

# Client Training HQ



## How to Access Your Form 1095 in TFM

### Access Tax Form Management

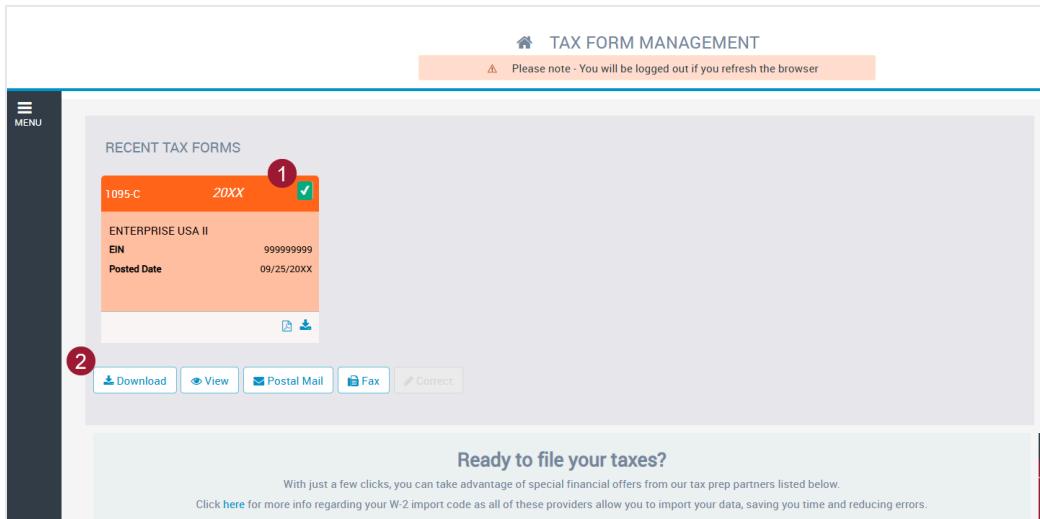
1. Log in to Tax Form Management at [mytaxform.com](http://mytaxform.com).
2. Then, enter your Employer Name/Code and click **Login**.
3. You will then enter your user ID and password.

**Note:** You will be prompted to complete a Multi-Factor Authentication.

### Accessing Recent Tax Forms

On the Tax Form Management homepage, you will see your available Form 1095 in **Recent Tax Forms**.

1. Click the check box of the relevant Form 1095.



2. Then, select to Download, View, Postal Mail, or Fax the Form 1095.

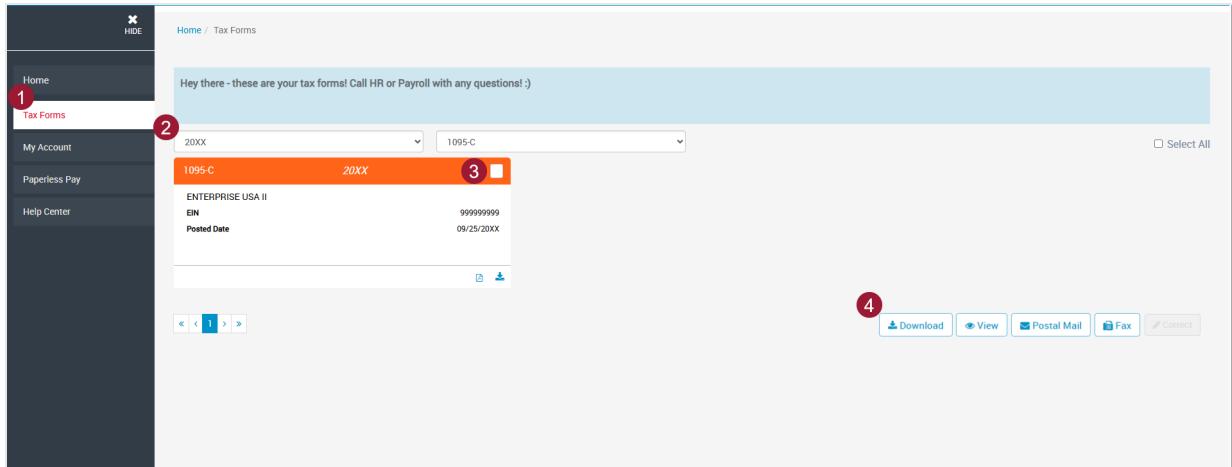
**Note:** If you view the Form 1095, you will have the ability to save and/or print the form.

*Images are examples and for information purposes only. They may vary across platforms and are subject to change.*

## Accessing Historical Tax Forms

To access **Historical Tax Forms**:

1. Select **Tax Forms** from the left navigation menu.
2. Select the year and form type you would like to view.
3. The tax form(s) will appear below. Select the check box of the relevant form.



4. Finally, select to Download, View, Postal Mail, or Fax the form.

**Note:** Charges may apply to access historical tax forms. If you wish to purchase the form, select the form and follow the prompts to complete the transaction.

## More Training Available!

Check out additional training resources available on our site, [Connections](#).

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*The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.*