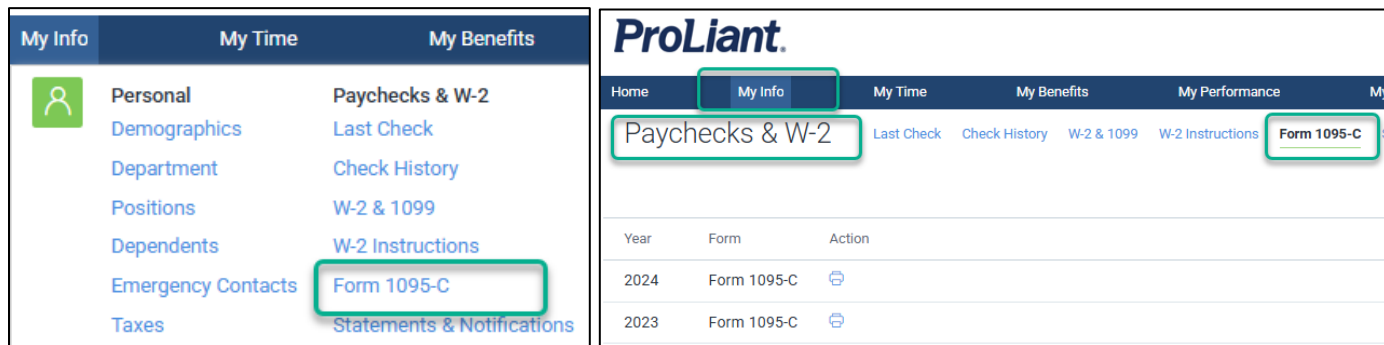


ProLiant's Guide for Employees to Access Forms 1095-C

Access in ReadyPay Online:

After the ACA Sign Off is handled by the employer and ProLiant has filed the forms, the Forms 1095-C are published in RPO for employees to access through Employee Self Service (ESS). This is accessible to employees in RPO by navigating to My Info > Form 1095-C.

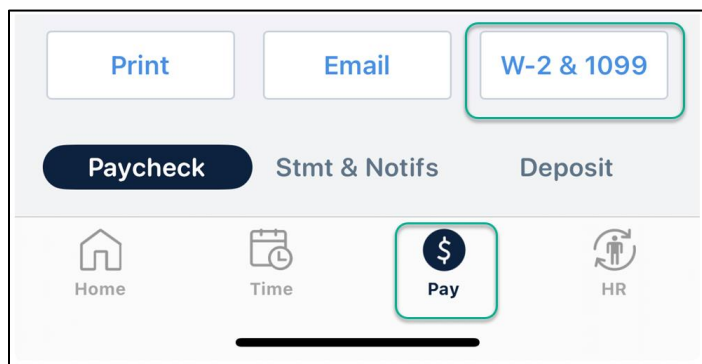


The left screenshot shows the 'My Info' tab selected in the top navigation bar. Under the 'Personal' section, 'Form 1095-C' is highlighted in a green box. The right screenshot shows the 'My Info' tab selected, and the 'Paychecks & W-2' section is highlighted. Below this, a table lists the available forms:

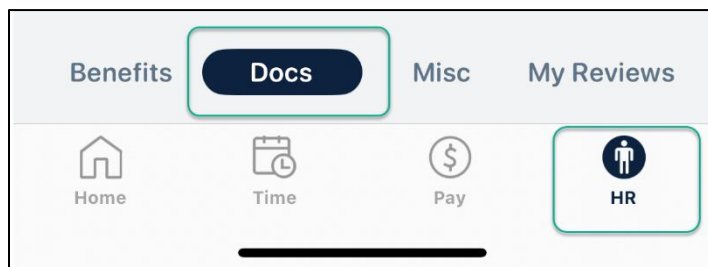
Year	Form	Action
2024	Form 1095-C	
2023	Form 1095-C	

Access in ProLiant Mobile App:

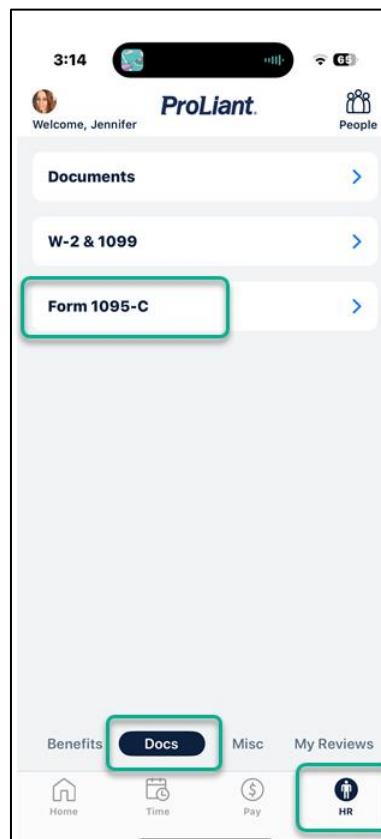
Employees can also access their Forms 1095-C in our free ProLiant Mobile app under **HR > Docs > Form 1095-C** or **Pay > W-2 & 1099 > Form 1095-C**.



This screenshot shows the mobile app home screen. The 'W-2 & 1099' button is highlighted in a green box. Below it, the 'Pay' button is also highlighted in a green box.



This screenshot shows the mobile app interface with the 'Docs' button highlighted in a green box. Below it, the 'HR' button is also highlighted in a green box.



This screenshot shows the mobile app interface with the 'Form 1095-C' button highlighted in a green box. Below it, the 'HR' button is also highlighted in a green box.