



Updated: 12/9/16

SABHRS Payroll: 444-2962; [payroll@mt.gov](mailto:payroll@mt.gov)

SABHRS HR: 444-3035; [sabhrshr@mt.gov](mailto:sabhrshr@mt.gov)

Employees have the option to stop receiving the paper copies of the 1095-C statement in the mail, and instead consent to receive their 1095-C statement electronically via Self-Service. For additional information on the 1095-C consent process, see <http://hr.mt.gov/neww2consent>.

## I. Consent to receive Form 1095-C electronically

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the 1095-C in the electronic format in which it will be provided. Therefore, electronic 1095-C consent must be completed via Self-Service and employees will be able to retrieve the 1095-C statement from Self-Service once it is available

### To provide consent:

1. Login to SABHRS HR Self-Service through the [MINE portal](#) if on the State network and click the **Employee Self Service** link or if outside the State network go to <https://sabhrs.mt.gov/>. *For most agencies, this is the same User ID/password combination you use to login to your computer. For those agencies whose computer login differs from the Outlook login, enter the login credentials used for logging into Outlook.*
2. Navigate to **Benefits > 1095-C Consent**.
3. Read the statement in the box.
4. If you agree with the statement in the box, click inside the checkbox labeled "I consent to receive Form 1095-C electronically." Upon checking this box, you are agreeing to stop receiving the paper mailed 1095-C statements and will instead access the form electronically via Self-service.

You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.

If you have any questions, please contact your Benefits Administrator.

I consent to receive Form 1095-C electronically

5. Click the *Submit* button.
6. Enter your password in the *Password* field.



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Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click [Sign Out](#).

User ID: CM0565

Password:

7. Click the *Continue* button.
8. You will see a *Submit Confirmation* screen.
9. Click the *OK* button.
10. A system generated confirmation email will be sent to the preferred email address listed on the *Personal Information* page in Self-service.

## II. Withdraw consent to receive Form 1095-C

### To withdraw consent electronically:

1. Login to SABHRS HR Self-Service through the [MINE portal](#) if on the State network and click the **Employee Self Service** link, or if outside the State network go to <https://sabhrs.mt.gov/>. For most agencies, this is the same User ID/password combination you use to login to your computer. For those agencies whose computer login differs from the Outlook login, enter the login credentials used for logging into Outlook.
2. Navigate to **Benefits > View Form 1095-Cs**.
3. Click inside the checkbox labeled "Select the checkbox to withdraw your consent to receive Form 1095-C electronically." Upon checking this box you are agreeing to resume receiving the paper mailed 1095-C statement.

You currently receive Form 1095-C statements electronically

You have consented to receive an electronic Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form.

If you have any questions, please contact your Benefits Administrator.

Select the checkbox to withdraw your consent to receive Form 1095-C electronically

4. Click the *Submit* button.
5. Enter your password in the *Password* field.



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6. Click the *Continue* button.
7. You will see a *Submit Confirmation* screen.
8. Click the *OK* button.
9. A system generated confirmation email will be sent to the preferred email address listed on the *Personal Information* page in Self-service.

### To withdraw in writing:

Written notice to withdraw consent may be emailed to [payroll@mt.gov](mailto:payroll@mt.gov) or mailed to the following address:

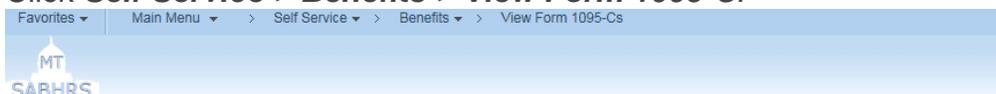
Central Payroll Services  
PO Box 200127  
Helena, MT 59620 - 0127

Any printed 1095-C must have an accurate mailing address. If you withdraw your consent, you must verify your mailing address and update accordingly by navigating to **Self Service > Personal Information > Home and Mailing Address**. For instruction on updating an address, see [Self-Service user guide](#). If you need to manually update an address, you must contact your agency HR/payroll office directly.

### III. Access to electronic Form 1095-C for active employees:

#### To access the form electronically:

1. Log-in to SABHRS through the MINE portal.
2. Click **Self Service > Benefits > View Form 1095-C**.



[View Form 1095-Cs](#)

There are no forms available at this time. Please try again later.

View Form 1095-Cs							Personalize
Calendar Year	ALE Member	Issue Date	Form ID	Form Status	Tax Form	Filing Instructions	
					Tax Form	Filing Instructions	



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3. Until a 1095-C is processed for you electronically, you will see a message to try again later. You will also receive this message if you did not consent to an electronic form and are receiving your 1095-C in the mail.
4. Click the "Tax Form" link to open the 1095-C statement for the applicable tax year. The form may open in a new tab, window, or within the PDF reader program depending on your computer and pop-up blocker settings.
5. Click the link titled "Filing Instructions" to retrieve a copy of the filing instructions that normally appear on the Form 1095-C.
6. The form may be printed or saved to another location or device for use at a future date. This form may be accessed in this manner for the duration of time that it is available on Self-Service.

## IV. You will also need to manage your W-2/W-2C Consent separately:

1. See [W-2 consent instructions](#).