1095-C (Paper and Electronic Delivery Requests)

Table of Contents

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.

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.

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.

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.

- 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.
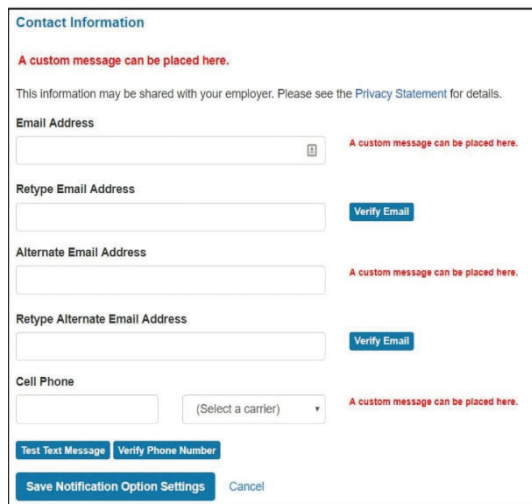
3. Click **Submit**.

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.
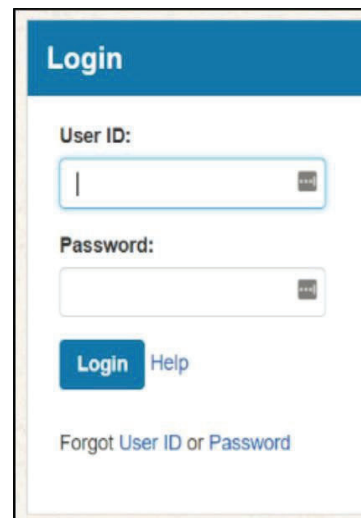3. Enter the code in the field provided and click **Submit**.

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.

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.

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.

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.

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.

2. Select delivery method for the reissued form.
   Download (PDF) – allows you to immediately view, download or print the document.

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

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