

# How to Elect Online Access to Your Tax Information

The following 2022 Tax Forms will be available electronically online 01/31/23:

- 1095-C: Employer-Provided Health Insurance Offer and Coverage
- W-2: Wage and Tax Statement

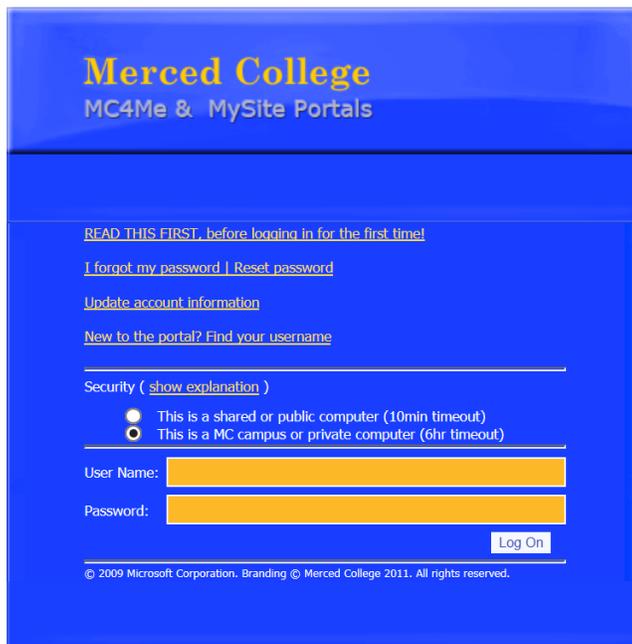
All you have to do is consent to receive them via your MC4ME Portal.

By electing to receive your tax forms in electronic format:

- You will have access to view and print your current, prior and future tax forms until you remove your consent.
- A paper statement will no longer be produced or mailed to you.

Instructions for opting to receive your tax forms electronically.

## 1. Log into [MC Portal](#)



## 2. Web Advisor for Employees (1095-C/W-2)



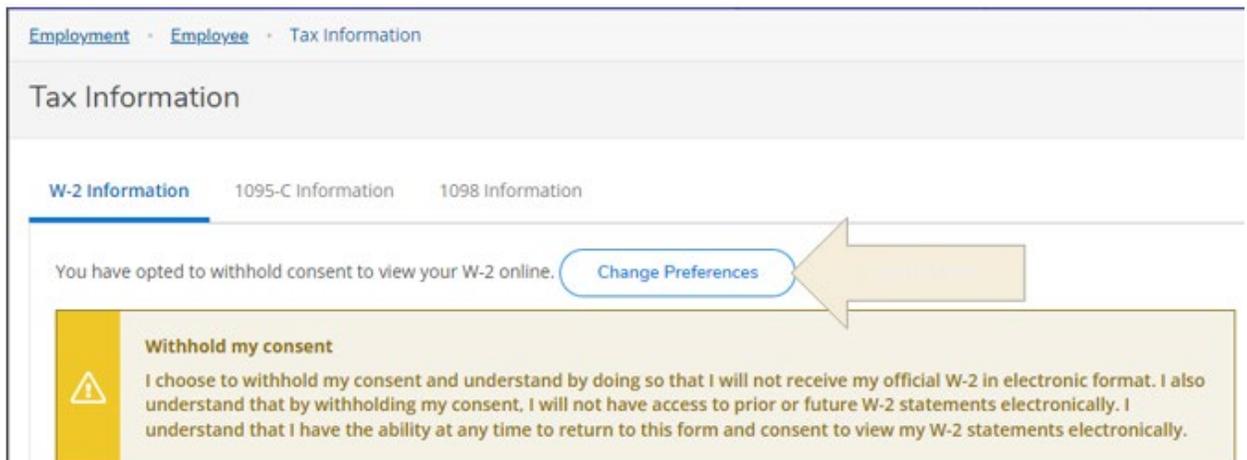
3. Select: Employee Profile (1095-C/W-2)



4. Select: Tax Information (1095-C/W-2)



5. Select: Change Preferences



6. Select: Receive my W-2 only in electronic format. Then, click Save.

Employment · Employee · Tax Information

### Tax Information

W-2 Information   1095-C Information   1098 Information

Select an option below to set your preferences for receiving your electronic W-2:

Receive my W-2 only in electronic format

Withhold my consent

**By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.**

**I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.**

[Cancel](#) [Save](#)

7. Select: 1095-C Information

8. Select: Change Preferences

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### Tax Information

W-2 Information   **1095-C Information**   1098 Information

You have opted to withhold consent to view your 1095-C online. [Change Preferences](#)

**Withhold my consent**  
Print 1095-C

9. Select: Receive my 1095-C only in electronic format. Then, click Save.

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### Tax Information

W-2 Information   **1095-C Information**   1098 Information

Select an option below to set your preferences for receiving your electronic 1095-C:

Receive my 1095-C only in electronic format

Withhold my consent

**Consenting to 1095-C online**

**Print 1095-C**

[Cancel](#) [Save](#)