

## Go green with digital delivery [1]

April 5, 2019 by [UIS Communications](#) [2]

The University of Colorado is legally required to give you documents such as Form 1095-C, the University of Colorado Health and Welfare Plan's Notice of Privacy Practices, a Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust and more.

By opting in for digital delivery, these forms and notices will be delivered via email and stored in your employee portal. Delivery is customizable, so you can pick and choose how you receive these documents. Plan cards and other items will continue to be sent to your mailbox.

### How to enroll in digital delivery:

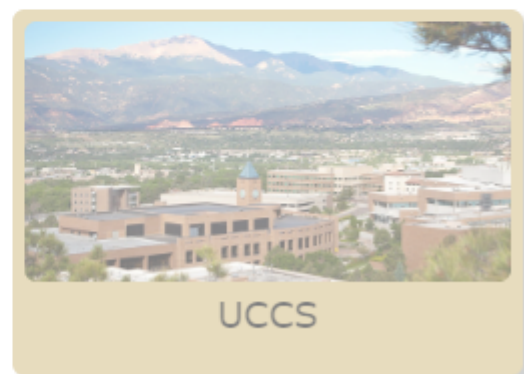
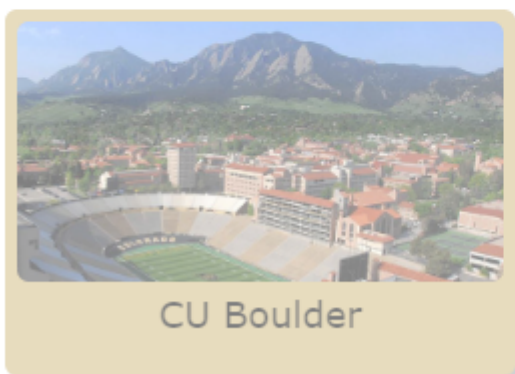
1. Log into [the portal](#) [3].



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Click to log in to the System Portal.



2. Go to the CU Resources homepage, open the dropdown menu and select **My Info and Pay**

University of Colorado

CU Resources Home

Search

Looking for your W-2?  
W-2 forms are in the mail. Want yours now? Download it here in

Skillssoft

CU-Data

CU Careers – Recruiting

Code of Conduct

Faculty Reporting & DEPA

CU Resources Home

My Info and Pay

Benefits & Wellness

Training

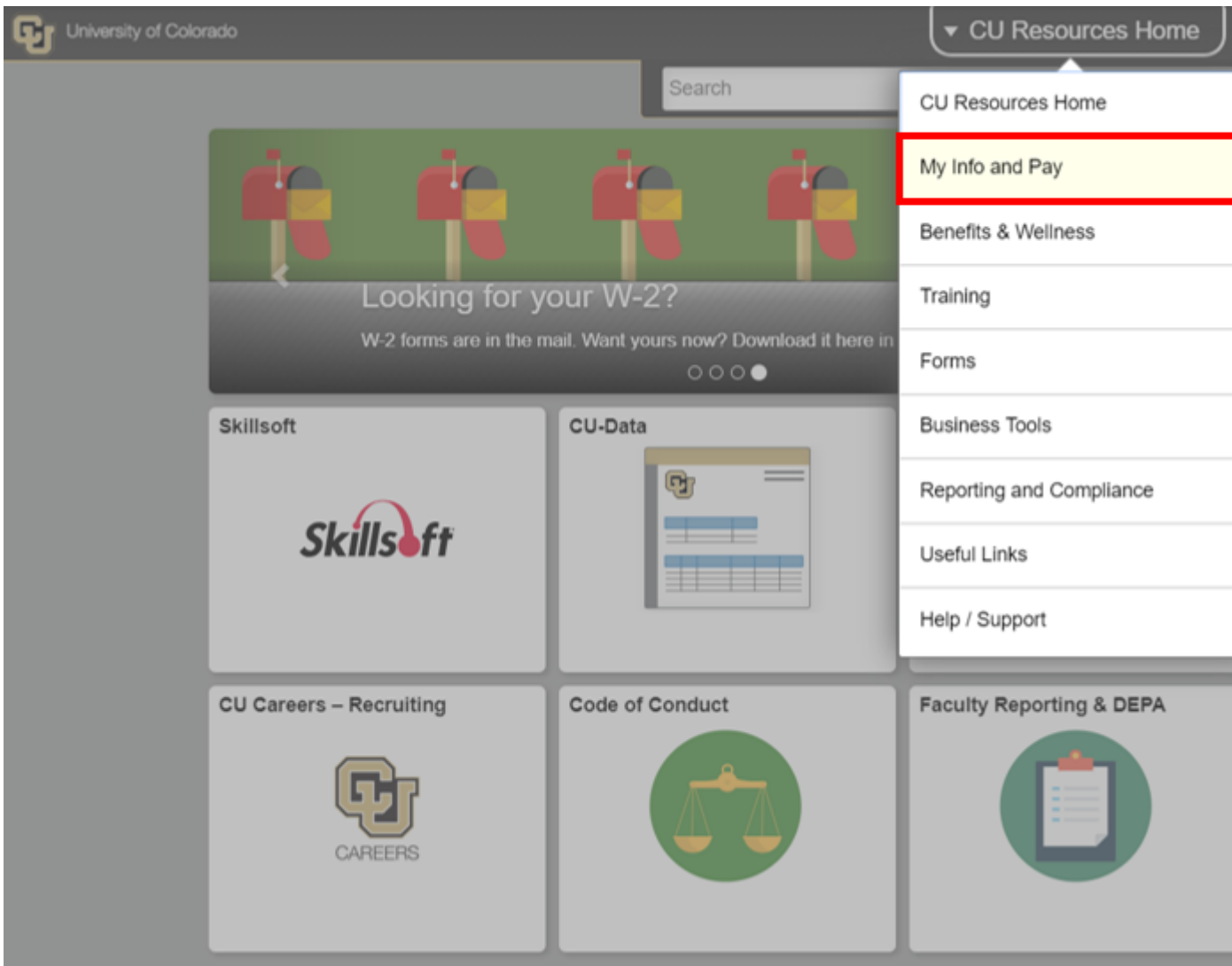
Forms

Business Tools

Reporting and Compliance

Useful Links

Help / Support




3. Click the **Digital Delivery Options**

file.


▼ My Inf

Search


**W-2**



**Additional Information**




**Paychecks**



**My Leave**



**W-4**



**Annual Leave Certification**



4. Choose from **Benefits Notices Delivery** or **Form 1095-C Delivery** from the left-hand

menu.

A screenshot of a web application menu. At the top is a dark grey bar with a white left-pointing arrow and the text 'My Info and Pay'. Below this is a light yellow bar containing a document icon and the text 'Benefits Notices Delivery'. Underneath is a light grey bar with a building icon and the text 'Form 1095-C Delivery'. The bottom section is a larger, empty light grey area.

5. Read the consent language for your selection(s), then check the **Consent** radio button and click the **Submit** button. (Additional authentication will be requested before you can access the Form 1095-C Consent Form.)

A screenshot of a consent form. At the top left is a dropdown menu with a downward arrow and the text 'Benefits'. The main text reads: 'This form allows you to consent to electronically receive the University of Colorado Practices.' Below this, it says: 'To give your consent, check the **Consent Checkbox** and click the **Submit** button.' The next paragraph states: 'We will deliver documents according to your stated preference on the date we pull in...'. The following paragraph explains: 'If you do not provide consent, you will receive paper copies. Your consent remains effective as long as you are a participant in the CU Health Plan. You may withdraw your consent at any time by clicking the **Submit** button.' The next paragraph notes: 'You will need an internet connection, web browser, network access and Adobe Acrobat Reader to access the employee portal. Notices are available for download in the My Benefits Dashboard page of the Employee Services Portal.' The final paragraph says: 'You must inform Employee Services of any personal address or status changes through the My Benefits Dashboard page of the Employee Services Portal.' At the bottom left is a checked checkbox followed by the text 'Consent'. At the bottom center is a grey button labeled 'Submit'.

# Form 1095-C Consent



You currently receive Form 1095-C paper statements by mail.

You must complete this Consent Form to receive an electronic copy of your Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided.

Once you submit the Consent Form, it will remain valid until you submit a new Consent Form, unless your employment is terminated or your employment status changes. You will have electronic access to forms.

If you have any questions, please contact your Benefits Administrator.

I consent to receive Form 1095-C electronically

**Submit**

**Note:** When you successfully submit your Benefits Notices Consent Form, the Submit button will turn gray. When you successfully submit your Form 1095-C Consent, a message will confirm your selection.

More information can be found [here](#) [4].

[work/life](#) [5], [portal](#) [6]

## Display Title:

Go green with digital delivery

## Send email when Published:

No

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**Source URL:** <https://www.cu.edu/blog/work-life/go-green-digital-delivery>

## Links

[1] <https://www.cu.edu/blog/work-life/go-green-digital-delivery>

[2] <https://www.cu.edu/blog/work-life/author/18084>

[3] <http://\ad.cu.edu\fs\Department\Employee Services\Shared\Business Operations\Communications\2>

Projects - shared docs\Newsletters and blogs\Work life\2019-02\my.cu.edu

[4] <https://www.cu.edu/employee-services/benefits-wellness/digital-delivery>

[5] <https://www.cu.edu/blog/work-life/tag/work/life>

[6] <https://www.cu.edu/blog/work-life/tag/portal>