

2023 W-2 and ACA Opt-out – This means you will **NOT** receive a paper copy by mail.

If you would like to make the election for the electronic 2023 forms, please log into Oracle (Employee Direct Access) to make this update. There are many advantages to receiving your forms electronically:

Receiving an electronic form is:

- Safer. Reduces the risk of identity theft associated with mailed forms, which includes the employee's name, address, and partial social security number.
- Faster. Electronic forms will be available before mailed forms. Employees will be notified by email announcement when their forms are available to view and print. Those that do not make the election will have mailed.
- Accessible. Your statements will remain in Oracle and can be accessed and printed whenever you need them (for all active employees).
- Greener. If electronic consent is provided, paper forms will not be mailed.


Already provided consent last year!

No action is needed. Your consent will remain in effect until you choose to withdraw your consent or terminate your employment.

Thank you in advance for participating in this option. If you have any questions, please contact the Payroll Section. Fin-payroll@henrico.us

How do you sign-up to receive your W-2 form electronically?

1. To begin the opt-out process, log into Oracle, locate the three bars on the left side of the screen.

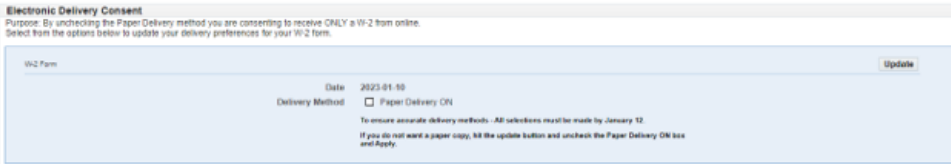


2. Click the three bars to find, **Employee Direct Access**

3. Click Employee Direct Access to find **Salary Related**

4. Click Salary Related to find **W2 Delivery Preference**

You will see the below screen, be sure to click Update



2023 ACA Form Opt-out – This means you will **NOT** receive a paper copy by mail.



Oracle see the below steps beginning with the three bars shown above.

1. Employee Direct Access
2. My Benefits
3. ACA 1095c Forms
4. Consent to receive your form electronically.
5. Click the Save button at the top right of the page.
6. Click Next
7. Choose the year to view and print.

ACA Self Service Instructions

In order to view the 1095C in Self Service, the recipient must consent to receive the statement electronically.

A checkbox is provided to record the consent.

Consent can be withdrawn by click on the Revoke Consent button and confirming withdrawal of consent.

Consent Instructions

The recipient must have recorded Consent in order to view the statement.

Without consent to access the statement electronically, a paper copy will be provided.

Once consent is recorded, it applies to every year the statement is furnished unless consent is withdrawn or new hardware or software is put into service.

Print 1095C Form Instructions

If a paper copy is still needed despite consent to view the form electronically, contact your local Benefits department to request a paper copy.

Consent Details

Click check box and save for accepting consent

Consent to receive an electronic copy