Instruction on How to Print Form 1095-C

Below you will find instructions on how to print Form 1095-C in your Employee Self-Service account.

Login to Employee Self-Service: lawson.luc.edu

Go to Bookmarks - Employee Self-Service - Pay - W-2/1095-C. You may be requested to login to Lawson again with your Loyola Username and Password.
List of Form 1095-C Document(s)

1) Select the “My 1095-Cs” option located within the "View My Documents” section.

2) Your Form 1095-C documents will appear. As shown below in the first example.

3) You can select the "magnifying glass” icon.

4) A window will appear with your Form 1095-C document, as shown in the second example below. You can then print the document for your records.