1095 C Statement (Proof of Medical Insurance Coverage)

To Download your Statement:

- Go to the ArchHR (also known as Success Factors). Click here for the link.

- Make sure you are on the home page. (The page with the tiles). If you are not, look at the upper left corner of your screen for an option labeled "Home" and click it to return to the home page.

- Click the tile (box) labeled **"My Benefits"** in the center of the page.

- On the left side of the screen click the tab that says **Documents**

- Click on **ACA Documents**

- Click the "+" next to **List of Your Documents by Year**

- Download your form

- Click the form in your downloads folder to open. Here you may save to your computer or print the form.