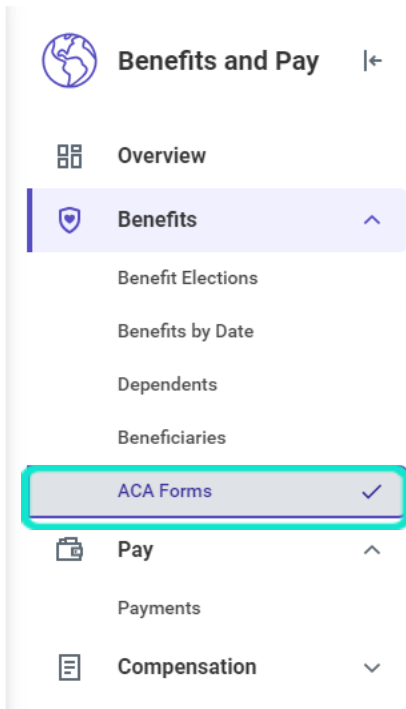


How to Access the 1095-C Form in Workday



1. Log into Workday
2. From the Workday menu, select **Benefits and Pay**.
3. On the Benefits tab, select **ACA Forms**.



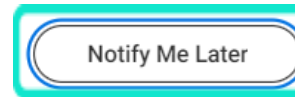
4. On the My ACA Forms page, you will see all of the 1095-C forms that have been issued to you while you have been at EXOS. Select **View/Print**.

	Company	Form	Latest	
1	21 - EXOS Community Services, LLC	1095-C	Yes	<input type="button" value="View/Print"/>
2	21 - EXOS Community Services, LLC	1095-C	Yes	<input type="button" value="View/Print"/>

5. A window will populate, select **Notify Me Later**. This will take up to 10 minutes.

Your request is being processed

You can continue to wait or choose to be notified later.



6. When the form is ready, a pop up window will appear in the upper right hand corner of the screen. If you click on this pop up, it will take you to the form and you can download. If you run into any problems and need assistance, please reach out to wellearned@teamexos.com