

Directions to View, Download and/or Print the 1095 Form

Step 1: Log in to Employee Self Service

Employee Self Service

Login

User name

Password

[Forgot username or password](#)

Log in



Step 2: Click on Task List at the top of the screen

Employee Self Service Task List  Personal Actions ▾ Payroll Actions ▾ Document Management ▾ About ESS



Welcome to Rock Hill Schools' - Employee Self-Service.

Step 3: Click on the unread messages link at the top right of the screen.

Employee Self Service Task List Personal Actions Payroll Actions Document Management About ESS

You have 1 unread messages.

My Pending Requests

Date Submitted	Request Type	Status	Description	View Details	Cancel
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[View My Past/Current Requests](#)

Step 4: Under Document Notifications, find Document Type 1095 Form and click View Document

Employee Self Service Task List Personal Actions Payroll Actions Document Management About ESS

Document Notifications

[View All Documents](#)

Created On	Document Type	Description	Viewed	View
2/27/2026	1095 Form	Employee 1095	False	View Document

Step 5: You have the option to download or print the 1095 Form

1 / 2 | - 100% + | [Icons]

Form **1095-C**
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage
Do not attach to your tax return. Keep for your records.
Go to [www.irs.gov/Form1095C](#) for instructions and the latest information.

☐ VOID
☐ CORRECTED

OMB No. 1545-2251
2025

Part I Employee Applicable Large Employer Member (Employer)

**If you close out of the document without downloading or printing, you can follow Steps 2 and 3 and then click on View All Documents at the top left of the screen.

Employee Self Service	Task List	Personal Actions ▾	Payroll Actions ▾	Document Management ▾	About ESS
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Document Notifications

[View All Documents](#)

Created On	Document Type	Description
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