

### Employee Service Center

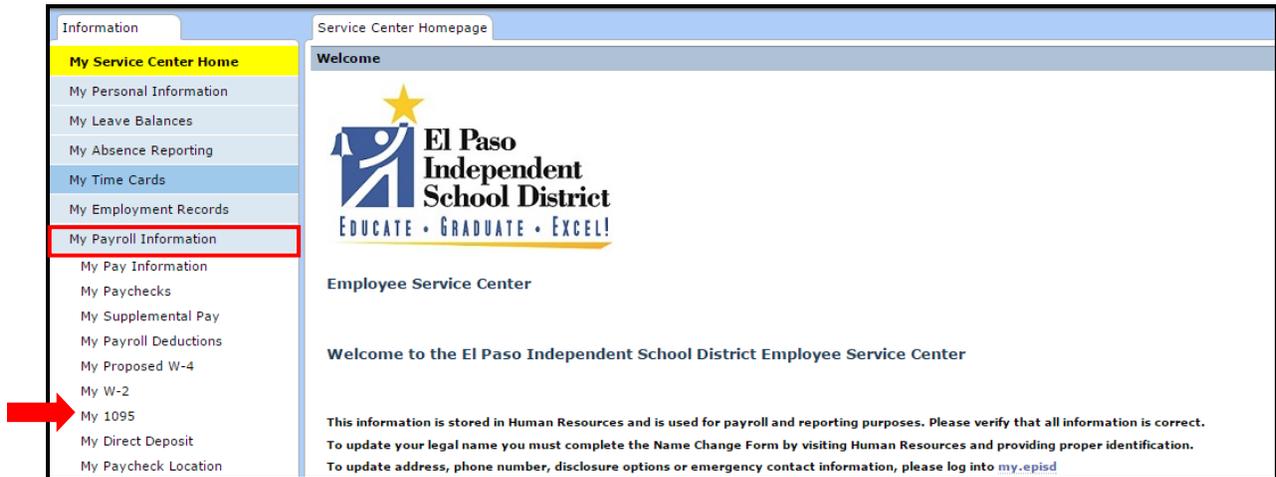
---

- **My 1095**

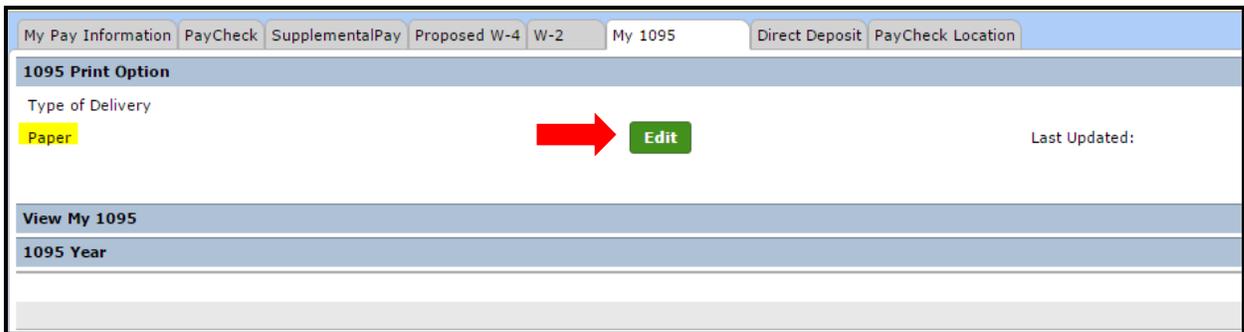
# Teams

Employees have the option to select delivery of their 1095 document through the Employee Service Center. The default option is to have your 1095 printed. If you choose to receive an electronic 1095 to print yourself, please follow the steps below.

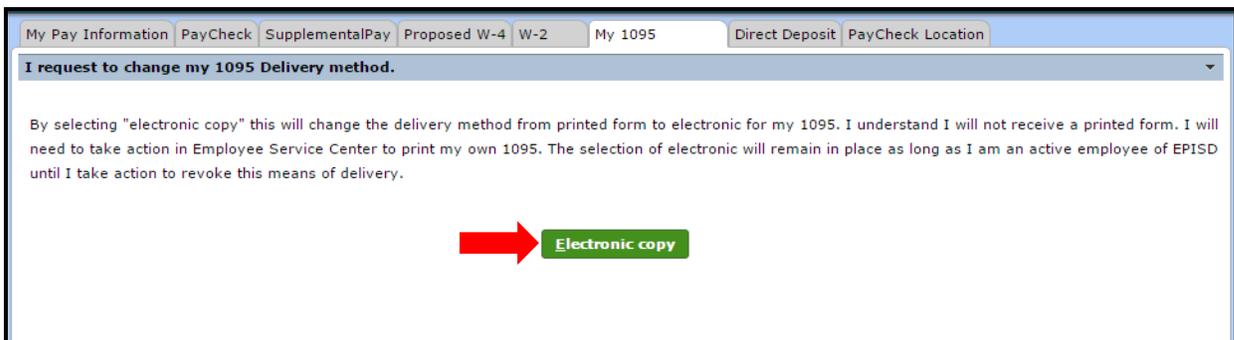
1. Log into the Employee Service Center with your TEAMS User ID and Password.
2. Click on **My Payroll Information** located on the left navigation menu. Click on **My 1095** tab.



3. Under **1095 Print Option**, the *Type of Delivery* is defaulted to *Paper*. Click on the **Edit** button.



4. Click on the **Electronic Copy** button.



5. The Type of Delivery will change to Electronic.

My Pay Information PayCheck SupplementalPay Proposed W-4 W-2 My 1095 Direct Deposit PayCheck Location

**1095 Print Option**

Type of Delivery  
**Electronic** [Edit](#) Last Updated: 11-13-2015 14:44

**View My 1095**

1095 Year

record count: 0 of 0

6. Log out of the Employee Service Center.

You will receive an email notification indicating that your 1095 delivery was changed from paper to electronic.

Close Reply Reply to All Forward Delete Spam Actions

**Employee 1095 Delivery changed from Paper to Electronic Notification**

From: donotreply@episd.org

To: |

Hi [Employee Name] your delivery method changed from Paper to Electronic

This automated email was produced by TEAMS System ID 20.