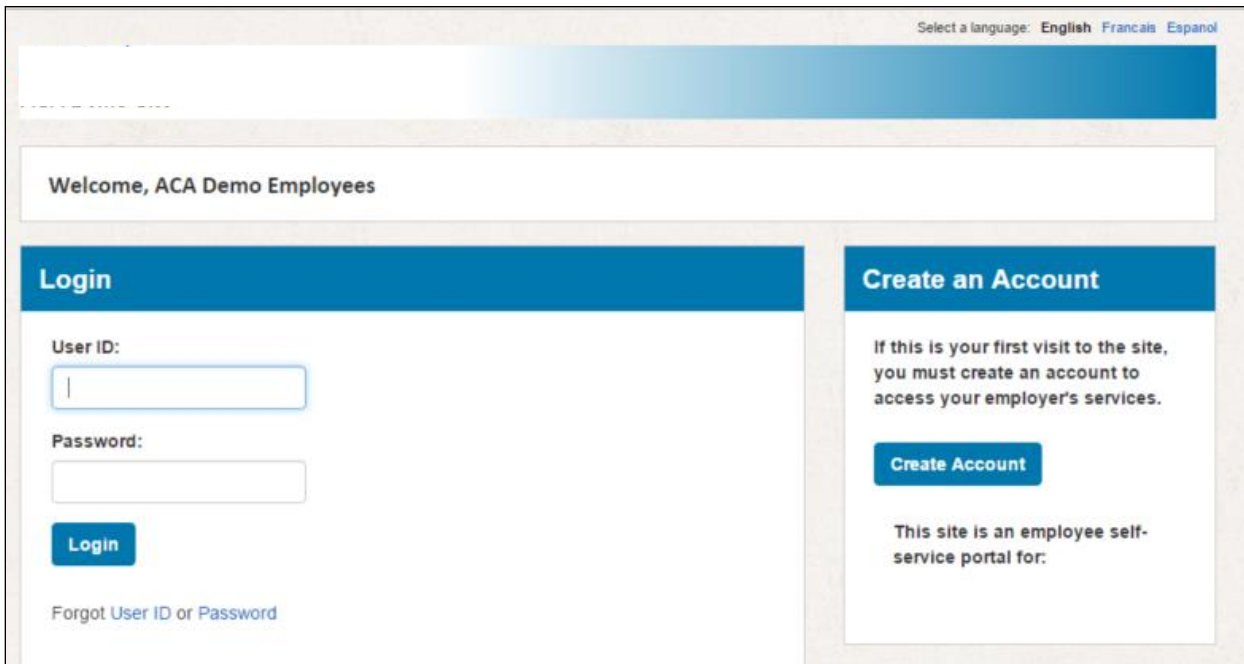


Request a Reissued Copy of Your ACA 1095 Form

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

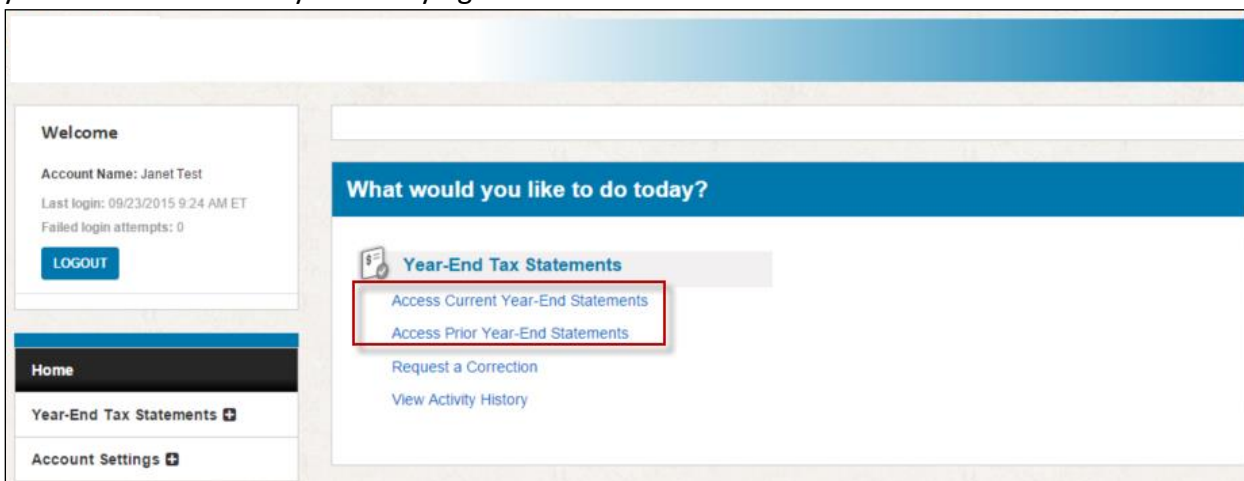
Go to your secure site at: <https://paperlessemployee.com/wvu>

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



The screenshot shows the top of the website with a language selection menu (English, Francais, Espanol) in the top right. Below the header is a white box with the text "Welcome, ACA Demo Employees". The main content area is split into two columns. The left column has a blue header "Login" and contains input fields for "User ID:" and "Password:", a blue "Login" button, and a link "Forgot User ID or Password". The right column has a blue header "Create an Account" and contains the text "If this is your first visit to the site, you must create an account to access your employer's services." followed by a blue "Create Account" button and the text "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.



The screenshot shows the user dashboard. On the left is a "Welcome" sidebar with account details: "Account Name: Janet Test", "Last login: 09/23/2015 9:24 AM ET", and "Failed login attempts: 0", along with a "LOGOUT" button. Below this is a navigation menu with "Home", "Year-End Tax Statements", and "Account Settings". The main content area has a blue header "What would you like to do today?". Underneath is a "Year-End Tax Statements" section with a red box highlighting two options: "Access Current Year-End Statements" and "Access Prior Year-End Statements". Other options include "Request a Correction" and "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.

The screenshot shows a web interface titled "Get Tax Statements". It is divided into two main sections: "1. Select Tax Statements" and "2. Select Delivery Method".

In the "1. Select Tax Statements" section, there is a table with columns: "Select", "Tax Form", "Employer Name", "Download", "Fax", and "Mail". A row is visible with a checkbox in the "Select" column, "2015 1095-C" in the "Tax Form" column, and "ACA DEMOSITE" in the "Employer Name" column. A red box highlights the checkbox. Below the table, there is a link "View original address".

In the "2. Select Delivery Method" section, there is a radio button next to "Download (PDF)", which is highlighted with a red box. Below this, there are two buttons: "Review & Complete Order" (highlighted with a red box) and "Reset All". A red arrow points from the "Review & Complete Order" button towards the right.

DELIVERY METHOD NOTE:

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

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

The screenshot shows a web interface titled "Summary Of Your Order". It is divided into two main sections: "Welcome" and "Summary Of Your Order".

In the "Welcome" section, there is a sidebar with the following text: "Account Name: Janet Test", "Last login: 09/24/2015 2:43 PM ET", "Failed login attempts: 0", and a "LOGOUT" button. Below this, there are links for "Home", "Year-End Tax Statements", and "Account Settings". At the bottom of the sidebar, there is a "Get ADOBE® READER®" button.

In the "Summary Of Your Order" section, there are three main areas: "Selected Form(s)", "Tax Form", and "Delivery: Payment:".

The "Selected Form(s)" section shows a "Change" link. The "Tax Form" section shows "2015 1095-C ACA DEMOSITE". The "Delivery: Payment:" section shows "Change" links, "Your forms will be delivered online", and "No payment is required."

At the bottom of the "Summary Of Your Order" section, there are two buttons: "Submit Order" (highlighted with a red box) and "Cancel Order". A red arrow points from the "Submit Order" button towards the left.

You will receive confirmation that your order was processed and is complete. Retain this information for your records. Click "Download" to download a copy onto your computer.

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.