

# 1095-C

## How to Log In

Please go to [www.mytaxform.com](http://www.mytaxform.com)

- Enter the **5-digit Employer Code** associated with Boise State University: **51693** and click “Log In”
- You will be re-directed to a secured web portal where you will enter:
  - Your **User ID** which is your **Social Security Number (SSN)**, with no dashes; click “Continue”
  - Your **PIN**:
    - **If you have never logged into the system**, you will need to enter your Default PIN which will be the first four digits of our Employer Code, plus the last four digits of your SSN: **(example: 5169XXXX)**.
    - You will then be prompted to answer a series of questions to enroll in the Authentication program. This step is designed to ensure secure access to your tax information.
    - **If you have previously enrolled and logged into the system**, but have forgotten your PIN, please click on the "Forgot my PIN" link and follow instructions on how to obtain your current PIN.
  - Next, first time users will be asked to **create a new PIN** for access to the site. Please be sure to create a PIN that you can remember. However, if you forget your PIN you can click on the “Forgot my PIN” link and follow the steps to create a new one.

**Provide consent to receive your 1095-C form electronically. This is a one-time step required if you wish to view and receive your form online for 2016 and future years.** Once enrolled, you may view and print your forms at no charge as needed and withdraw consent at any time, if desired. You are not required to provide this consent if you prefer to receive your 1095-C form by mail and do not want electronic access.

- **From the Main Menu or from the Overview page, click the applicable link “Go Paperless Today” or “enroll for free online delivery” to consent to receiving your form online.**

- Read the disclosure and **check the box: “1095- Check here to receive your 1095 forms electronically”**.
- **You will be asked to view a sample form. Click on the “Test now” button.**
- **After confirming the sample form is viewable, close that window.**
- **Click on the blue link at the bottom of the page stating “I saw the test document, read all of the important information above, and want to receive my original Tax Form statement online.”**
- You then will be asked to answer a few questions regarding your contact information preferences. Select the radio button next to your preferred email, mailing address, and phone number and click “Continue.” Review the summary of this information and click “Confirm” to complete your enrollment.

To view and print your form, go to the Main Menu page.