



TAX FORM USER GUIDE

Welcome to the 2016 Tax Form Employee Site!

In order for us to meet the new Affordable Care guidelines, an additional annual statement (1095-C form) will need to be provided to employees during the same timeframe as the annual form W-2

Employee Tax Form Site Setup

Create an Account

1. From your employer's main site, navigate to the *Create an Account* section.

www.paperlessemployee.com/garveysd

The screenshot shows a web interface with two main sections. On the left, under a 'Login' header, there are input fields for 'User ID:' and 'Password:', a 'Login' button, and a link for 'Forgot User ID or Password'. On the right, under a 'Create an Account' header, there is a message: 'If this is your first visit to the site, you must create an account to access your employer's services.' Below this is a 'Create Account' button and a note: 'This site is an employee self-service portal for:'.

2. Enter your personal information

- Verification of identity is needed

The screenshot shows the 'Create a New Account' page with a section for 'Account Authentication'. It includes a note: 'Your Social Security Number and the First 3 letters of your last name are required to validate your secure account access.' There are two input fields: 'Social Security Number' with a 'Show' button and a note 'Your SSN should be in the format of 123-45 6789 (and cannot begin with '00' or '666')', and 'First 3 letters of your last name' with a 'Show' button. At the bottom is an 'Authenticate & Create Account' button.

- Create login information
 - A strong password will require using letters and/or numbers

The screenshot shows the 'Create a New Account' page with the following sections: 'Account Name' with a note 'The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.' and three input fields for 'First Name', 'Middle Name', and 'Last Name' (with 'Jane' and 'Johnson' entered). 'Setup User ID and Password' with a list of requirements: 'Is case sensitive', 'May not contain your user ID', 'Must be 8-16 characters in length', and 'Your password must contain 3 of the 4 items: Uppercase characters, Lowercase characters, Numbers, Special characters'. 'Choose a User ID' with a note 'User ID cannot contain special characters, spaces, or dashes' and an input field with 'JANJOH' entered. 'Enter a New Password' and 'Confirm New Password' fields. A 'Create Account' button is at the bottom.

3. Choose three security questions to answer. The answers to the questions will be used to assist you in resetting a forgotten password.

Create a New Account

Security Questions

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

Question 1 *

What was your childhood nickname?

Answer Question 1 *

June

Question 2 *

In what town was your first job?

Answer Question 2 *

England

Question 3 *

Where did you spend your honeymoon?

Answer Question 3 *

The Jungle

4. Provide accurate contact information. This information will be used for resetting your password and notifications you opt in to receive.
 - a. This information may be shared with your employer

Create a New Account

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the Privacy Statement for details.

Primary Email Address

.tarzan@gmail.com

Retype Primary Email Address

.tarzan@gmail.com

Alternate Email Address

.tarzan1@gmail.com

Retype Alternate Email Address

.tarzan1@gmail.com

Text Message

(555) 211-5555 Nextel Please use a phone number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible.

5. Opt in for electronic notification options
 - a. If you wish to access the 1095-C electronically, you MUST provide accurate contact information

Notification Options

If you are eligible for a 2016 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

Yes No

Primary Email Address Alternate Email Address Text Message

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form please visit www.irs.gov/aca.

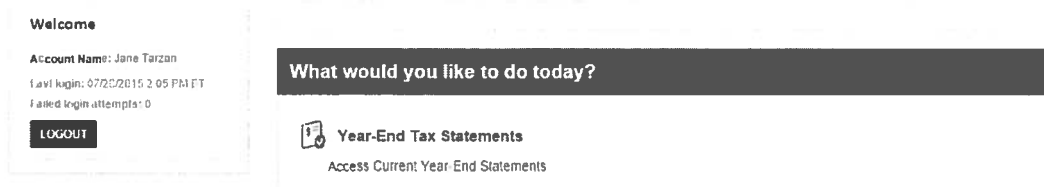
By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free Adobe® Reader®.

Accessing Statements

1. From your dashboard, select the appropriate statements



Please contact your administrator for additional assistance

Request a Reissued Copy of Your ACA 1095 Form

This function is used by an employee to request a reissued copy of a tax statement from either the current or previous years.

Go to your secure site at: <https://www.PaperlessEmployee.com/garveysd>.

Log in with the unique 'User ID and Password' that you indicated when originally creating your account.

Select a language: **English** Français Español

Welcome, ACA Demo Employees

Login

User ID:

Password:

Login

[Forgot User ID or Password](#)

Create an Account

If this is your first visit to the site, you must create an account to access your employer's services.

Create Account

This site is an employee self-service portal for:

Select either 'Access Current Year-End Statements' or 'Access Prior Year End Statements', depending on the year of the statement you are trying to retrieve.

Welcome

Account Name: Janel Test

Last login: 09/23/2015 9:24 AM ET

Failed login attempts: 0

LOGOUT

Home

Year-End Tax Statements

Account Settings

What would you like to do today?

Year-End Tax Statements

Access Current Year-End Statements

Access Prior Year-End Statements

Request a Correction

View Activity History

Select the tax statement and Delivery Method. (Delivery methods vary by company.) Click the 'Review & Complete Order' button to submit your request.

Get Tax Statements

1. Select Tax Statements

[Show All Years](#)

Select	Tax Form	Employer Name	Download	Fax	Mail
	2015 1095-C View original address	ACA DEMOSITE			

To View PDF documents you need the free [Adobe Reader®](#)

2. Select Delivery Method

Download (PDF)

Review & Complete Order [Reset All](#)

DELIVERY METHOD NOTE:

- Electronic statements are provided immediately to either be printed or saved at your discretion.

FREE RESEND NOTE:

- A free resend on electronic reissue is available for 30 days.

Verify all the details are correct, then select the 'Submit Order' button to process your request.

Welcome

Account Name: Janel Test
Last login: 09/24/2015 2:43 PM ET
Failed login attempts: 0

LOGOUT

Summary Of Your Order

Selected Form(s):
[Change](#)

Tax Form
2015 1095-C ACA DEMOSITE

Delivery:
[Change](#)
Your forms will be delivered online

Payment:
No payment is required

Submit Order [Cancel Order](#)

You will receive confirmation that your order was processed and is complete. Retain this information for your records.

Order Complete

Thank you for your order. Please retain this information for your records.

Order Confirmation Number: 12308601

Selected form(s):

Tax Form

2015 1095-C ACA DEMOSITE

Delivery:

Your forms are available to view or download. **Forms will NOT be emailed to you.**

[View](#)
[Download](#)

These links will only be active for 20 minutes. After that time, you will need to place a new order.

Payment:

No payment is required.

How to Submit a Correction Request

Go to your secure site at: <https://www.PaperlessEmployee.com/garveysd>.

Log in with the unique 'User ID and Password' that you indicated when originally creating your account or Create an Account.

Select a language: English Français Español

Welcome, ACA Demo Employees

Login

User ID:

Password:

Login

[Forgot User ID or Password](#)

Create an Account

If this is your first visit to the site, you must create an account to access your employer's services.

Create Account

This site is an employee self-service portal for:

Click on "Correction Requests".

1. Select the form that needs to be corrected.
2. Provide Phone number and email address. *Both are mandatory fields.*
3. Click the box that needs to be corrected: Name, SSN, and/or Form details.
4. Click "SUBMIT".



Requesting a form correction will not result in a new tax statement being sent automatically. Your employer will review your correction request and determine if a corrected tax form will be issued to you.

Correction Request

Note. Do NOT request address changes here. Notify your employer of the address change.

Form that needs to be corrected:

Provide contact information so that your employer may follow up with you.

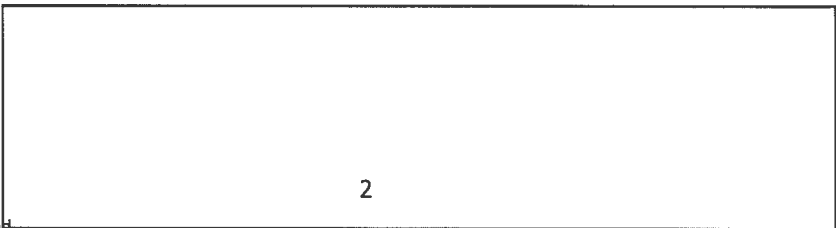
Phone Number: Extension:

Email Address:

Choose the items that need to be corrected and specify any additional details.

Name	First	Middle	Last	Suffix
<input type="checkbox"/>				
SSN or SIN	Correct SSN or SIN.			
<input type="checkbox"/>				
Form details	Item to be corrected.			
<input type="checkbox"/>	-- Select One --			

Call Personnel: The screenshot below just shows you what Form Details the employees can choose from.





Welcome

Account Name: Employee Two

Last login: 1/17/2015 11:52 AM EST

Failed login attempts: 0

LOGOUT

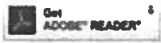
Home

Year-End Tax Statements

Correction Requests

Activity History

Account Settings



Requesting a form correction will not result in a new tax statement being sent automatically. Your employer will review your correction request and determine if a corrected tax form will be issued to you.

Correction Request

Note: Do NOT request address changes here. Notify your employer of the address change.

Form that needs to be corrected

2015 1095-C CIRC PLUS

Provide contact information so that your employer may follow up with you.

Phone Number

Extension

Email Address

Choose the items that need to be corrected and specify any additional details.

Name	First:	Middle:	Last:	Suffix:
<input type="checkbox"/>				

SSN or SIN Correct SSN or SIN:

Form details

Item to be corrected:

-
- Box 14 Offer of Coverage incorrect for multiple months
- Box 14 Offer of Coverage incorrect for one month
- Box 15 Employee Share incorrect for multiple months(check FAQ)
- Box 15 Employee Share incorrect for one month(check FAQ)
- Box 16 Incorrect code for multiple months
- Box 16 Incorrect code for one month
- Covered individual's information is incorrect

This is the confirmation screen. The request can take up to 3 weeks or more by your Employer to process and complete.



TANGO

DEMO SITE



Welcome

Account Name: Employee Two
Last login: 11/30/15 11:12 AM EST
Failed login attempts: 0

LOGOUT

Requesting a form correction will not result in a new tax statement being sent automatically. Your employer will review your correction request and determine if a corrected tax form will be issued to you.

Correction Request

Thank You!

- Your request to have your 2015 1095-C corrected has been sent to CIC PLUS.
- The review of your request could take up to 3 weeks. You may track the status of this request at PaperlessEmployee.com
- Your confirmation number is: 112859
- Please retain this information for your records.

Home

Year-End Tax Statements

Correction Requests

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