Employee Service Center

• My 1095

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.

My Pay Information PayCheck SupplementalPay	Proposed W-4 W-2	My 1095	Direct Deposit PayCheck Location	
1095 Print Option				
Type of Delivery Paper		Edit		Last Updated:
View My 1095				
1095 Year				

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

My Pay Information PayCheck SupplementalPay Proposed W-4 W-2 My 1095	Direct Deposit PayCheck Location
I request to change my 1095 Delivery method.	•
By selecting "electronic copy" this will change the delivery method from printed form to electroneed to take action in Employee Service Center to print my own 1095. The selection of electronuntil I take action to revoke this means of delivery.	onic for my 1095. I understand I will not receive a printed form. I will nic will remain in place as long as I am an active employee of EPISD

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		Ed	it	L	Last Updated:11-1;	3-2015 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					
Employee 1095 Delivery changed from Paper to Electronic Notification					
From: donotreply@episd.org					
То:					
Hi Employee Name your delivery method changed from Paper to Electronic					
This automated email was produced by TEAMS System ID 20.					