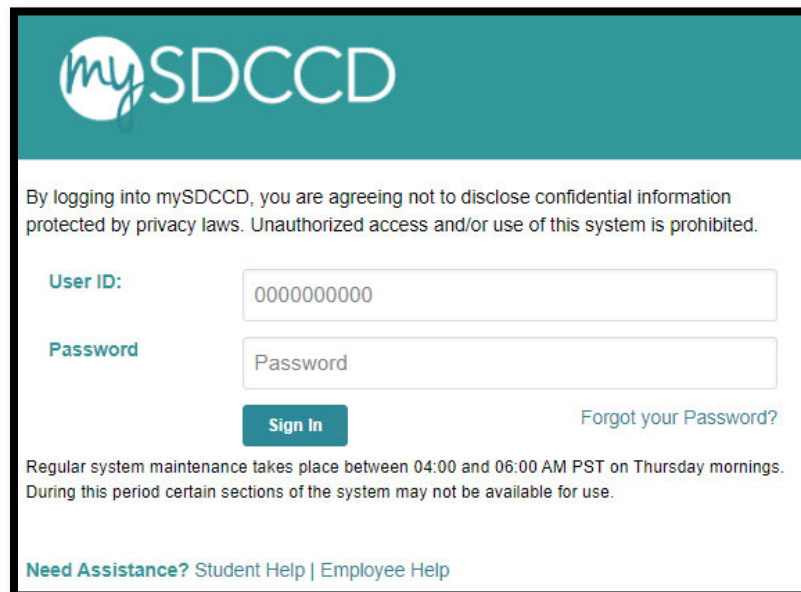


Employee Consent to Receive Form 1095-C Electronically

This job aide provides step-by-step instructions for consenting to receive Form 1095-C (*Employer Provided Health Insurance Offer and Coverage*) electronically via [MySDCCD](#) portal.

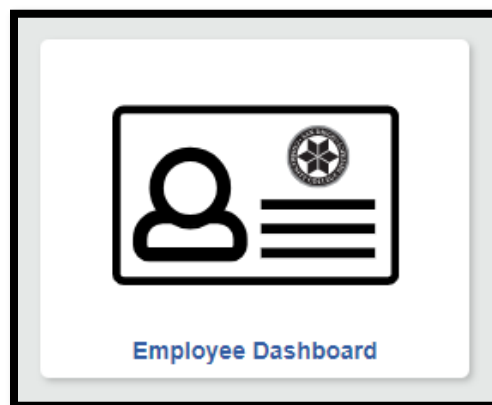
Employees who consent to electronically receive the form can download it when available. Once you consent to receive it electronically, you will no longer receive a mailed paper copy.

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

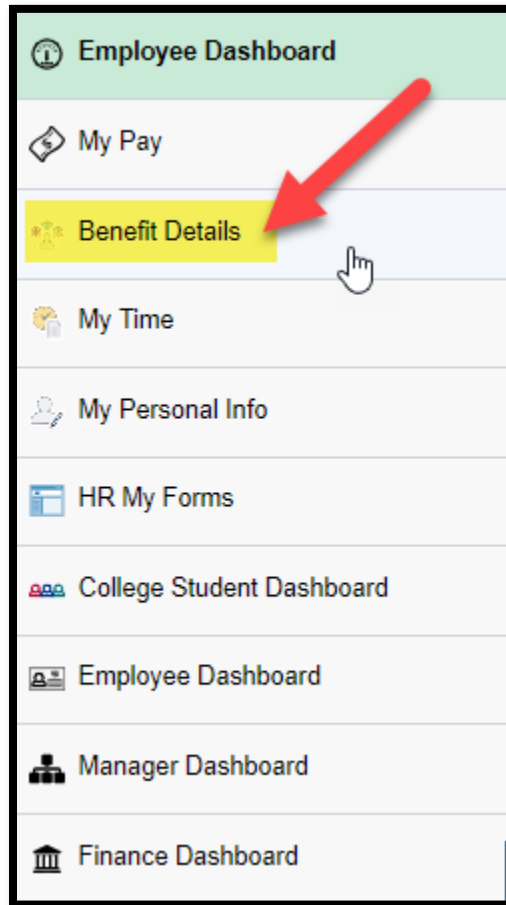


The screenshot shows the MySDCCD login page. At the top is the MySDCCD logo. Below it is a privacy notice: "By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited." There are two input fields: "User ID:" with the value "0000000000" and "Password:" with the placeholder "Password". A "Sign In" button is located below the password field, and a "Forgot your Password?" link is to its right. At the bottom, there is a maintenance notice: "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." and a link for "Need Assistance? Student Help | Employee Help".

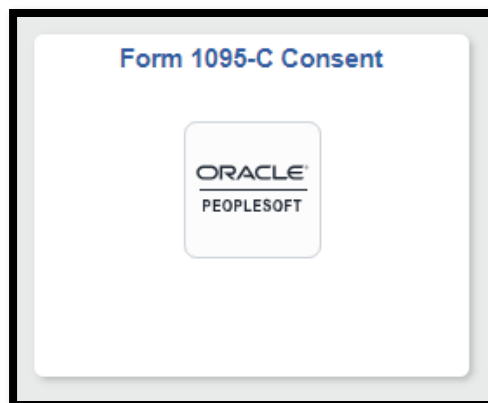
2. From the portal menu, click the **Employee Dashboard**.



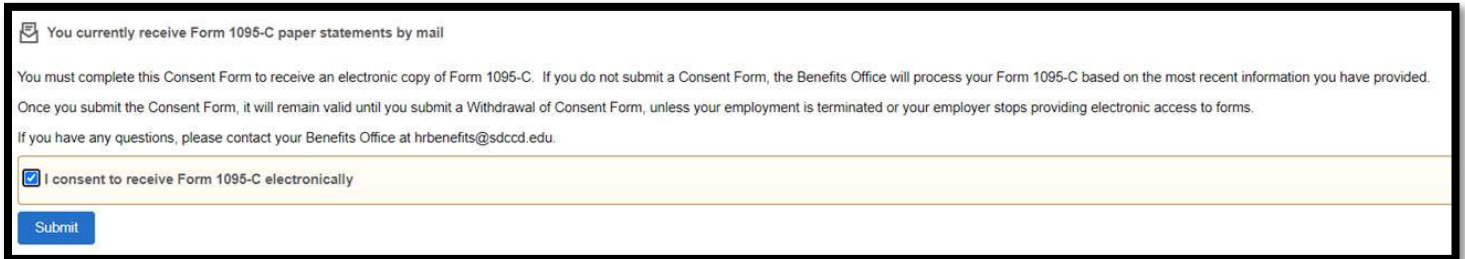
3. Click the **Benefits Details** tab from left-side panel.



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



5. Review the language regarding consent to electronically receive Form 1095-C. If you agree, select the checkbox in front of “I consent to receive 1095-C form electronically” and select Submit.



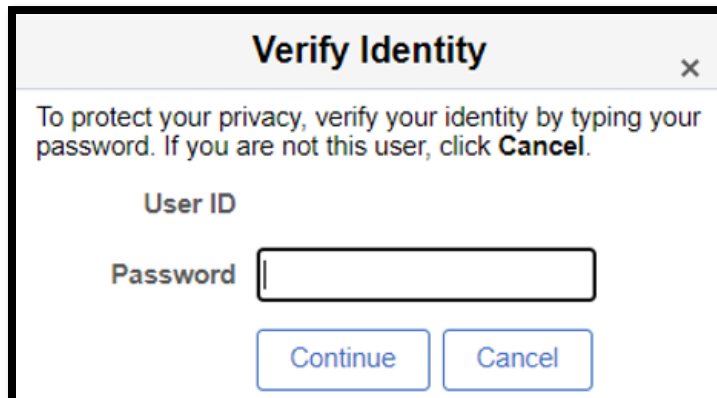
You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Office will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.

If you have any questions, please contact your Benefits Office at hrbenefits@sdccd.edu.

I consent to receive Form 1095-C electronically

6. Upon selecting Submit, you will be asked to enter your password to verify your identity. **Enter your password and select Continue.**



Verify Identity ×

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID

Password

7. Upon clicking “Continue”, your selection will be saved and you will receive an email confirmation to the email address listed in Employee Self-Service.

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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