

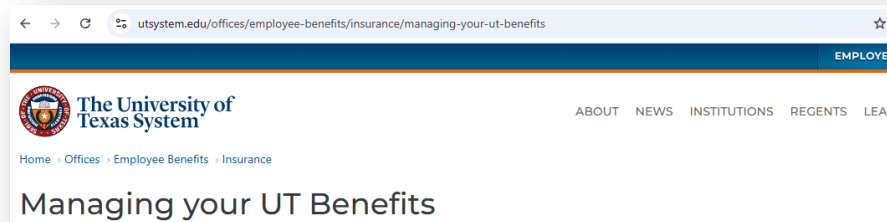


How to access your 1095-C tax documents Active SFASU employees

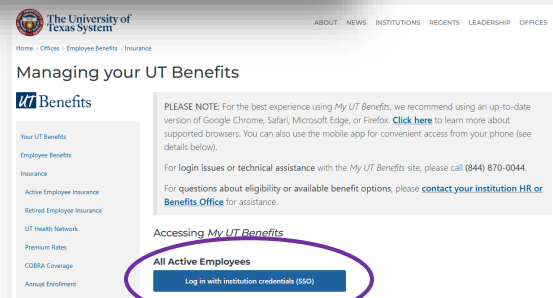
Current Year 1095-C Tax Document

Tax documents for 2024 and future years will be housed on paperlessemployee.com, accessed via the My UT Benefits site (Benefitfocus).

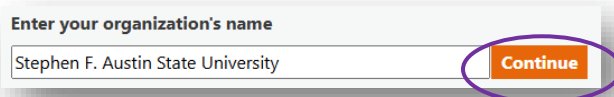
1. Access the [My UT Benefits](https://www.utsystem.edu/offices/employee-benefits/insurance/managing-your-ut-benefits) site (<https://www.utsystem.edu/offices/employee-benefits/insurance/managing-your-ut-benefits>)



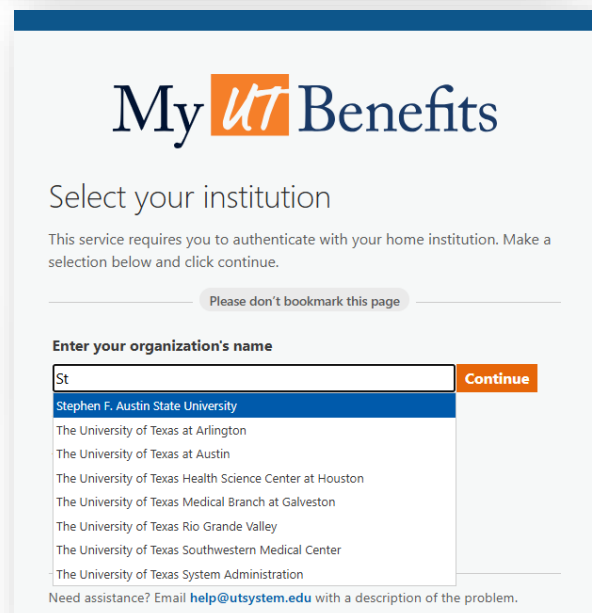
2. Click **Log in with institution credentials (SSO)**.



3. In the “Enter your organization’s name” field, options will auto-populate as you begin typing **Stephen F. Austin State University**



4. Select **Stephen F. Austin State University** and click **Continue**





**STEPHEN F. AUSTIN
STATE UNIVERSITY**
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

5. Enter the appropriate **mySFA** username and password to Login and complete the Single Sign On process using DUO

STEPHEN F. AUSTIN
STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Enter your mySFA Username and Password

Username.*
Username is a required field.

Password.*
Password is a required field.

LOGIN

[FIRST TIME USER](#) [FORGOT PASSWORD](#)
[FORGOT USERNAME](#)

Choose an authentication method

☒ Duo Push ☒ Used automatically [Send Me a Push](#)

☐ Bypass Code [Enter a Bypass Code](#)

[What is this?](#) [Need help?](#)

☐ Remember me for 14 hours

Pushed a login request to your device... [Cancel](#)

6. From the My UT Benefits Homepage, click on the **Quick Links** tab in the upper right-hand corner.

Profile Benefits **Quick Links** UT Benefits Info

Welcome to My UT Benefits!

Profile Benefits **Quick Links** UT Benefits Info

My Retirement Manager
Your Current 1095-C Form

Once there, you can:

- Complete your profile to receive notifications when tax documents are available

Contact and Electronic Statement Options

Contact Information
This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address

Retype Email Address [Verify Email](#)

Alternate Email Address

Retype Alternate Email Address

Cell Phone

Test Messaging
[Text Me](#) [Call Me](#)



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

- Opt in to electronic copies of your tax documents for the current year

Electronic Statement Notification Options

If you are eligible for a 2022 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

☒ Yes ☐ No

Email Address ☒ Alternate Email Address ☐ Cell Phone ☐

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.
6. If you are terminated, your employer will inform you on how your forms can be attained moving forward.

You will receive a paper/postal copy if you do not choose a notification option.
If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

- View your current Year-End Tax Statement
(Tax documents for 2023 and prior years will still be available on mySFA)

Welcome

Account Name: Janet Smith
Last login: 09/22/2015 5:01 PM ET
Failed login attempts: 0

[LOGOUT](#)

Home

[Year-End Tax Statements](#)

[Account Settings](#)

What would you like to do today?

Year-End Tax Statements

- [Access Current Year-End Statements](#)
- [Access Prior Year-End Statements](#)
- [Request a Correction](#)
- [View Activity History](#)

[Get ADOBE® READER®](#)



Prior Year 1095-C Tax Documents

Tax documents for 2023 and prior years will still be available on mySFA

- Navigate to mySFA> Employee
- Under Pay and Tax Details, click View 1095-C Health Insurance Offer Statement
- You will be directed to Self-Service Banner to view the documents

Personal Information Student Financial Aid **Employee** Finance

Search Go [SITE MAP](#)

1095-C Employer-Provided Health Insurance Offer and Coverage Statement

Select the Tax Year and Employer or Institution. Click on Display button.

Tax Year:

Employer or Institution:

mySFA Employee

Employee

Report Leave

Request Leave

Leave Balance

Approve Time

Pay Info

Telecommuting Request

Pay and Tax Details

Direct Deposit PDF

View W-2 Wage and Tax Statement

View 1095-C Health Insurance Offer Statement

View W-4 Tax Withholding Allowance