

# GET YOUR W-2 AND 1095C SOONER BY CONSENTING ONLINE!

1. Login to your SMART eR account; you will be asked to enter your security answer next.

2. Select "My Payroll" located on the top left of your screen.

3. Select "ACA Form 1095" located on the left side of your screen.

4. Enter your SMART eR password and the last four of your Social Security number.

5. Select "Yes" to consent to receiving your 1095C online.

6. Return to "My Payroll", located on the top left of your screen.

7. Select "W-2", left side of your screen

8. Select "Yes" to consent to receiving your W-2 online.

- **As of today, January 14th, 1095C's and W-2's are NOT available.** Although you may receive them sooner, W-2's are due to employees by January 31st, and 1095C's are due to employees by March 31st. You will be notified via email when they are available in your SMART eR account.
- **If you have already consented in the past, you will NOT have to consent again.** If you try, you will get a message saying your 1095C or W2 is not available. If you have consented in the past, but would like to receive your 1095C or W2 by mail, you must submit a written letter payroll.
- **1095C's are NOT required to get your taxes filed.** Once available, you can store it with your other tax documents.
- **If you forgot your SMART eR password,** you can hit "forgot password". Username is your Employee ID, your last name MUST BE IN CAPITAL LETTERS, enter rest of required information and create your new password.
- Questions on W2 or logging into SMART eR, contact Jane Smith, Payroll. jane.smith@alschools.org 507-379-4814
- Questions on 1095C, contact Bria Hamberg, Business Services Coordinator. bria.hamberg@alschools.org 507-379-4813