Electronic Opt-in Instructions for Form 1095-C

To receive your Form 1095-C document electronically, visit Employee Self Service via lawson.luc.edu.

Please remember, you will need to either be on-campus or using Loyola Secure Access in order to access Employee Self Service.

Access Form 1095-C Document (via Lawson’s Employee Self-Service)

Go to Bookmarks - Employee Self-Service - Pay - W-2/1095-C. You may be prompted to login with your Loyola Username and Password again.

Authorization Required

1) You will notice within the “My Delivery Settings” section, you must select “Authorization Required” in order to opt-in to electronically receive Form 1095-C document. 2) You must then select “Click HERE” to get authorized.” You will then see the “My Delivery...” information appear. See below.

Select the “Print Test” option. A “Print Test” notification will appear. You can then view/print a sample of the tax document and/or select “Yes” to proceed to the next step.
Agreement

Select "I Agree" in order to opt-in to electronically receive the Form 1095-C document.

Authorization Started

In order to authorize, you will notice your LUC email address will appear. You may optionally enter a secondary (personal) email address. Select "Yes" to setup authorization and then select "Submit."

Success

Once agreed, a successful notification will appear in the "My Delivery Settings" window. See below.