

As you may remember from our previous announcement, the IRS requires employers to issue Form 1095-C forms under the Affordable Care Act. The 1095-C includes important tax information regarding your health coverage through TSRI.

We are pleased to announce the 2015 1095-C Forms are now available electronically. As a reminder, TSRI works with American Technology Solutions, Corp. (ATS) to create the forms and make them available on their secure website.

You can elect to receive your 1095-C form electronically by logging into ATS's website (<https://www.atsprintfreedom.com>) using the following instructions:

1. Enter your Access ID, User Name and Password as specified below.
2. Change your password - you will be prompted to change your password when you login for the first time. Write down your new password and store it in a safe place. Passwords are case sensitive.
3. Select "My1095-C" to print your 1095-C. (You may need Adobe Reader to view your 1095-C.)
4. Click on the "Accept Consent" button at the bottom of the screen to retrieve your 1095-C electronically automatically in future years. You may revoke this election at any time.
5. **To open and view your 1095-C, enter the last 4 digits of your Social Security Number as the document open password.**

Access ID: TSRI

User Name: Your 6 digit TSRI ID Number

Password: Initial password is the last 4 digits of your SSN

(New passwords must be a minimum of 7 characters with at least one numeric digit.)

If you do not elect to receive your form electronically, the form will be sent by U.S. mail to your home address. You should expect to see the form arrive in the next 10 to 14 business days.

Further information, including previous announcements regarding the 1095-C forms and a helpful FAQ can be found on TSRI's Health Care Reform website [here](#).

If you have any questions regarding 1095s, please contact Human Resources, Benefits Administration at 858-784-8487 or benefits@scripps.edu.