EMPLOYEE PORTAL FOR FORM 1095-C

We have partnered with Equifax to provide you with easy access to your Form 1095-C for tax preparation purposes. **Form 1095-C does not need to be filed with your tax return**, but you should keep a copy of the Form 1095-C with your important tax documents.

The following is a list of frequently asked questions to help you create or access your account on the company portal:

How do I create an account on the company portal?

- Click on www.healthefxforms.us/usa
- Click on 'Register as a new user.'
- When registering, it is recommended to use a personal email account so that you have access to your historical 1095c forms in the future, if needed.
- Enter your email address and a password.
- You will need to identify yourself using the last 4 digits of your social security number, your last name, and date of birth to authenticate and create an account.
- Check the box for 'I'm not a robot' and follow the steps provided.
- You will receive a confirmation email requiring you to verify your account.
- Click the link in the email and verify your account – For best results, verify your account immediately from the same device and IP address. The validation link expires after 24 hours.

How do I log in to my company portal account if I can't remember my password?

- Click on www.healthefxforms.us/usa
- Click on 'Forgot your password.'
- You will be asked to verify your email address, the last 4 digits of your social security number, last name, and date of birth.
- A message will be sent to the email address on your account containing a link to reset your password.
- For security reasons, the link is only valid for 24 hours.

How will I receive my Form 1095-C?

- When you initially login, you will be prompted to select either paper or electronic delivery.
- You will receive an email confirming your election.
- If you choose paper, you will receive a Form 1095-C in the mail. A courtesy copy of your Form 1095-C will be posted in the company portal.
- You can change your delivery method election for the current year at any time by logging in to www.healthefxforms.us/usa.

How do I download my Form 1095-C?

To view your downloaded Form(s) 1095-C:

- To log in, click on and enter your email address and password.
- Your Form(s) 1095-C are sorted by tax year if there are multiple tax years available.
- To download a pdf, click on 'Download/Print'

If you elect print delivery, you will receive Form 1095-C in the mail, postmarked no later than January 31. A courtesy copy will be available for download, but you will not be notified that the original or any corrected copies have been added to the company portal.

Please contact USA Human Resources at hrmaincampus@southalabama.edu if you have any questions about your Form 1095-C.