Client Training HQ

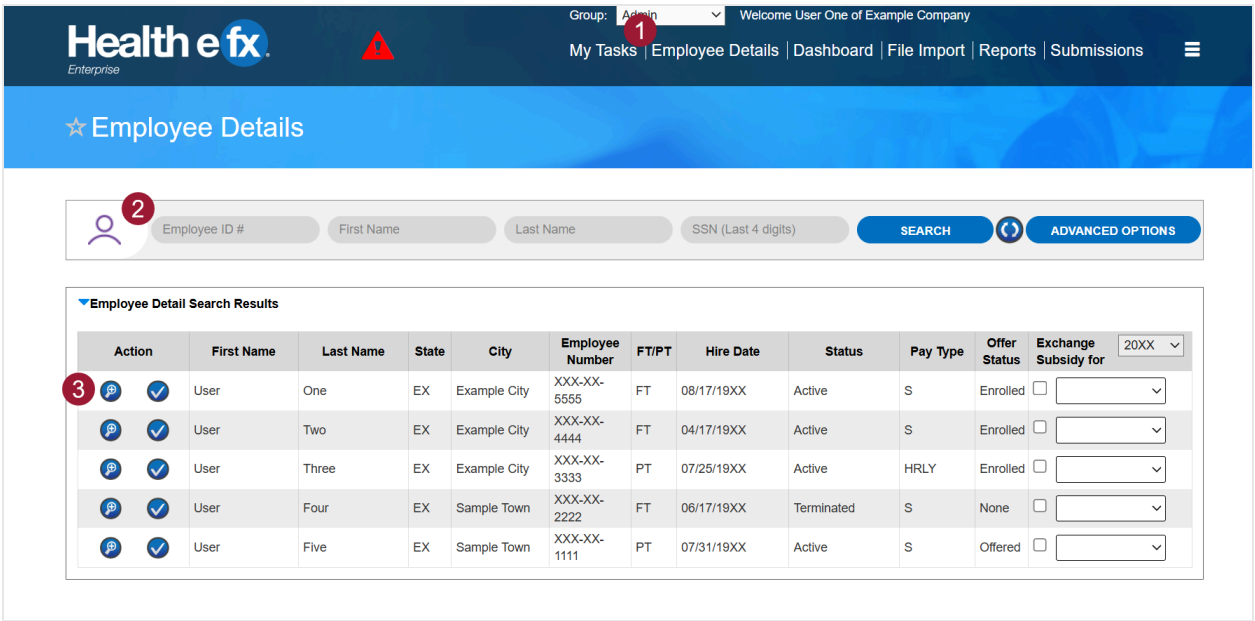
How to Reprint Form 1095-C in Health e(fx)

Overview

This document will overview how to select Form 1095-C to be reprinted and mailed to an employee in the Health e(fx) Solution. Depending on your organization's contract, additional fees may apply.

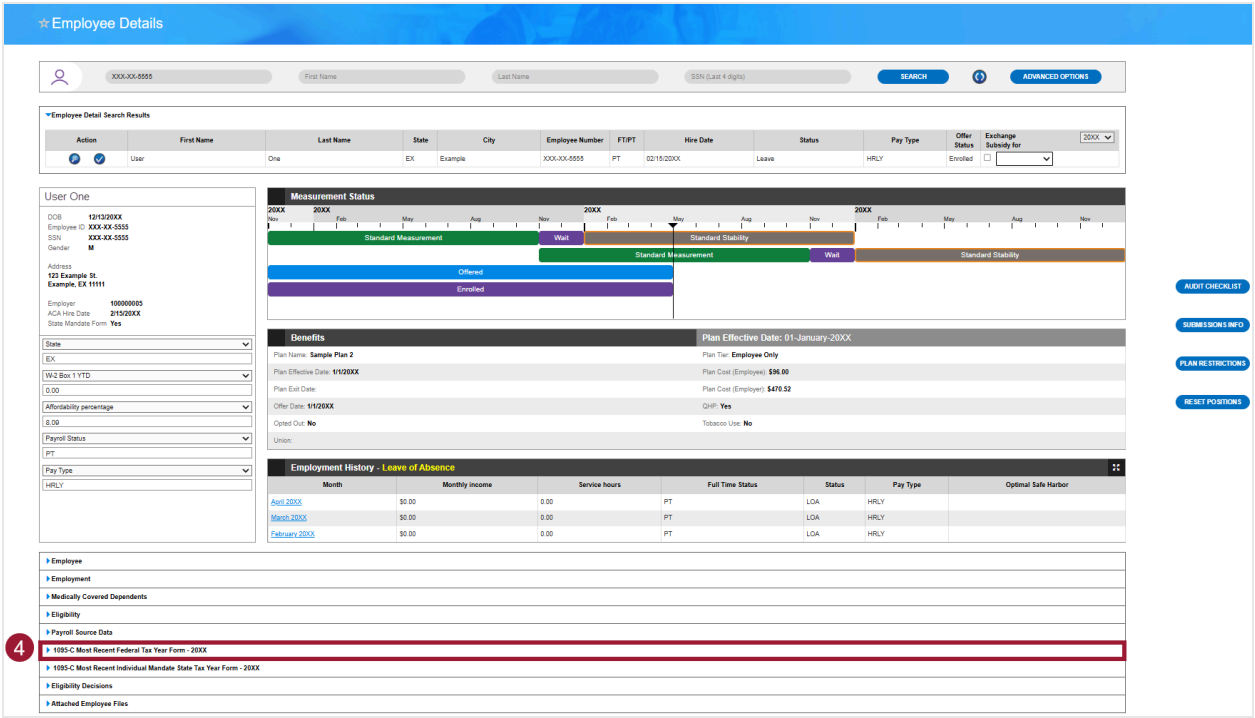
Reprint Form 1095-C Steps

1. On the Health e(fx) Solution, select **Employee Details** or **Employee Search** from the navigation bar at the top of the page.
2. Locate the relevant employee utilizing the search function or by selecting the employee from the list provided.
3. Select the **magnifying glass** icon to see the Employee Profile.

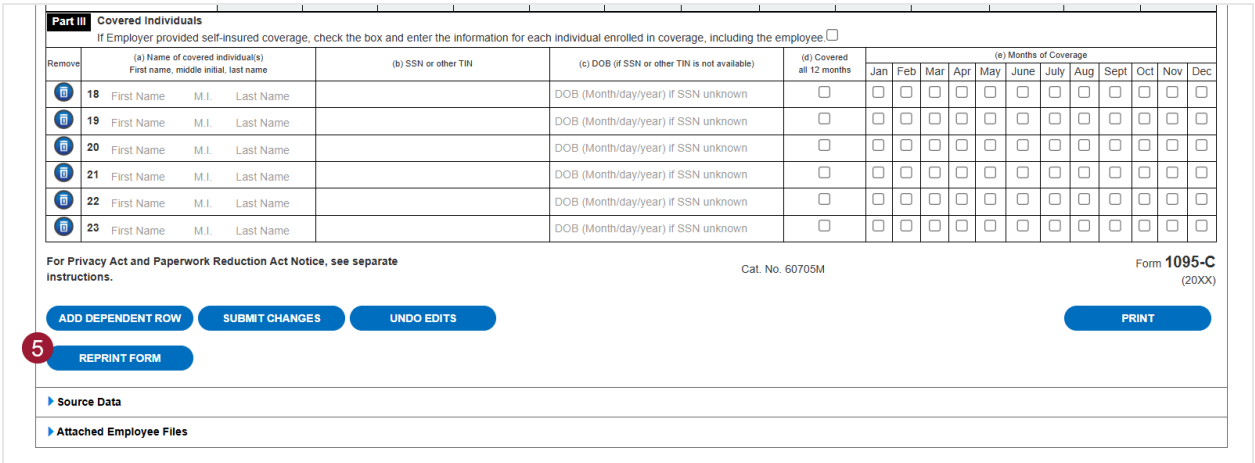


Images are examples and for information purposes only. They may vary across platforms and are subject to change.

4. On the Employee profile page, select **1095-C Most Recent Federal Tax Year Form-20XX**.



5. Under the Form 1095-C, select **Reprint Form**.



Note: Selecting the **Print** button on the right will still enable users to download a copy of the Form 1095-C to print or securely email.

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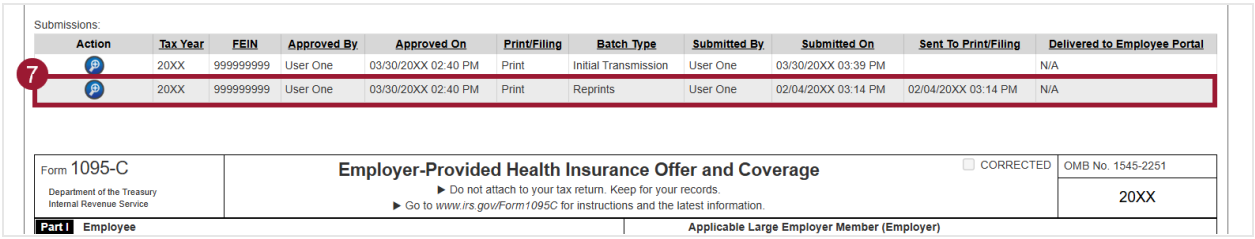
6. A pop-up will appear to confirm the action, select **Ok**.

7. The reprint request will then appear in the **Submissions** table above the Form 1095-C.



Note: When requesting a single reprint for Form 1095-C, further approvals are no longer required.

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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