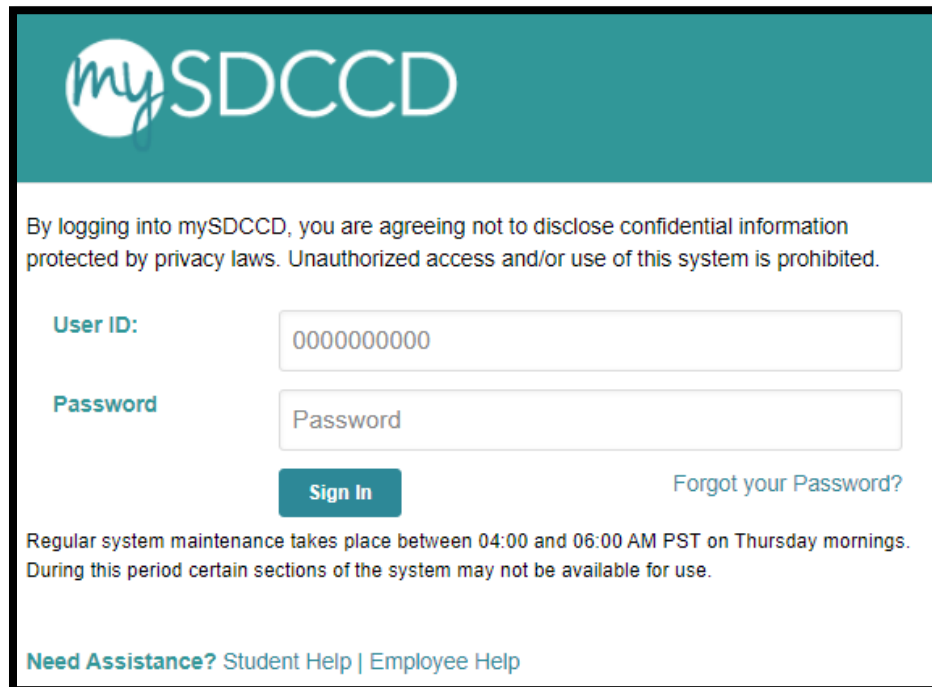


How to View and Print Your 1095-C

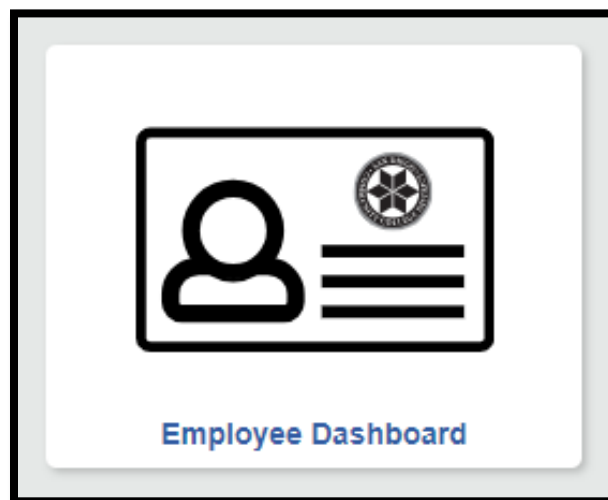
This job aid provides step-by-step instructions on how to view and print your Form 1095-C (*Employer Provided Health Insurance Offer and Coverage*) electronically via [MySDCCD](#) portal.

1. Log in to **MySDCCD** Employee Self Service portal at: <https://myportal.sdccd.edu>

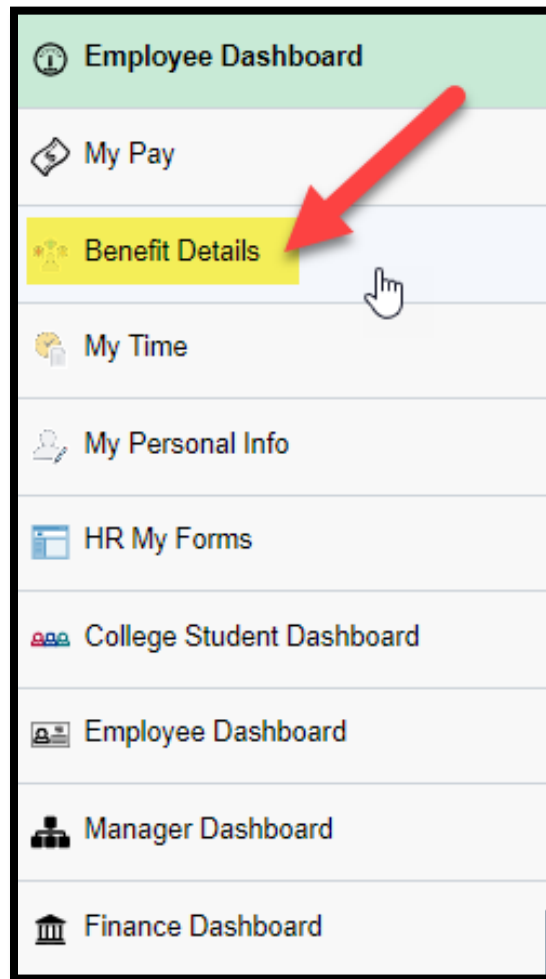


The screenshot shows the MySDCCD login page. At the top is the MySDCCD logo. Below it is a privacy notice: "By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited." There are two input fields: "User ID:" with the value "0000000000" and "Password:" with the placeholder "Password". A blue "Sign In" button is positioned below the password field, and a link "Forgot your Password?" is to its right. A maintenance notice states: "Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use." At the bottom, there is a link "Need Assistance? Student Help | Employee Help".

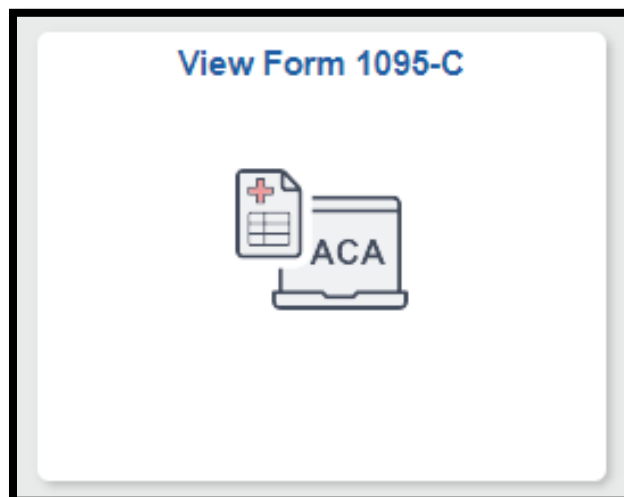
2. From the portal menu, click the **Employee Dashboard**.



3. Click the **Benefits Details** tab from left-side panel.



4. Click the **View Form 1095-C Consent** menu tile.



5. Click on desired 1095-C Original Tax Form to view details or to print out.

Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form
2022 San Diego Comm College Dist	Instructions	02/23/2023 1	1095-C Original
2021 San Diego Comm College Dist	Instructions	02/14/2022 0	1095-C Original
2020 San Diego Comm College Dist	Instructions	02/16/2021 0	1095-C Original
2019 San Diego Comm College Dist	Instructions	02/20/2020 3	1095-C Original
2018 San Diego Comm College Dist	Instructions	02/01/2019 0	1095-C Original

***If you have any trouble printing Form 1095-C or the PDF will not open after you click on selected form, it is likely that a **POP UP BLOCKER** is turned on within your browser. Please [turn off your pop-up blocker](#) before viewing Form 1095-C so that it opens on your computer.

Have questions or need assistance? Contact your Benefits Office at hrbenefits@sdccd.edu.



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 Employee Services Department – Benefits Office
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