




# 1095electconsent



# Table of Contents

**1095electconsent** ..... i



Click  to select whether or not the employee provided consent to receive the 1095 form electronically rather than receive a printed, mailed copy. This field is updated to reflect any changes made by the employee in EmployeePortal.

If the **1095 Electronic Consent** field is not selected on [Payroll > Tables > District EA Options > Employee Access Options](#) tab, then this field is not applicable.

If *Yes* is selected, the employee must log on to EmployeePortal to print the 1095.

If *No* is selected, the employee will receive a printed, mailed copy from the LEA.

**Note:** Inactive employees can continue to view and print their 1095 information in EmployeePortal depending on the LEA. If the LEA opts to restrict inactive employee access (changes the EmployeePortal password or deletes the user's access), the employee will receive a printed, mailed copy of their 1095.