

# Client Training HQ



## How to Consent for Online Delivery of Forms 1095 in TFM

In order to receive an electronic copy of your Form 1095 instead of a paper copy, you must provide your consent through Tax Form Management. Complete the following steps to consent to online delivery of your tax form.

### Enabling Online Delivery

#### Access Tax Form Management

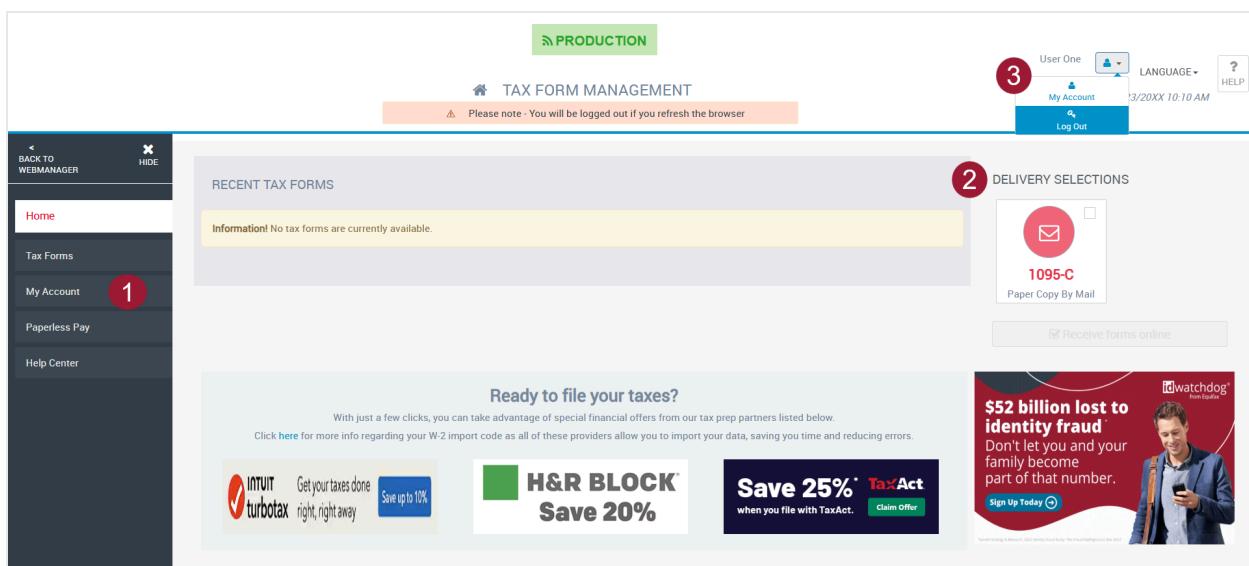
Log in to [mytaxform.com](https://mytaxform.com).

#### Update Delivery Selections

There are three ways to update your delivery selections.

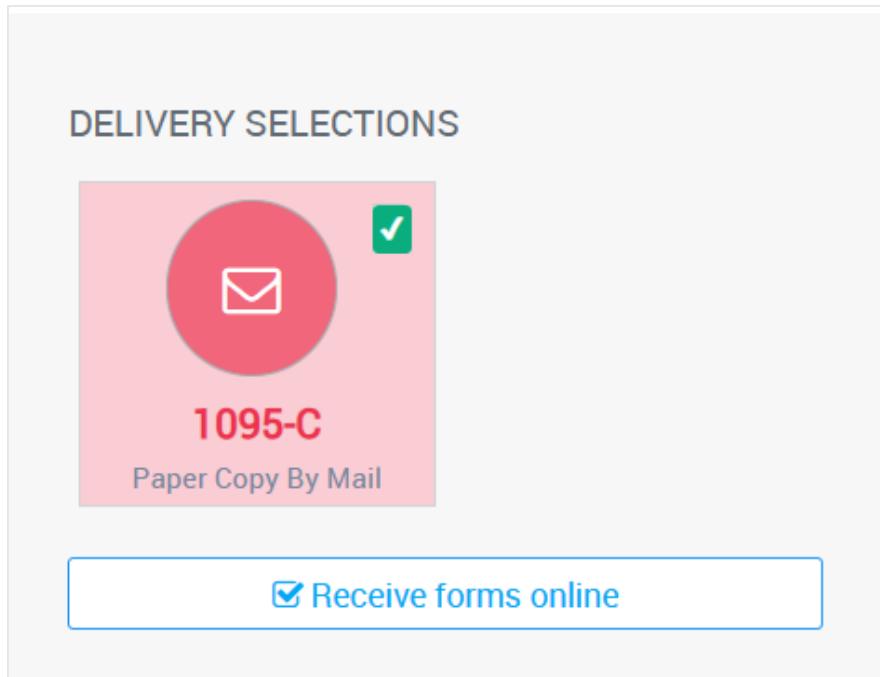
- On the left side of the screen, access the menu and select **My Account**.
- On the right side of the home screen, locate the **Delivery Selections** tile.
- At the top of the screen, click the person icon by your name, then select **My Account**.

Scroll down to the **Delivery Selections** tile.



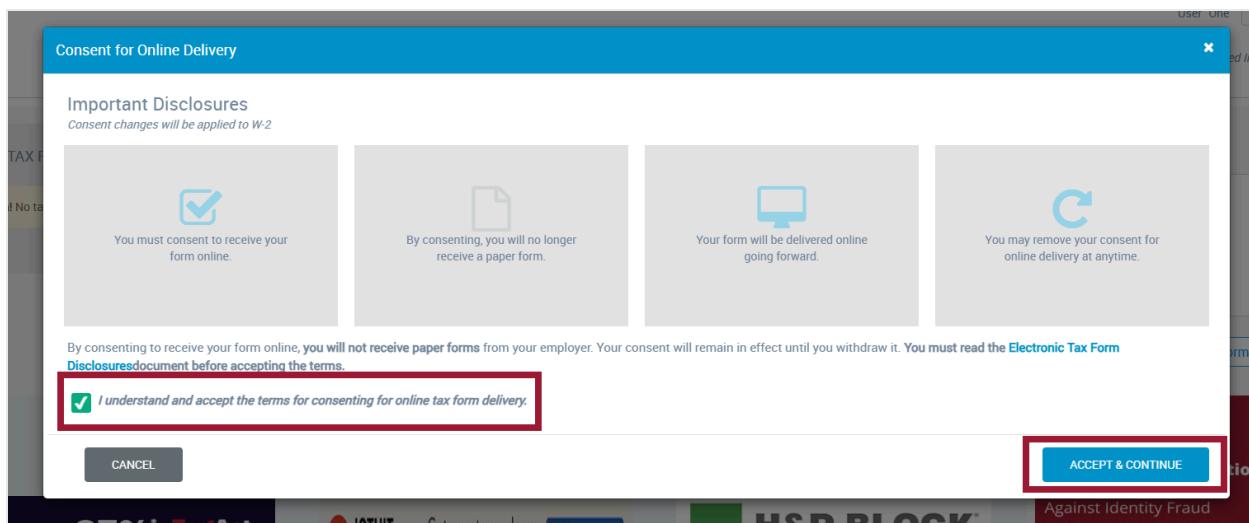
*Images are examples and for information purposes only. They may vary across platforms and are subject to change.*

Then, select the check box in the top right corner of 1095-C and click **Receive forms online**.



### Consent for Delivery

The **Consent for Delivery** screen will appear. Read through the disclosures on the screen and, if you still wish to receive forms electronically, check the box and click **Accept & Continue**.

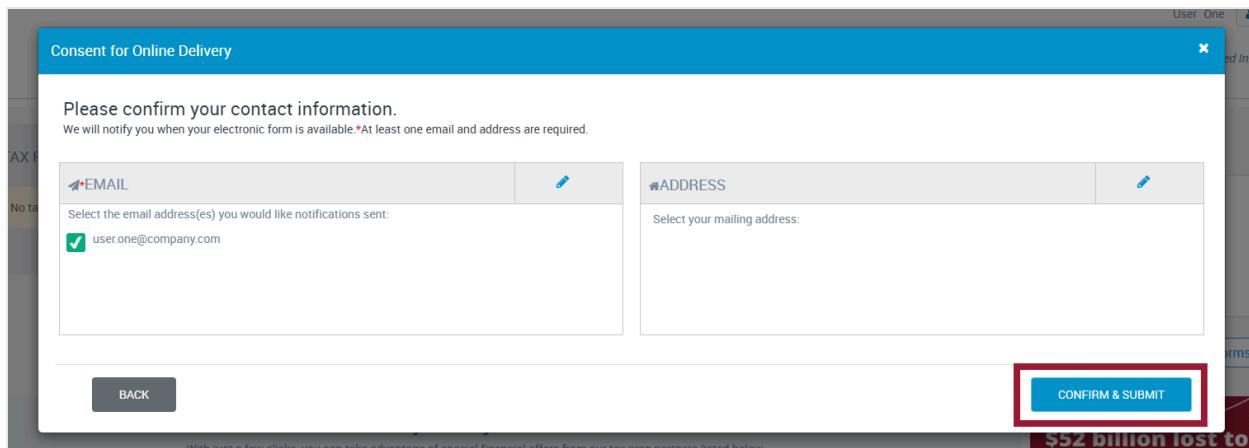


### Confirm Contact Information

Next, the **Confirm Contact Information** screen will appear. If contact information needs updated, select the **pencil icon** in the upper right corner of the box. Type in the correct information and select **Save**.

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Then, click **Confirm & Submit**.



Consent for Online Delivery

Please confirm your contact information.  
We will notify you when your electronic form is available.\*At least one email and address are required.

EMAIL

Select the email address(es) you would like notifications sent:  
 user.one@company.com

ADDRESS

Select your mailing address:

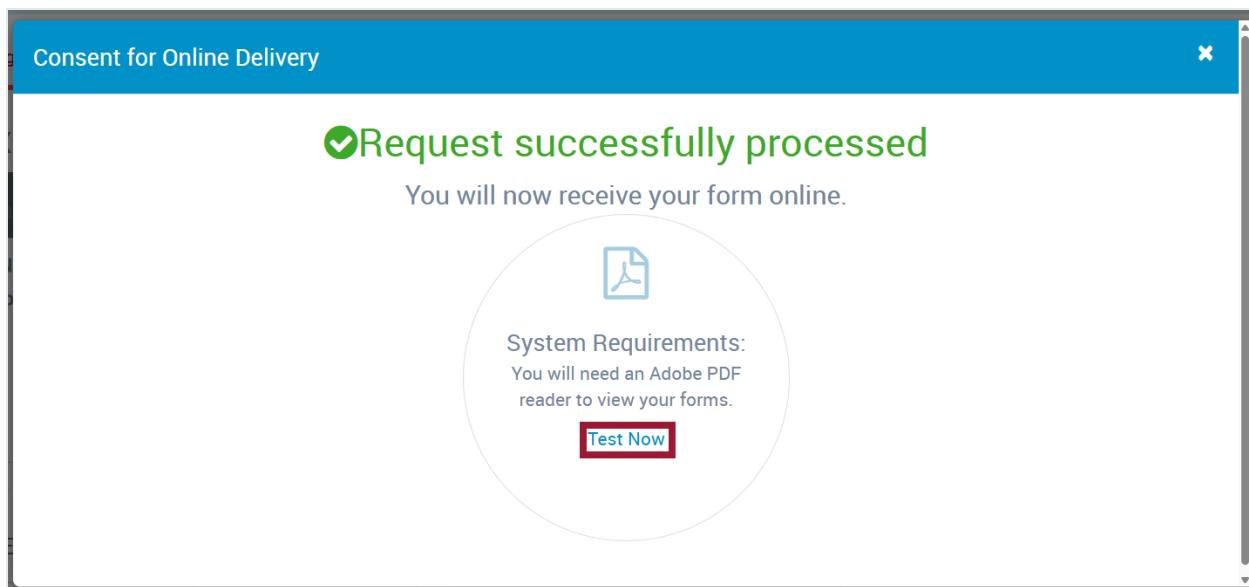
BACK

CONFIRM & SUBMIT

\$52 Billion lost to

## Success

A screen will appear confirming the change in delivery was successfully made. To test the System Requirements to view forms, select **Test Now**.



Consent for Online Delivery

✓Request successfully processed

You will now receive your form online.

System Requirements:  
You will need an Adobe PDF reader to view your forms.

Test Now

## Testing System Requirements

Selecting **Test Now** will open a new window displaying an example form with the message **CONGRATULATIONS TEST COMPLETE CLOSE THIS WINDOW TO CONTINUE**. Closing the window will return you to Tax Form Management.

## Disabling Online Delivery

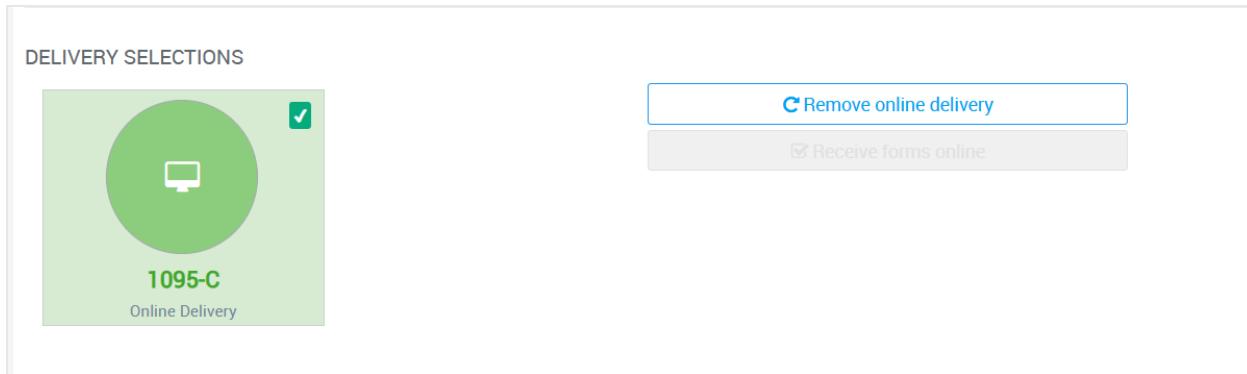
### Removing Online Delivery

To remove online delivery of forms, navigate to **My Account**.

Scroll to the **Delivery Selections** tile and select the 1095-C check box to update.

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Click **Remove online delivery**. You will then read and acknowledge the disclosures to un-enroll in online delivery.



## More Training Available!

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

*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.*

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