View or Print Form 1095

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PURPOSE
This is for employees to print a paper copy of their Form 1095.

LOG IN TO THE EMPLOYEE WORK CENTER
1. Log in to the Employee Work Center, which can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

VIEW OR PRINT FORM 1095
There are two different methods to access your 1095 form.
1. Option 1 (the easiest)
   a. On your Home Page, click the Benefit icon (see screenshot).
   b. On the right side of the screen, under External Links, click the link for My 1095 Forms.
   c. Proceed to Step #3 on the next page.
2. Option 2
   
a. On your Home Page, click your name in the upper right-hand corner, and then click View Profile (see red rectangle). This will display your employee information.

   ![View Profile](image)

b. On the next page, click the “related actions” icon immediately after your Employee ID. It looks like an ellipsis, three gray dots in a white rectangle. When you hover over it, it will turn orange (see red rectangle below).

   ![Related Actions](image)

c. On the menu that displays, scroll over to Benefits, then down to the bottom to find, and then click on, View My ACA Forms (see red rectangle). Your menu items may be different than what is shown below, depending on your Roles and your Security in the Employee Work Center.

   ![View My ACA Forms](image)

3. The next page shows a list of the 1095-C Forms that have been generated for you in this system. On the right side, click the button to View/Print.

   ![View/Print Button](image)

4. Depending on which browser you are using, and your browser settings, you may see a prompt/dialog box to indicate that a pop-up was blocked. You will either need to contact your agency IT support for assistance, or, if you are familiar with changing your browser settings, you can allow pop-ups from the EWC website.

5. The screenshots below show examples of page 1 and, if needed, page 3. You will only have a page 3 if you have more than five dependents. Page 2 contains instructions about the form for the employee.
View or Print Form 1095

- Page 1 – includes Part I Employee, Part II Employee Offer and Coverage, and Part III Covered Individuals

- Page 3 – a continuation of Part III Covered Individuals

**LINK HELP DESK CONTACT INFORMATION**

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234