

➤ Receiving Your 1095-C Electronically

As an employee of a G&A Partners client, you can now quickly and easily access and download your Form 1095-C electronically within WorkSight.

Discover the Benefits of Electronic Forms

- **Electronic forms offer more security.** Because paper forms are mailed, they can be lost, stolen, delayed, or misplaced by the delivery service or upon arrival. Electronic forms, however, are stored in the same easy-to-use, secure, and password-protected platform (WorkSight) that you already use to access your paystubs and other payroll information.
- **Electronic forms offer more convenience.** Many online tax preparation programs allow you to import a copy or photo of your 1095-C. Electronic 1095-Cs make it easy to take advantage of this option.

Note: Federal regulations no longer require employers to mail Forms 1095-C to employees.

Download Your 1095-C Electronically Within WorkSight

To download your 1095-C electronically using G&A Partners' online self-service portal, WorkSight, follow the instructions below:

1. Visit <http://www.gnapartners.com/login> and click the "WorkSight Login" button.
2. Enter the email and password (Figure 01) associated with your WorkSight account and select "Log In."
**If you're unsure of your WorkSight password, select the option "Forgot Password" to reset your password. This will generate an email to the WorkSight email associated with your account with steps to update your password. If you are not sure of the email address associated with your WorkSight account, contact G&A's AccessHR Support Team at 1-866-497-4222 or accesshr@gnapartners.com*



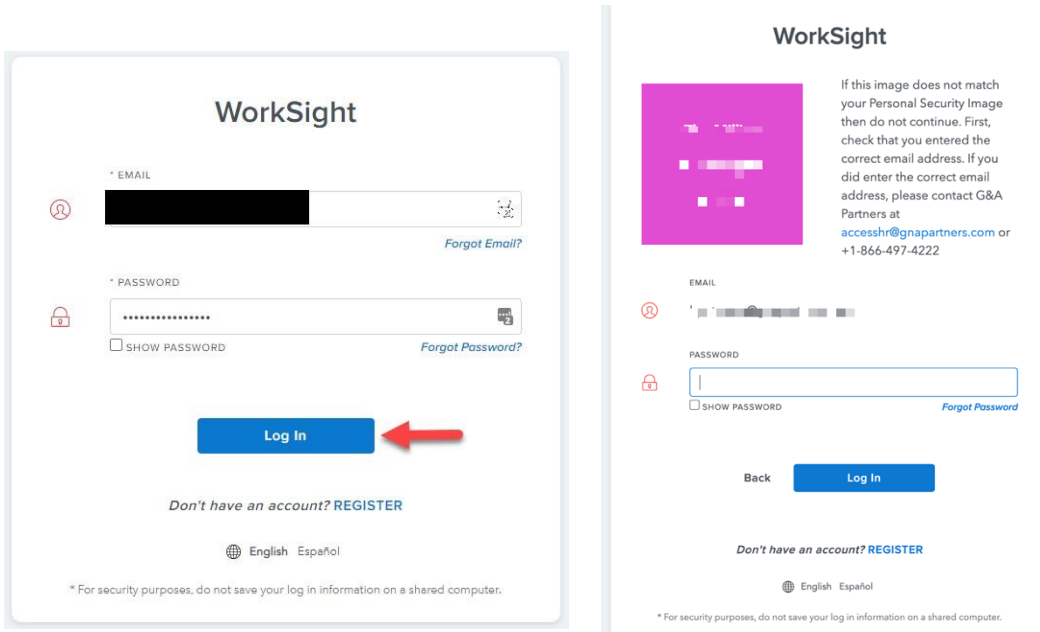


Figure 01: Displays the “Email” and “Password” login screen for WorkSight

- Once logged in, access (Figure 02) the “Employee Portal” tile and click “Go to PrismHR.”

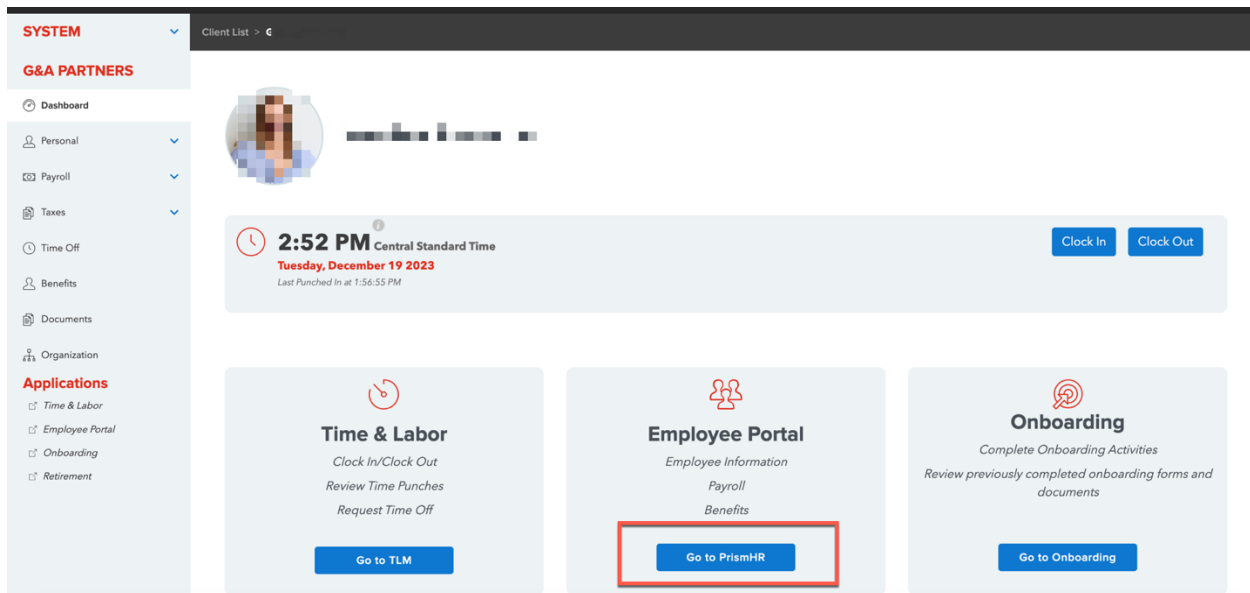


Figure 02: Displays the Employee Portal tile within WorkSight

- Open the (Figure 03) “Taxes” section and select the “1095-C” option from the left-hand side of the screen.



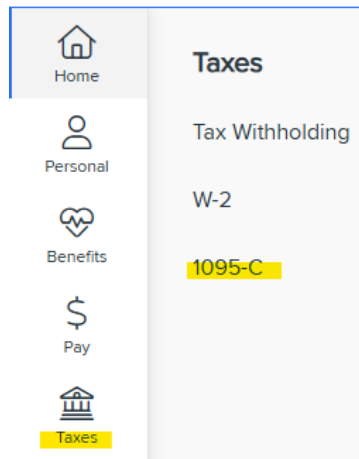


Figure 03: Displays the Taxes and 1095-C selection within the Employee Portal

5. Under “Download Your 1095-C,” click on the drop-down menu (Figure 04) and select the year (Figure 05) corresponding with the 1095-C you wish to download. The form will then download to your device or computer.

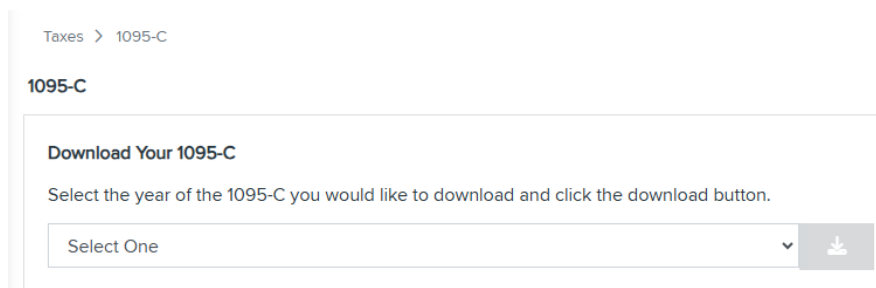


Figure 04: Displays the drop-down menu

Request a Hard Copy of Your 1095-C

To request a hard copy of your 1095-C, please email benefitscompliance@gnapartners.com.

