

Electronic Consent Instructions

1. Log in to MyLander
2. Under the My HR, click on Employee Dashboard

My HR



Employee Dashboard

Enter Leave

Pay Stub

EPMS

Go to My HR

3. Under Pay Information, you will see a Taxes link. Click Taxes and the section will drop down
4. Click Electronic Regulatory Consent and click submit

**Consent to receive 1095-C
electronically:**



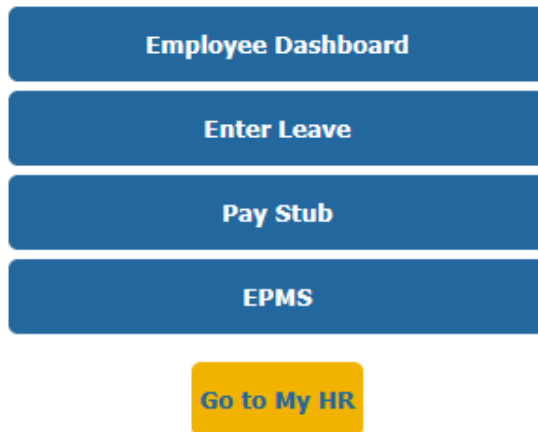
I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

RETURN TO MyLander

Viewing and Printing Electronic Form 1095-C

5. Log in to MyLander
6. Under the My HR, click on Employee Dashboard



7. Under Pay Informaton, you will see the Taxes Link. Click Taxes and the section will drop down and you will select

1095-C Employer Provided Health Insurance Offer and Coverage Statement

8. Using the drop-down menu for the Tax Year, select the correct year and click Display.

Select the Tax Year and Employer or Institution. Click on Display button.

Tax Year:

Select



**Employer or
Institution:**

Lander University



Display

You should now be able to view your Form 1095-C. If you would like to print it, click the Printable

1095-C button on the bottom left of the screen.

Printable 1095-C

You may request a copy of your Form 1095-C by any method below

- The Office of Human Resources
- 864.388.8310
- clewis1@lander.edu