



Employee Self-Service – Form 1095-C Consent

The instructions below provide instructions on how to provide consent to receive your Form 1095-C - Employer-Provided Health Insurance Offer and Coverage (statement of health coverage offered to eligible employees) electronically. Users could receive the Form 1095-C electronically (by checking the consent box and hitting the submit button) or elect not to receive the form electronically (by not checking the consent box and hitting the submit button). To elect to receive the form electronically, follow the instructions below.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

A blue banner with the text 'HR Direct' in white, serif font. The background of the banner has a pattern of lighter blue circles.

HR Direct

One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)

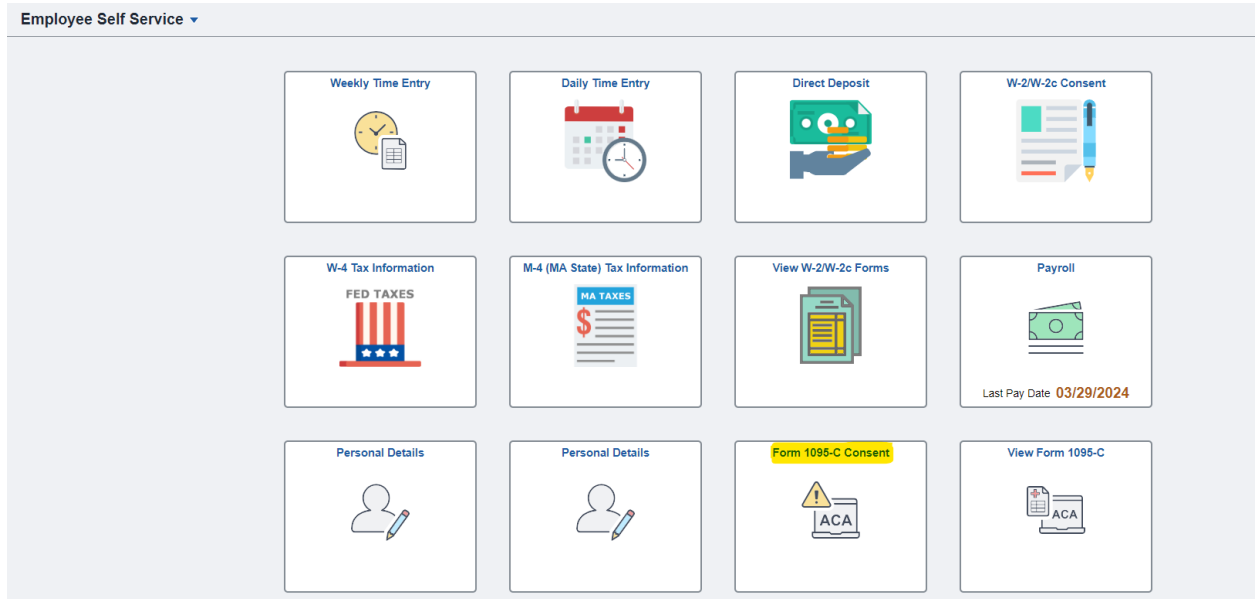


Step 4 - When prompted to sign in to a campus, select "**Boston**".

A screenshot of the University of Massachusetts sign-in interface. At the top, it displays the University of Massachusetts logo and the text 'University of Massachusetts' with a list of campuses: 'Amherst - Boston - Dartmouth - Lowell - Medical - Law - Online'. Below this, it says 'PRE-PRODUCTION'. The main section is titled 'Sign in with' and contains seven buttons, each with a small icon and a text label. The 'Boston' button is highlighted with a yellow background. The other buttons are: 'Dartmouth', 'UMass Chan', 'Lowell', 'Amherst', 'President's Office', and 'UITS-DEV'. At the bottom left of the sign-in area, there is a link that says 'Need help signing in?'.

Step 5 - You should now see the Employee Self-Service Screen. If you do not, select Employee Self-Service from the drop down on the top left.

Step 6 - Select the "**Form 1095-C Consent**" tile.



Step 7 - On the Form 1095-C Consent page, after reading the instructions on the page, select the check box to receive your 1095-C Form (Employer Provided Health Insurance and Coverage). If you would rather receive a hard copy of your 1095-C form via regular mail, please leave the box unchecked. Hit the “Submit” button. Your change has now been updated in HR Direct.

Employee Self Service Form 1095-C Consent

You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms. If you have any questions, please contact your Benefits Administrator.

I consent to receive Form 1095-C electronically

I do not consent to receive Form 1095-C electronically