

## Digital Delivery <sup>[1]</sup>

Go green with convenient, accessible forms and notices.

The University of Colorado is legally required to mail you documents such as Form 1095-C <sup>[2]</sup>, the University of Colorado Health and Welfare Plan's Notice of Privacy Practices <sup>[3]</sup> and a Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust <sup>[4]</sup>, which includes the Medicare Part D Notice.

If you'd like all, or some, of these forms and notices delivered via email and stored in your employee portal, sign up for digital delivery. Medical and dental plan cards and other items will continue to be sent to you via mail.

### Enroll in digital delivery

**Step 1:** Log into the employee portal <sup>[5]</sup>.

**Step 2:** Select **My Info and Pay** from the drop-down menu at the top center of the page.

**Step 3:** Click the **Digital Delivery Options** tile.



**Step 4:** Choose from **Benefits Notices Delivery** or **Form 1095-C Delivery**.



**Step 5:** Read the consent language for your selection(s), then check the **Consent** radio button and click the **Submit** button. (Additional authentication <sup>[6]</sup> will be requested before you can access the Form 1095-C Consent Form.)

**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.

## Benefits Notices Consent Form

▼ **Benefits**

This form allows you to consent to electronically receive the University of Colorado Health and Welfare Plan's Notice of Privacy Practices.

To give your consent, check the **Consent Checkbox** and click the **Submit** button.

We will deliver documents according to your stated preference on the date we pull information for distribution of benefits notices.

If you do not provide consent, you will receive paper copies. Your consent remains effective until your consent is withdrawn or you are no longer a participant in the CU Health Plan. You may withdraw your consent at any time by unchecking the **Consent Checkbox** and clicking the **Submit** button.

You will need an internet connection, web browser, network access and Adobe Acrobat Reader to access these documents through the employee portal. Notices are available for download in the My Benefits Dashboard page in the CU Resources section of the Employee Portal.

You must inform Employee Services of any personal address or status changes through the Employee Portal.

Consent

Submit

## Form 1095-C Consent Form

 You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, you will continue to receive paper statements by mail. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless you withdraw your consent. If you have any questions, please contact your Benefits Administrator.

I consent to receive Form 1095-C electronically

Submit

## Opt out of digital delivery

### Benefits Notices

1. Return to the Benefits Notices Consent Form.
2. Check the **Consent** radio button and press **Submit**.
3. Your changes have saved when the Submit button turns gray.

### Form 1095-C

1. Return to the Form 1095-C Consent.
2. Check the radio button to withdraw your consent and press **Submit**.
3. Your changes have saved when you see a new message confirming your choice.

### Groups audience:

Employee Services

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**Source URL:**<https://www.cu.edu/employee-services/digital-delivery>

### Links

[1] <https://www.cu.edu/employee-services/digital-delivery> [2] <https://www.cu.edu/employee-services/1095-c-aca-tax-document> [3] <https://www.cu.edu/doc/privacy-notice-benefits-2015pdf>  
[4] <https://www.cu.edu/docs/summary-annual-report-university-colorado-health-and-welfare-trust>  
[5] <https://my.cu.edu> [6] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>