

> Accessing Your 1095-C Electronically

Employees of G&A Partners' clients can choose to access their 1095-C electronically within WorkSight or by requesting a hard copy. Choosing to access 1095-Cs electronically is faster, more convenient, and more secure than traditional mailing. **This guide provides step-by-step instructions on how employees can easily access and download their Form 1095-C electronically via WorkSight.**

1095-C forms will be available electronically via WorkSight **on or after March 2, 2026.**

Download Your 1095-C Electronically Within the Left Pane of Your WorkSight Dashboard

To download your 1095-C electronically within WorkSight, follow the instructions below:

1. Visit <http://www.gnapartners.com/login> and click the "WorkSight Login" link.
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 a message to the email associated with your WorkSight account with next steps. 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.*



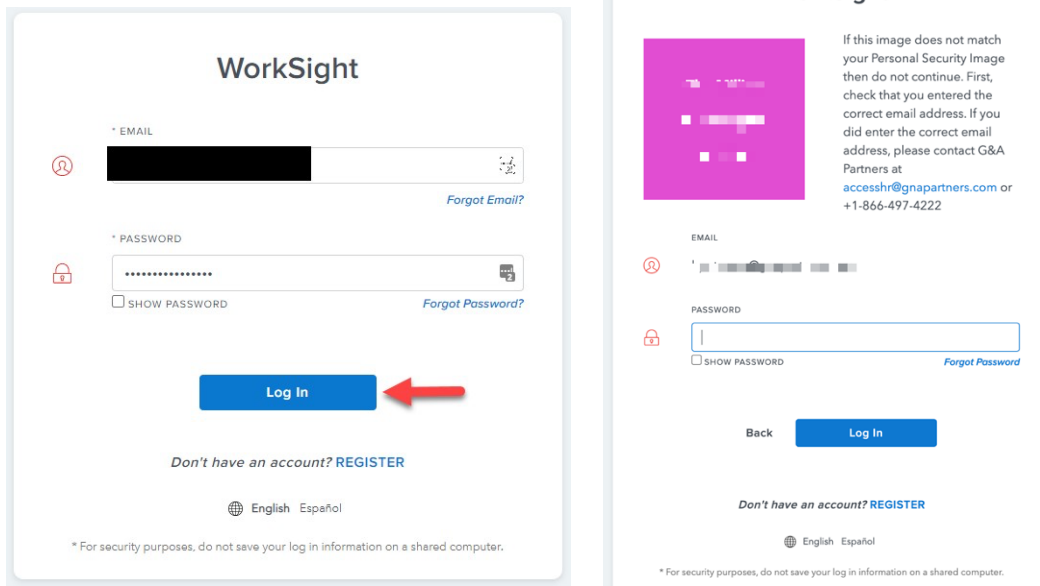


Figure 01: Displays the “Email” and “Password” login screen for WorkSight

- Once logged in, access the left task pane, select (Figure 02) the “Taxes” section, and click the arrow to expand the drop-down menu.

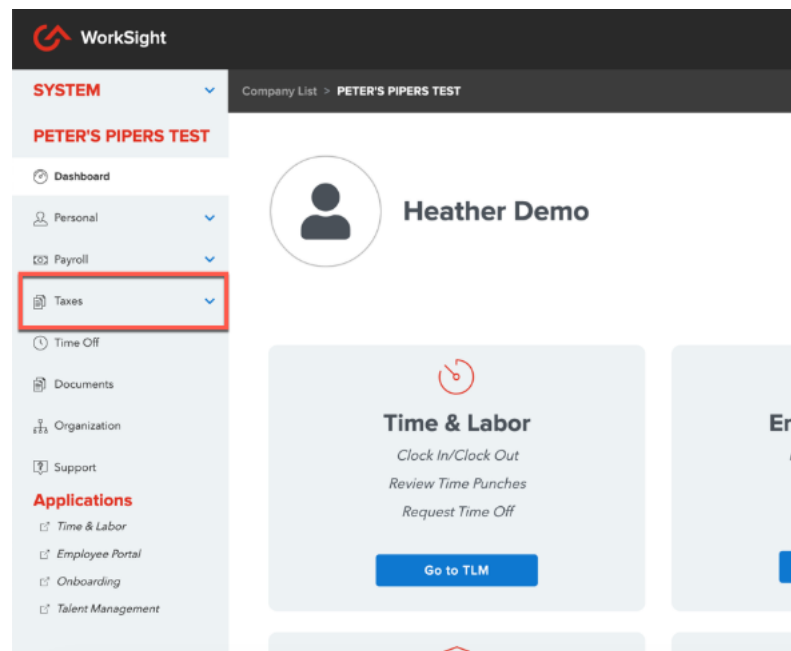


Figure 02: Displays the Tax section within WorkSight

4. Select (Figure 03) the option “1095-C.”

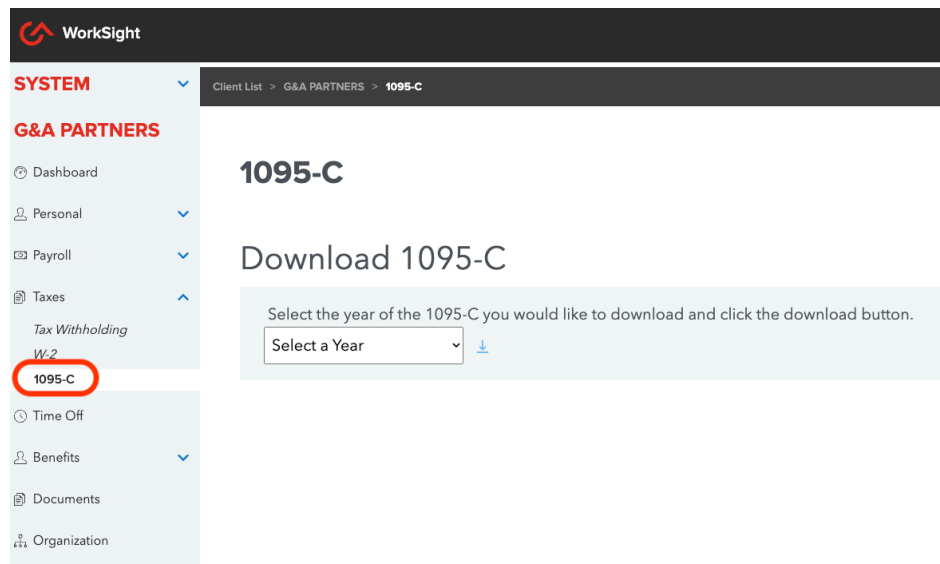


Figure 03: Displays the section for 1095-C

5. Under “Download 1095-C,” click the drop-down menu (Figure 04) and select the year (Figure 05) corresponding to the 1095-C you wish to download.

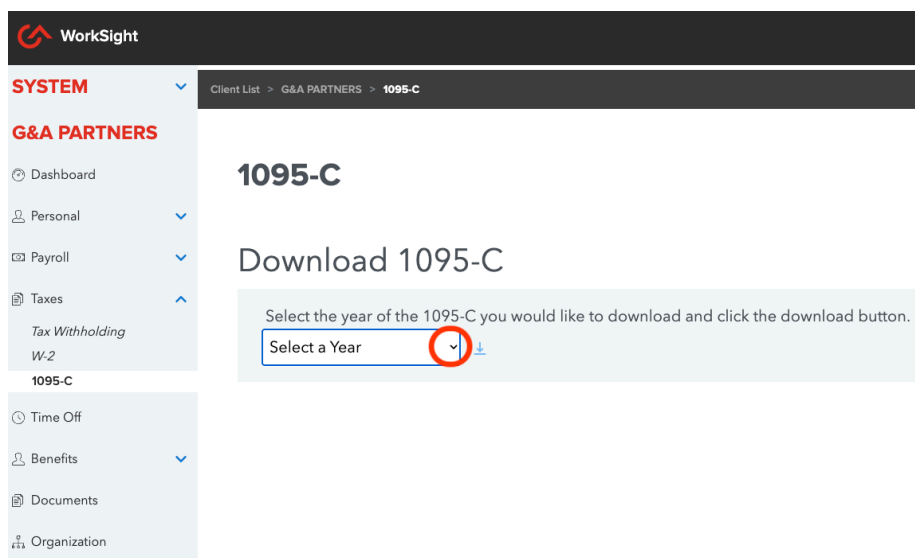


Figure 04: Displays the drop-down menu

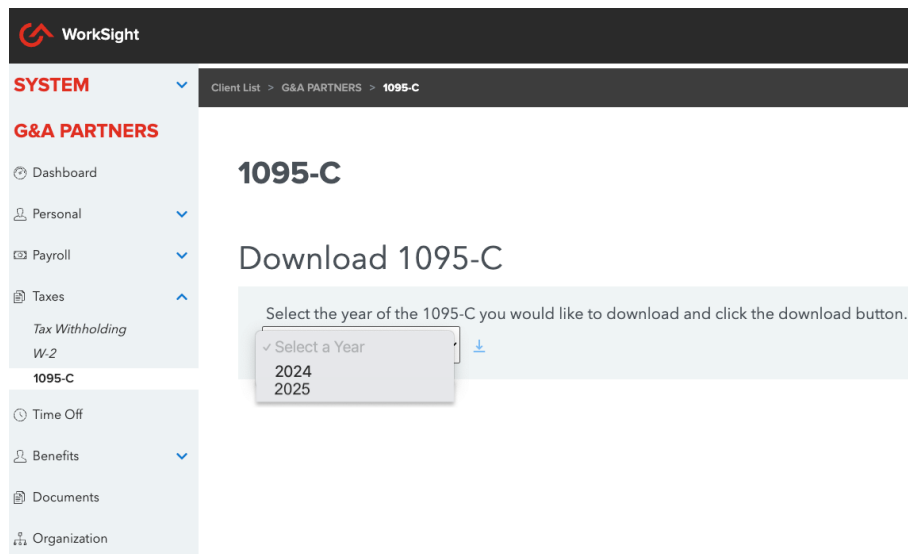


Figure 05: Displays options for years associated with 1095-C

6. Once the year selection is made, click the “download” icon (Figure 06). The form will then be downloaded.

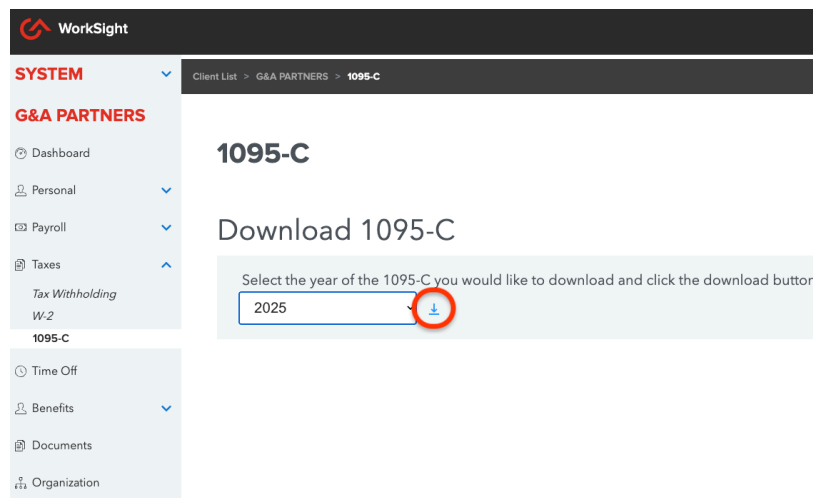


Figure 06: Displays the download option

Download Your 1095-C Electronically Within the WorkSight Employee Portal

To download your 1095-C electronically within the WorkSight Employee Portal, follow the instructions below:

1. Visit <http://www.gnapartners.com/login> and click the “WorkSight Login” link.
 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 a message to the email associated with your WorkSight account with next steps. 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.*

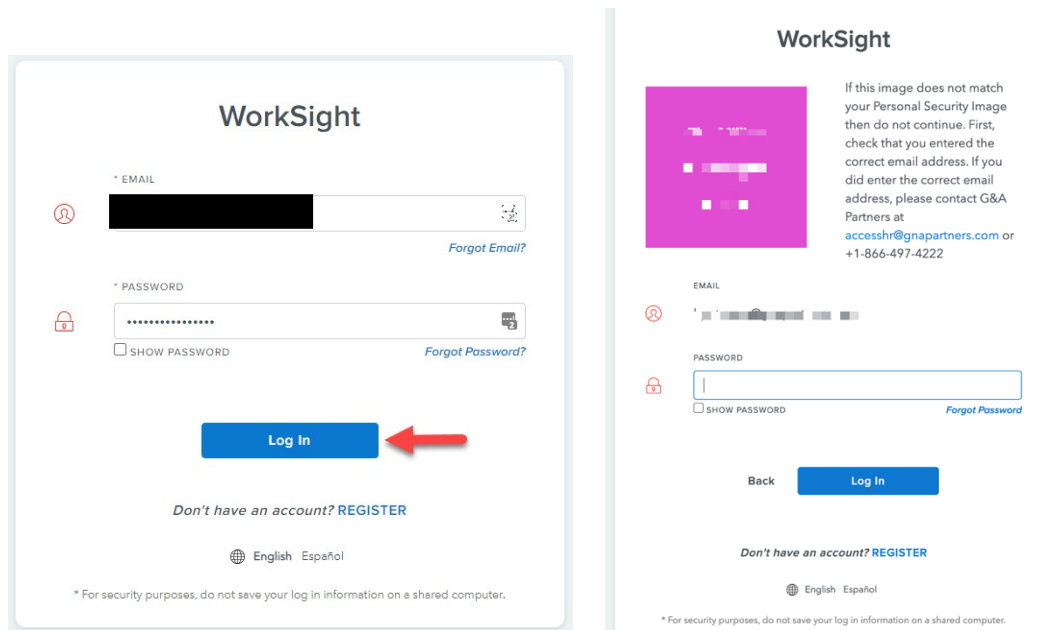


Figure 01: Displays the “Email” and “Password” login screen for WorkSight

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

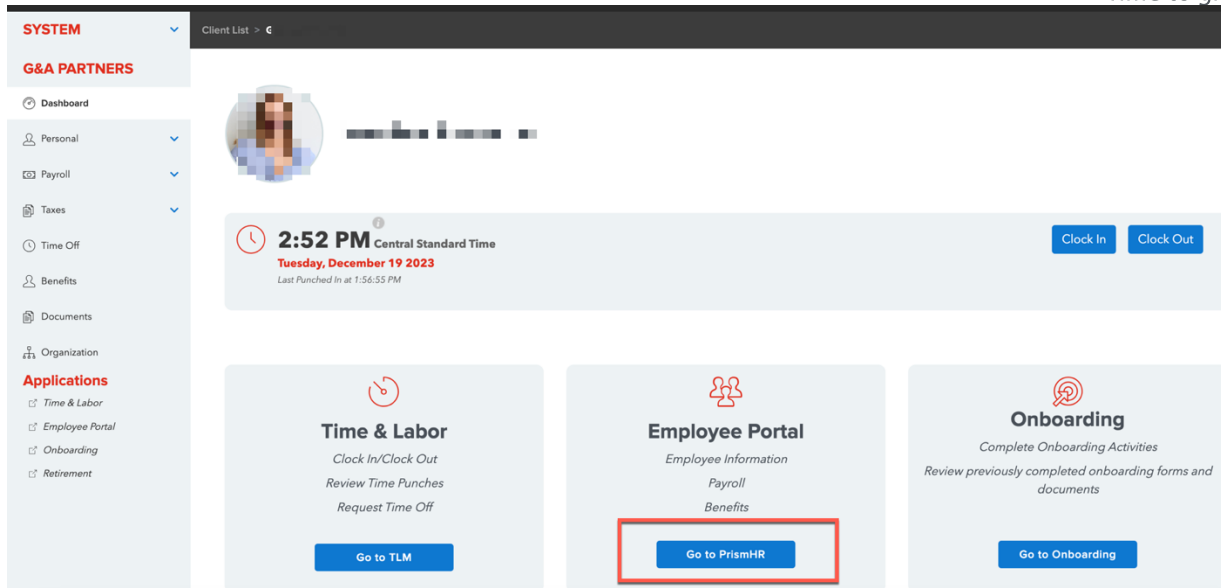


Figure 02: Displays the Employee Portal tile within WorkSight

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

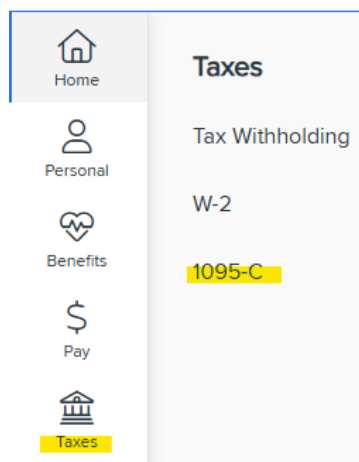


Figure 03: Displays the Taxes and 1095-C selection within the Employee Portal

- Under “Download Your 1095-C,” click the drop-down menu (Figure 04) and select the year (Figure 05) corresponding with the 1095-C you wish to download.

Taxes > 1095-c

1095-c

Download Your 1095-C

Select the year of the 1095-C you would like to download and click the download button.

Select One

⌵

⬇️

Figure 04: Displays the drop-down menu

Taxes > 1095-c

1095-c

Download Your 1095-C

Select the year of the 1095-C you would like to download and click the download button.

✓ Select One

2024

2025

⬇️

Figure 06: Displays options for years associated with 1095-C

- Once the year is selected, click on the (Figure 07) download icon.

Taxes > 1095-c

1095-c

Download Your 1095-C

Select the year of the 1095-C you would like to download and click the download button.

2025

⌵

⬇️

Figure 07: Displays the option to download once a year is selected

- The PDF titled “1095-C” will immediately begin downloading.

Request a Hard Copy of Your 1095-C

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