

1095C Form - Electronic or Paper?

The University of Central Arkansas is required by the IRS to furnish eligible employees with a **1095C form** each year. The 1095C details the employee's health insurance offer and coverage. **The UCA Office of Human Resources will provide electronic forms and mail the paper 1095C no later than the federal deadline of March 3, 2025.**

You have the opportunity to elect to receive your 1095C either electronically or in a paper format. **The deadline to elect, review or change how you want to receive your 1095C form is January 24, 2025 by 4:30 p.m.**

Get Started

1. Go to <http://my.uca.edu>, and log in using your UCA credentials.
2. At the bottom of the page, search myUCA for **My Employee Benefits**. The My Employee Benefits icon should appear.
3. Click on the **My Employee Benefits** icon to land on the Communications Portal Homepage.
4. Click the **Purple Bear** or **"Manage my Benefits!"** to enter the Benefits Portal.
5. If you've never logged into this system before, you will be prompted with a question related to how you would like to receive the 1095C. You simply make an election and move on.

The screenshot shows the University of Central Arkansas employee benefits portal. At the top left is the UCA logo. Below it is a large image of a brick building with the text 'Own Your Benefits' overlaid. A navigation bar contains links for HOME, NEW HIRES, BENEFIT PLANS, RETIREMENT, BEWELL PROGRAM, and MORE. The main content area is titled 'Welcome' and contains the following text:

Employee benefits are an integral part of your total rewards package at University of Central Arkansas. By using our new employee benefits management software through Benefitfocus, you will be able to enroll, view or change your employee benefit information online which virtually eliminates the need for paper forms.

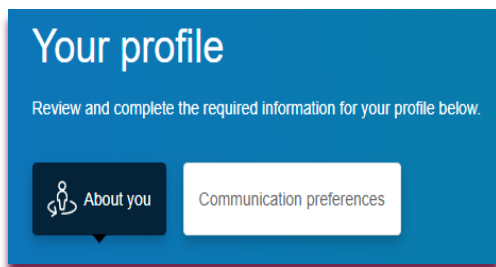
You will also have access to educational material to learn about your employee benefits in a more personalized manner.

Additionally, you will find other relevant links containing information and access to our employee vendors' websites.

A red arrow with the number '4.' points to a button labeled 'Manage my Benefits!' with a purple bear logo. Below the button is the text 'Enroll, View or Change Benefits'.

To Review and/or Change a previously elected 1095C format

1. Navigate the right of the top toolbar until you find **Profile**.
2. Click **Profile**.
3. Click **Communication preferences**.
4. Scroll down to Affordable Care Act to review the previously elected format.
5. To change the election, click the **Edit icon** next to Affordable Care Act .
6. Select either “**Send by mail**” or “**Send electronically**”
7. Click **Save preferences** at the bottom.
8. Select **Return Home** at the bottom.
9. Log out.



Affordable Care Act



How would you like to receive Form 1095-C Employer-Provided Health Insurance Offer and Coverage?

Please provide

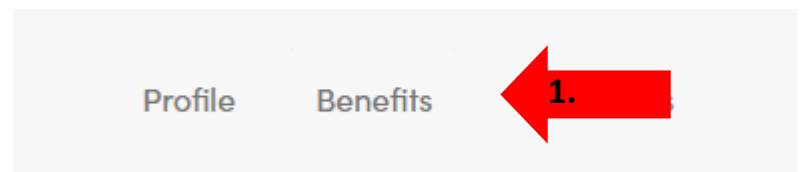
Your employer is required to send you a 1095-C document, which outlines information about the health coverage they've offered you this year. Where would you like your 1095-C document sent?

- Send by mail
- Send electronically



To view the electronic 1095C form (available by March 3rd)

1. Navigate the right of the top toolbar until you find **Benefits**.
2. Click **1095C Tax documents**.
3. Click **Download** to the right of the appropriate calendar year.
4. Print or save your document.
5. Select **Return Home** at the bottom.
6. Log out.



| Tax Year | Date Created | Company Name |
|----------|--------------|---|
| | 02/07/2022 | University of Central Arkansas (EIN: 716001828) |

