

# 1095-C (Paper and Electronic Delivery Requests)

## Table of Contents

Account Creation .....	2
Creating an Account .....	2
Trusted Contacts .....	3
Security Questions.....	4
Additional Contact Information .....	5
Forgotten User ID or Password .....	5
Forgotten User ID .....	5
Forgotten Password .....	6
Affordable Care Act (ACA) Forms .....	7
Register to Receive 1095 Electronically.....	7
Retrieve Original Electronic Form .....	9
Request Reissued Copy .....	10

## 1. Account Creation

You will need to create an account in the Paperless Employee site for access.

<https://www.paperlessemployee.com/fmolhs>

### 1.1 Creating an Account

If this is your first time accessing the Paperless Employee site, click **Create Account** to begin the process.

The screenshot shows the top of the website with the Franciscan Missionaries of Our Lady Health System logo. Below the logo is a welcome message: "Welcome Franciscan Missionaries of our Lady Health System Employees." The page is divided into two main sections: "Login" and "Create an Account". The "Login" section has fields for "User ID:" and "Password:", a "Login" button, and a link for "Forgot User ID or Password". The "Create an Account" section has a message: "If this is your first visit to the site, you must create an account to access your employer's services." followed by a "Create Account" button. Below that, it says "This site is an employee self-service portal." and has a link for "Year-End Tax Statements".

For the safety of your account, you will be required to verify your identity.

Enter your information in the field(s) provided.

1. Select the checkbox next to **I'm not a robot.**

2. Click **Authenticate & Create Account** at the bottom of your screen.

The screenshot shows the "Create a New Account" page. At the top is a blue header with the text "Create a New Account". Below the header is a section titled "Account Authentication". It contains a message: "Your SSN, Employee ID and First Three Letters of Last Name are required to validate your secure account access." There are three input fields: "SSN", "Employee ID", and "First Three Letters of Last Name". Each field has a "Show" button next to it. Below the "SSN" field is a note: "Please enter your 9 digit Social Security Number". Below the "Employee ID" field is a note: "Employee ID". Below the "First Three Letters of Last Name" field is a note: "Do not include spaces, dashes, or apostrophes". At the bottom of the form is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo. Below the checkbox is a blue button labeled "Authenticate & Create Account".

Next Screen to Follow:

1. Enter your **First Name** and **Last Name**.
2. Create and enter a **User ID** in the field provided. User IDs should be 6-15 characters long, and include only numbers and letters.
3. Create and enter a **Password** in the field provided following the password rules.
4. Enter the password you created again in the **Confirm New Password** field.
5. Click **Save** and **Continue** at the bottom of your screen to activate your account.

**Create a New Account**

**Account Name**  
A custom message can be placed here.

First Name \* Middle Name Last Name \*

**Create Your User ID**  
Enter a User ID \* User ID must be 6-15 characters using only letters and/or numbers.

**Create a Password**  
Your password must contain 3 of the 4 items:  
• Uppercase characters  
• Lowercase characters  
• Numbers  
• Symbols

Enter a New Password \* Password Strength

Confirm New Password \*

**Save and Continue**

### 1.1.1 Trusted Contacts

Trusted contacts are used to further confirm that you are who you say you are. This feature adds an additional layer of security to your account. Since your account contains personal identifiable information about you, keeping your account safe is important.

You will see a section on the **Create a New Account** screen called **Receive a Verification Code**. You will be required to complete this one-time verification step.

Under the **Receive a Verification Code** section, the contact information pulled from Oracle will appear and is masked for your security.

1. Select which contact method you prefer to receive your verification code.
  - If you select the radio button by your email address, you can click **Verify**. Please open your email message to retrieve the verification code.

**Create a New Account**

**Account Name**  
A custom message can be placed here.

First Name \* Middle Name Last Name \*

**Create Your User ID**  
Enter a User ID \* User ID must be 6-15 characters using only letters and/or numbers.

**Create a Password**  
Your password must contain 3 of the 4 items:  
• Uppercase characters  
• Lowercase characters  
• Numbers  
• Symbols

Enter a New Password \* Password Strength

Confirm New Password \*

**Receive a Verification Code**  
Select a contact to receive a verification code to continue: \*

☐ [masked]@gmail.com  
☐ [masked] 3150

**Verify** **Call Me**

**Save and Continue**

- If you prefer a text, choose the radio button next to **Text Me** to receive your verification in a text message.
- If you prefer a phone call, choose the radio button next to **Call Me** to receive your verification code via a phone call.

2. When you receive the verification code, enter it in the **Verification Code** field.
3. Click **Submit**.

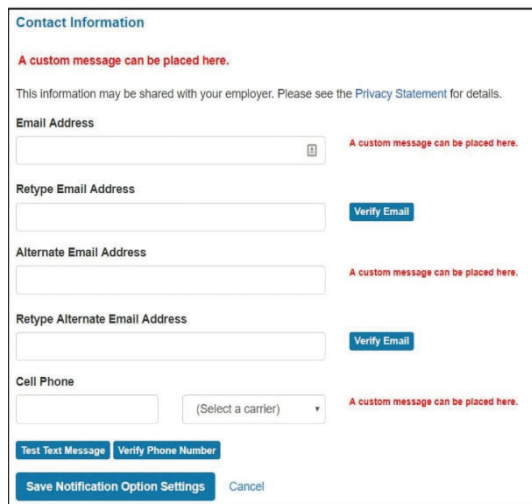
### 1.1.2 Security Questions

If you forget your user ID or password, security questions are used to retrieve your login information. You may be required to choose three (3) during the account creation process.

1. Using the arrows next to (Select a question), click to choose the question you wish to answer.
2. Type your answer to the question under Answer Question 1.
3. Continue until you have completed all three questions.
4. Once complete, click **Save Security Questions** at the bottom of the screen.

### 1.1.3 Additional Contact Information

1. If email verification is required, you will click on the **Verify Email** button. A code will be sent to your email address. Enter the code in the field provided and click **Submit**.
2. If phone verification is required, click **Test Text Message** or **Verify Phone Number** button. A code will be sent to your phone, or you will receive a phone call.
3. Enter the code in the field provided and click **Submit**.



**Contact Information**

A custom message can be placed here.

This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address  A custom message can be placed here.

Retype Email Address  **Verify Email**

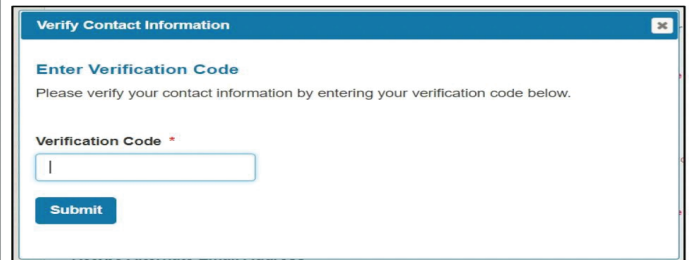
Alternate Email Address  A custom message can be placed here.

Retype Alternate Email Address  **Verify Email**

Cell Phone  (Select a carrier)  A custom message can be placed here.

**Test Text Message** **Verify Phone Number**

**Save Notification Option Settings** Cancel



**Verify Contact Information**

**Enter Verification Code**

Please verify your contact information by entering your verification code below.

Verification Code \*

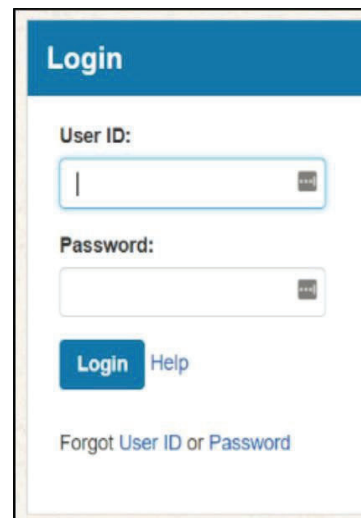
**Submit**

## 1.2 Forgotten User ID or Password

If you cannot remember either your user ID or password that was initially created to access your Paperless Employee account, click the blue link for either **User ID** or **Password**, depending on what information you need.

### 1.2.1 Forgotten User ID

You will need to enter the values originally used to set up your account.



**Login**

User ID:

Password:

**Login** [Help](#)

[Forgot User ID or Password](#)

1. Enter your information in the fields provided.
2. Click the Authenticate button at the bottom of the screen.
3. Your user ID will display. Make sure to remember this information.
4. Click the blue **Return to Login** link and enter your user ID and password in the fields provided to login.

## 1.2.2 Forgotten Password

If you have forgotten your password, you will need to enter your user ID that was set-up during initial account creation.

1. Enter your **User ID**.
2. Select the checkbox next to **I'm not a robot**.
3. Click **Verify User ID**.

4. Select the radio button based on how you want to confirm your identity.
5. Click **Next**.
6. Either answer your security questions OR the verification code you received.
7. You will be prompted to set up a new password and be given a link to return to the login screen.

## 2. Affordable Care Act (ACA) Forms

If you registered to receive your ACA forms electronically in the Paperless Employee site during your account setup, you can access these in your Paperless Employee account.

### 2.1 Register to Receive 1095 Electronically

If you did not elect to receive your form(s) electronically during your account setup, you can change your delivery method under Account Settings in the Paperless Employee site. Your employer cannot choose electronic delivery for you per IRS regulations.

1. From the home page, click **Account Settings** from the left side navigation.
2. Click **Manage Contact & Electronic Statement Options**. You can also select this option from your home page.

The screenshot shows the 'Contact and Electronic Statement Options' page. On the left is a navigation menu with the following items: Welcome, Home, Pay Statements, Year-End Tax Statements, EForms Center, Account Settings, Manage Account Settings, **Manage Contact & Electronic Statement Options** (highlighted with a red arrow), and Two Factor Authentication. The main content area has a blue header 'Contact and Electronic Statement Options'. Below this is a section 'Contact Information' with a red message 'A custom message can be placed here.' and a note 'This information may be shared with your employer. Please see the Privacy Statement for details.' It contains two input fields for 'Email Address' and 'Retype Email Address', a 'Verify Email' button, and a note 'You are required to verify your contact information.' Below this is a section 'Electronic Statement Notification Options' with a red message 'A custom message can be placed here.' and a question 'Would you like to register to receive your 2018 tax statement(s) electronically?' with 'Yes' (selected) and 'No' radio buttons. To the right of this question is a label 'Email Address' and a checkbox.

3. From the **Manage Contact and Electronic Statement** page, scroll down to the **Electronic Statement Notification Options** section.

- Select the **Yes** radio button to receive your statements electronically in the Paperless Employee site.
- Select the **No** radio button if you prefer to have them mailed.
- Select the radio button for how you want to be notified that your form(s) are ready.

**Forms will not deliver via email or text message for security reasons. You will need to log into the Paperless Employee site to retrieve documents.**

4. Click **Save Notification Option Settings**.

If you elect electronic delivery, you will receive your form(s) in the Paperless Employee site until you change your delivery method.

A custom message can be placed here.

If you are eligible for a 2016 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

☒ Yes ☐ No

Email Address

Cell Phone

☒ ☐

A custom message can be placed here.

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.
6. If you are terminated, your employer will inform you on how your forms can be attained moving forward.

You will receive a paper/postal copy if you do not choose a notification option.  
If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

**Save Notification Option Settings**



## 2.2 Retrieve Original Electronic Form

If you registered to receive your form(s) electronically (instead of mailed) you can retrieve them in the Paperless Employee site.

1. Click the **Download (PDF)** link to access the statement.

You will need a PDF reader on your computer to view the documents. If you don't have a PDF reader on your computer, click the Get Adobe Reader icon on the left side of the page to download a free version.

The document will appear in a new tab in your browser. You can view, print, and/or save the PDF document based on your needs.

Select	Tax Form	Employer Name	Download	Fax	Mail
<input type="checkbox"/>	2018 1095-C <a href="#">View original address</a>	Test Company	<a href="#">DOWNLOAD (PDF)</a>		
<input type="checkbox"/>	2018 W-2 <a href="#">View original address</a>	TEST COMPANY	<a href="#">DOWNLOAD (PDF)</a>		
<input type="checkbox"/>	2017 1099-R <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 T-4 <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured

- Home
- Pay Statements
- Year-End Tax Statements ▾
- Correction Requests
- Activity History
- EForms Center ↗
- Account Settings ↗
- Get ADOBE® READER®

## 2.3 Request Reissued Copy

If you lose your form(s), you can request a reissue of the form(s) from the current or previous year(s) in the Paperless Employee site.

1. Select the desired form requested.

**Get Tax Statements**

**1. Select Tax Statements** Hide Prior Years

Select	Tax Form	Employer Name	Download	Fax	Mail
<input type="checkbox"/>	2018 1095-C <a href="#">View original address</a>	Test Company	<b>DOWNLOAD (PDF)</b>		
<input type="checkbox"/>	2018 W-2 <a href="#">View original address</a>	TEST COMPANY	<b>DOWNLOAD (PDF)</b>		
<input type="checkbox"/>	2017 1099-R <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 T-4 <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2017 W-2 <a href="#">View original address</a>	TEST COMPANY			
<input type="checkbox"/>	2017 W-2 PR <a href="#">View original address</a>	TEST COMPANY	No pricing configured	Not available with this delivery option	No pricing configured
<input type="checkbox"/>	2017 1095-C <a href="#">View original address</a>	Test Company ABC			
<input type="checkbox"/>	2016 1095-C <a href="#">View original address</a>	Test Company			

2. Select delivery method for the reissued form.

**Download (PDF)** – allows you to immediately view, download or print the document.

**2. Select Delivery Method**

☒ DOWNLOAD (PDF) ☐ Fax ☐ Mail

Forms will NOT be emailed to you.

3. Click on the **Review & Complete Order** button.

**1**

<input type="checkbox"/>	2016 T-4 <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2016 W-2 <a href="#">View original address</a>	TEST COMPANY	\$10.00	\$10.00	\$10.00
<input checked="" type="checkbox"/>	2015 1095-C <a href="#">View original address</a>	Test Company			
<input type="checkbox"/>	2015 1099-R <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2015 T-4 <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2015 W-2 <a href="#">View original address</a>	TEST COMPANY			
<input type="checkbox"/>	2014 1099-R <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2014 T-4 <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured
<input type="checkbox"/>	2014 W-2 <a href="#">View original address</a>	TEST COMPANY	No pricing configured	No pricing configured	No pricing configured

To View PDF documents you need the free [Adobe Reader®](#)

**2. Select Delivery Method**


☒ DOWNLOAD (PDF) ☐ Fax ☐ Mail

Forms will NOT be emailed to you.

**3** **Review & Complete Order** [Reset All](#)

4. **Summary of Your Order** screen will appear with a summary of your order.
5. To complete the order, click **Submit Order**


**Summary Of Your Order**

 **Selected Form(s):**

Tax Form

2019 1095-C Test Company

Change

 **Delivery:**

Your forms will be delivered online

Change

Submit Order

