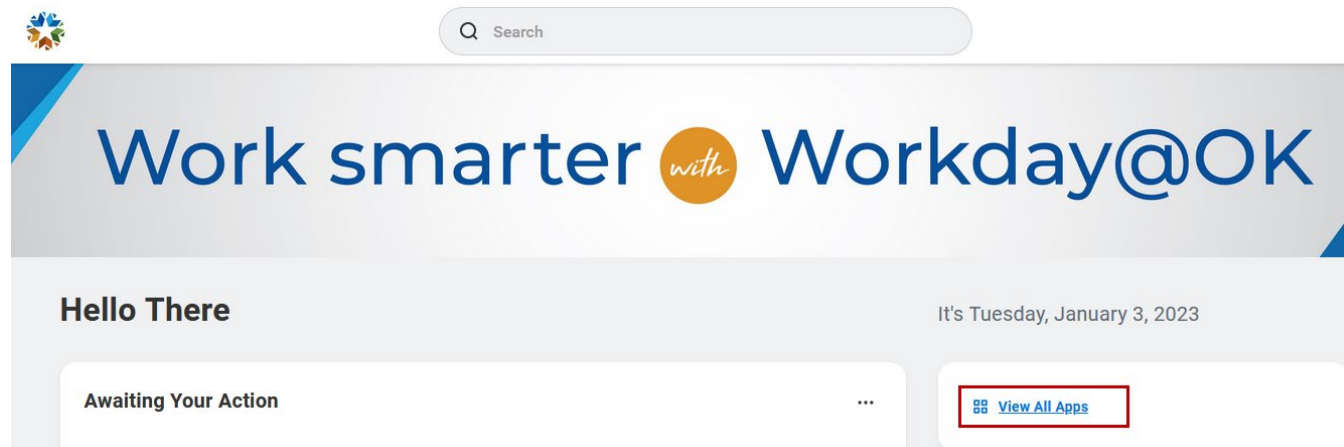


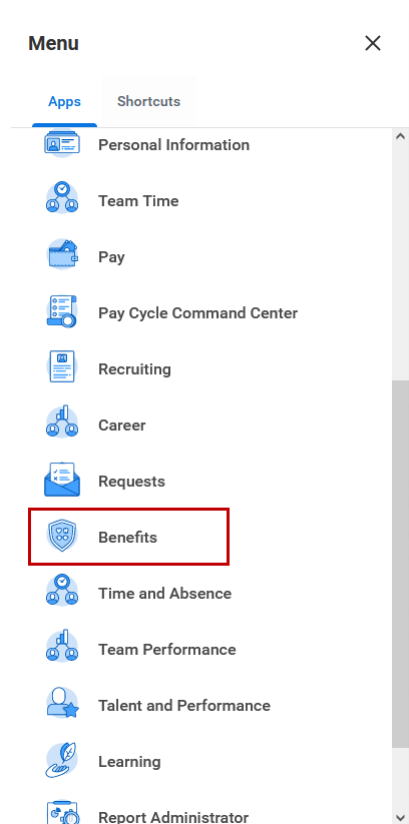
# Workday@OK: Benefits – Change Form 1095-C Print Election to Electronic

The following describes the process to change your Form 1095-C printing election to an electronic option.

- 1) Log in to [Workday@OK](#).
- 2) Select **View All Apps** on your Workday@OK homepage.



- 3) Select **Benefits**.



4) Select **My ACA Forms**.

The screenshot shows a web interface with two main sections: 'Change' and 'View'. The 'Change' section contains three buttons: 'Benefits', 'Dependents', and '1095-C Printing Election'. The 'View' section contains three buttons: 'My ACA Forms', 'Benefit Elections', and 'Benefit Elections as of Date'. The 'My ACA Forms' button in the 'View' section is highlighted with a red rectangular border.

5) Select **Change 1095-C Printing Election**.

The screenshot shows a message box with the title 'No 1095-C Forms Available'. Below the title is a single button labeled 'Change 1095-C Printing Election', which is highlighted with a red rectangular border.

6) Select **Receive electronic copy of 1095-C**.

New Election

- \*  Receive both electronic and paper copies of 1095-C
- Receive electronic copy of 1095-C

7) Select **OK**.

8) Select **Done**. The process is now complete.