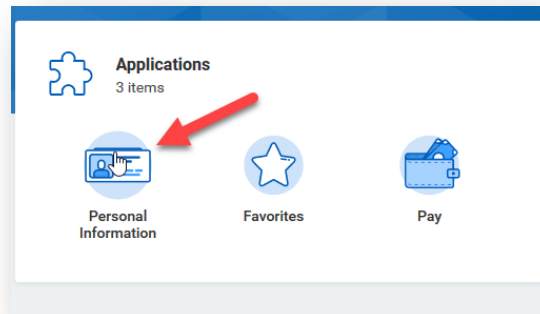
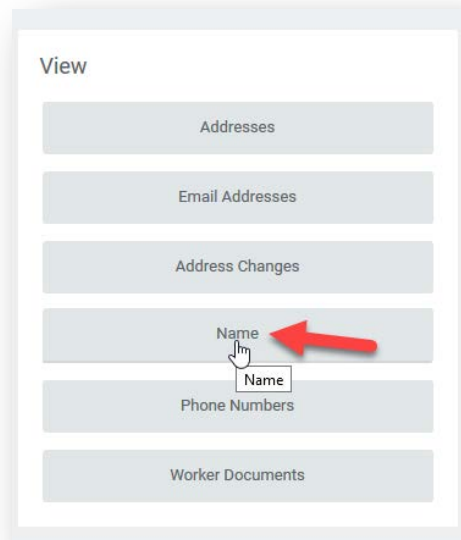


# How terminated workers can access their 1095-C

1. Log in to Workday through SSO (<https://sso.tamus.edu>).
2. Click the **Personal Information Worklet**:



3. Under the View column, select **Name**:



4. Click on the **Actions** button near your name and go to **Benefits > View ACA Forms**.

The image shows a user profile page with a blue header containing the word "Name". Below the header, there are two sections: "Legal Name 1 item" and "Preferred Name 1 item", each with a "Name" field and a search icon. An "Actions" button is located at the top right of the profile area. A red arrow points to this button. A dropdown menu is open, listing various options: Benefits, Business Process, Payroll, Personal Data, Workday Account, Worker History, Preferences, Security Profile, Additional Data, and Workday Account. A second red arrow points to the "Benefits" option. A third red arrow points to the "View My ACA Forms" option, which is highlighted with a blue bar. A mouse cursor is positioned over this option. A tooltip is visible over the "View My ACA Forms" option, containing the following text: "Change 1095-C Printing Election", "View My 1095-C Printing Election", and "View My ACA Forms".

**Name**

Actions

Legal Name 1 item

Name

Preferred Name 1 item

Name

Benefits

Business Process

Payroll

Personal Data

Workday Account

Worker History

Preferences

Security Profile

Additional Data

Workday Account

Change 1095-C Printing Election

View My 1095-C Printing Election

View My ACA Forms