

Electronic Form Distribution Consent Instructions

1. Log in to [Employee Self Service](#)
2. Click on the appropriate Tile



3. Click the box and click Submit
 - a. 1095C

You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided.

Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.

If you have any questions, please contact the Benefits Team at benefits@nps.k12.nj.us.

I consent to receive Form 1095-C electronically

[Submit](#)

4. Confirm Password and Click Continue to Confirm Submission

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID: rschrader

Password:

[Continue](#)

[Cancel](#)

Submit Confirmation

The Submit was successful.

[OK](#)

5. You will receive an email confirming your submission
6. The tile will update to reflect Consent Granted



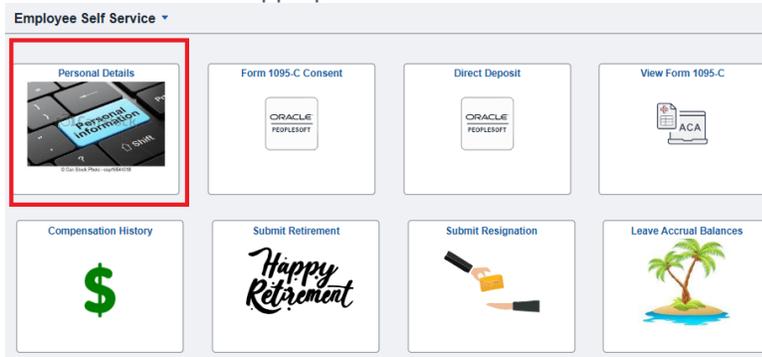
If you would like to select the electronic only option, you must do so by **mid-February**. Once the forms are posted, current employees who gave consent will be able to view and print them immediately.

Adding a Preferred Email Address in ESS

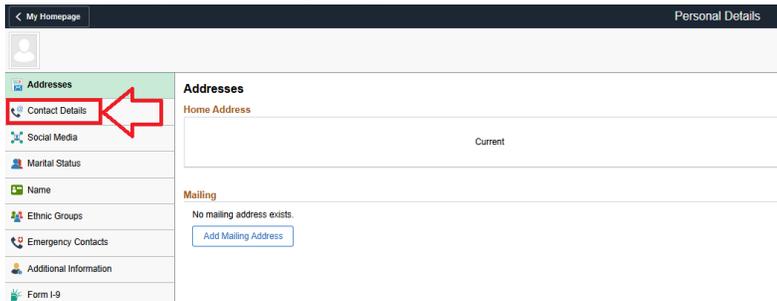
If you receive this error, please complete the following first:

You do not have a preferred email address on file.
The changes to your consent status will be processed by the system but you will not receive an email confirmation. Please provide your employer with a preferred email address to receive email confirmations in future.

1. Log in to [Employee Self Service](#)
2. Click on the appropriate Tile – Personal Details



3. Click on Contact Details



4. Under Email click the plus sign.
 - a. Add your preferred email address
 - b. If you prefer to have your district email address, please ensure to include the @nps.k12.nj.us domain
 - c. Click Save

