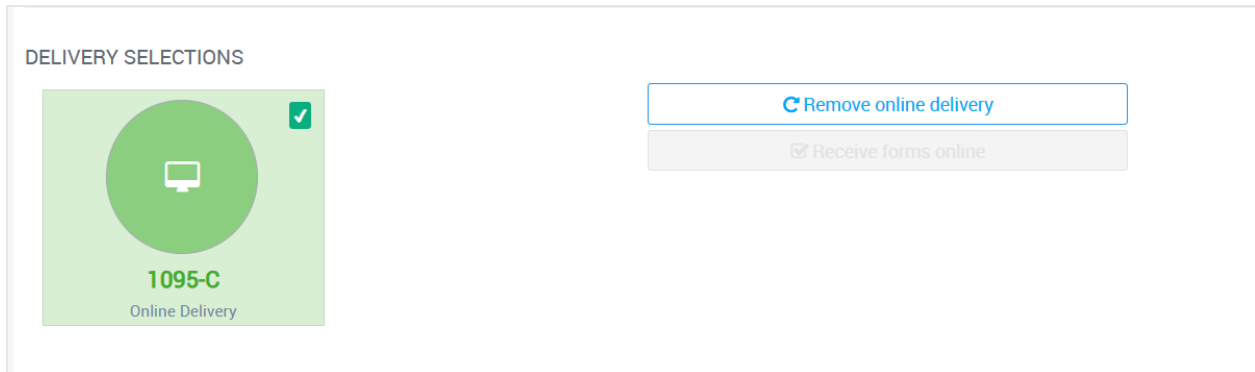
7. Selecting **Test Now** will open a new window displaying an example form with the message **CONGRATULATIONS TEST COMPLETE CLOSE THIS WINDOW TO CONTINUE**. Closing the window will return you to Tax Form Management.

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Disabling Online Delivery

Removing Online Delivery

1. To remove online delivery of forms, navigate to **My Account**.
2. Scroll to the **Delivery Selections** tile and select the 1095-C check box to update.
3. Click **Remove online delivery**. You will then read and acknowledge the disclosures to un-enroll in online delivery.



DELIVERY SELECTIONS

☒ 1095-C
Online Delivery

[Remove online delivery](#)

☐ Receive forms online

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

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