

## Step-by-Step Instructions on How to Consent to Get your Form 1095-C Online

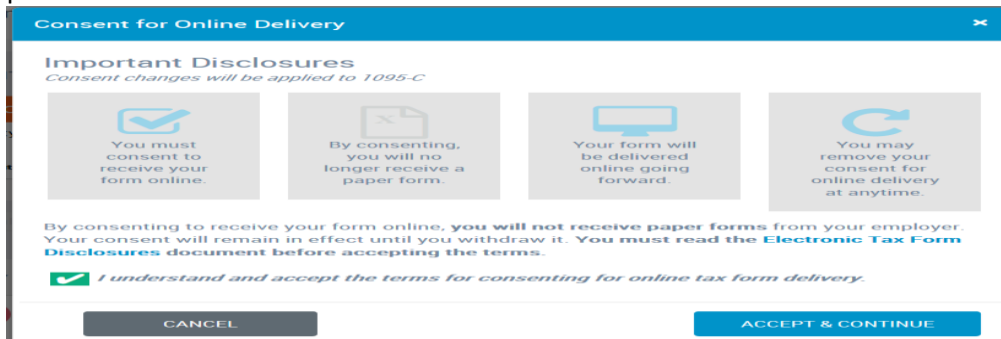
- 1) Login to [Galaxy](#). From the UT Dallas Single Sign-On, type your UT Dallas NetID and Password. Then go to Staff Tools and select **ACA Form 1095-C**.
- 2) The first time you login, you will be directed to the **Tax Form Delivery Options**. Click “Set me up to receive my tax forms online”



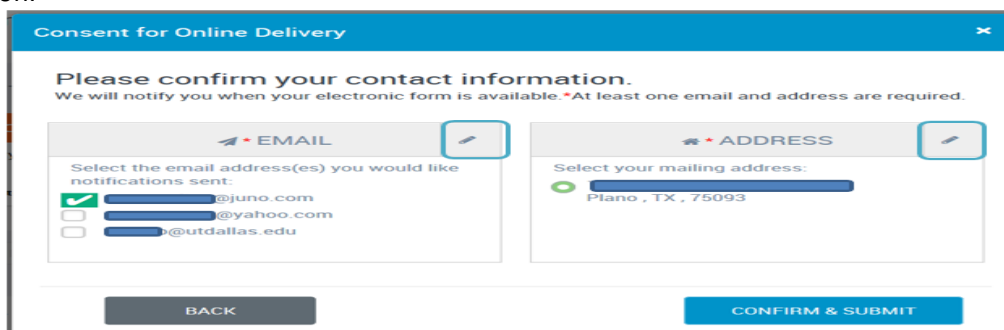
- 3) Read the important disclosures and check the box “I understand...”



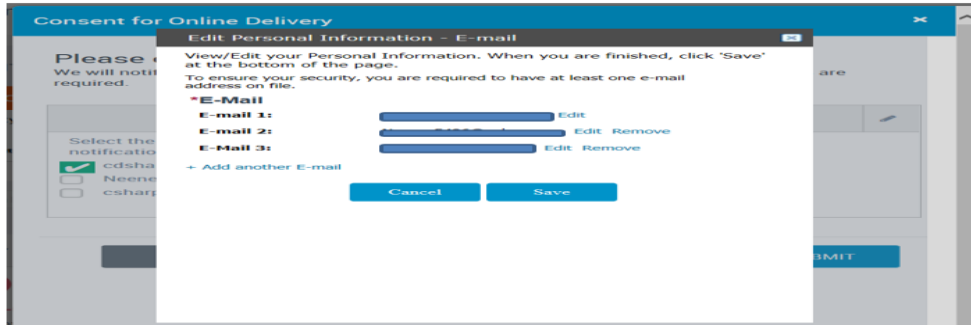
- 4) Click “Accept & Continue”



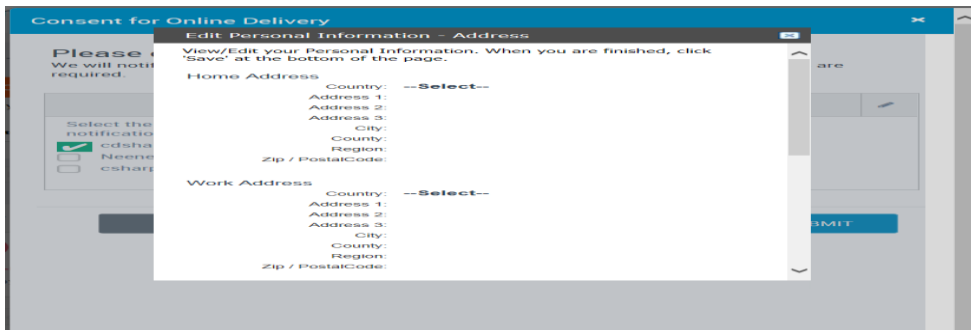
- 5) You must enter at least one email address and one mailing address. Use the ‘edit pencil’ in the upper right of each section.



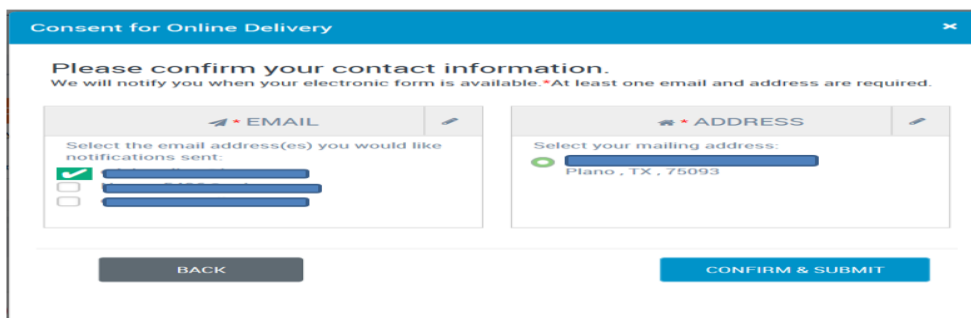
6) You can add up to 6 email addresses. Then click 'SAVE'



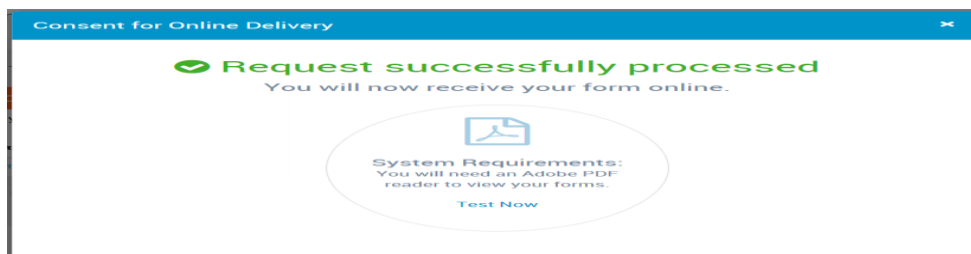
7) Select edit for Address Information and scroll down to mailing address. Click 'SAVE'



8) Once you have completed your email and address information, click 'CONFIRM & SUBMIT'



9) Your consent is processed. Click 'Test Now' if you want to verify your Adobe PDF reader is working.



10) You are done! Close the window and browser. To log back in, open a new browser and go back to step #1.

**You are now set-up to retrieve your Form 1095-C online. The UT Dallas Office of Human Resources - Benefits Department will notify employees when forms are ready for retrieval on or around January 31, 2021. Your consent will be valid each year unless you make a change on your delivery selection.**