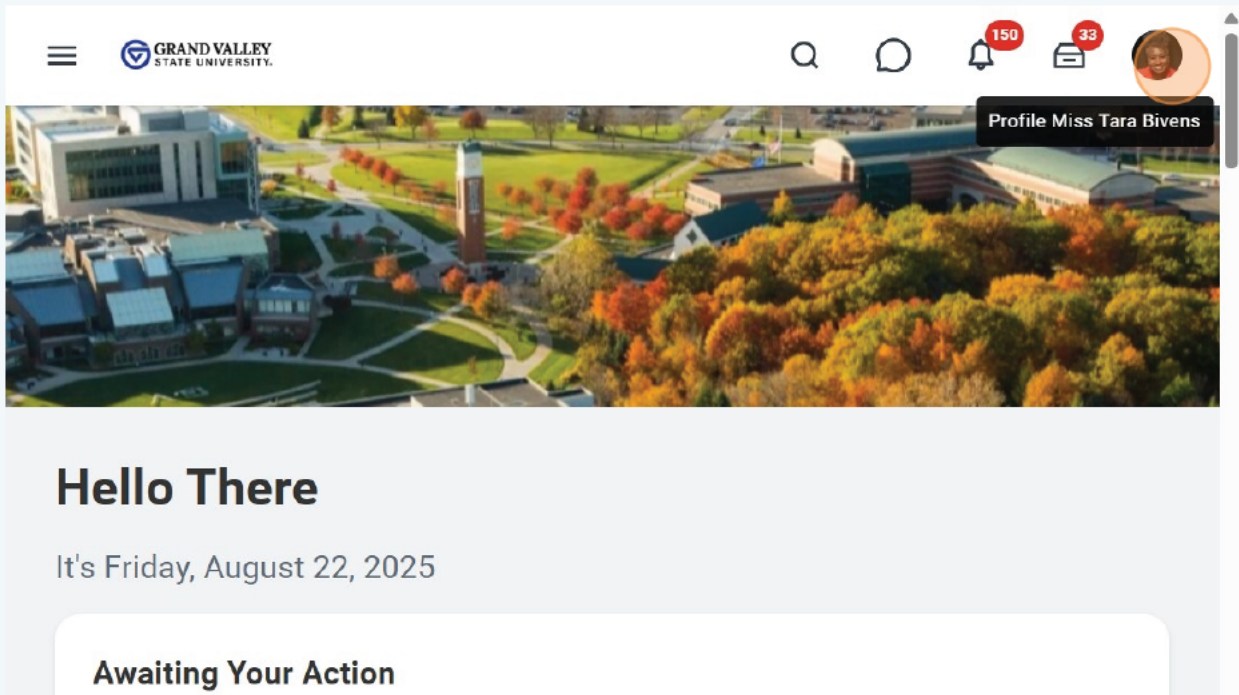


How to Change 1095-C Printing Election in Scribe[®] Workday

1

Click your picture in the corner to get to your Profile



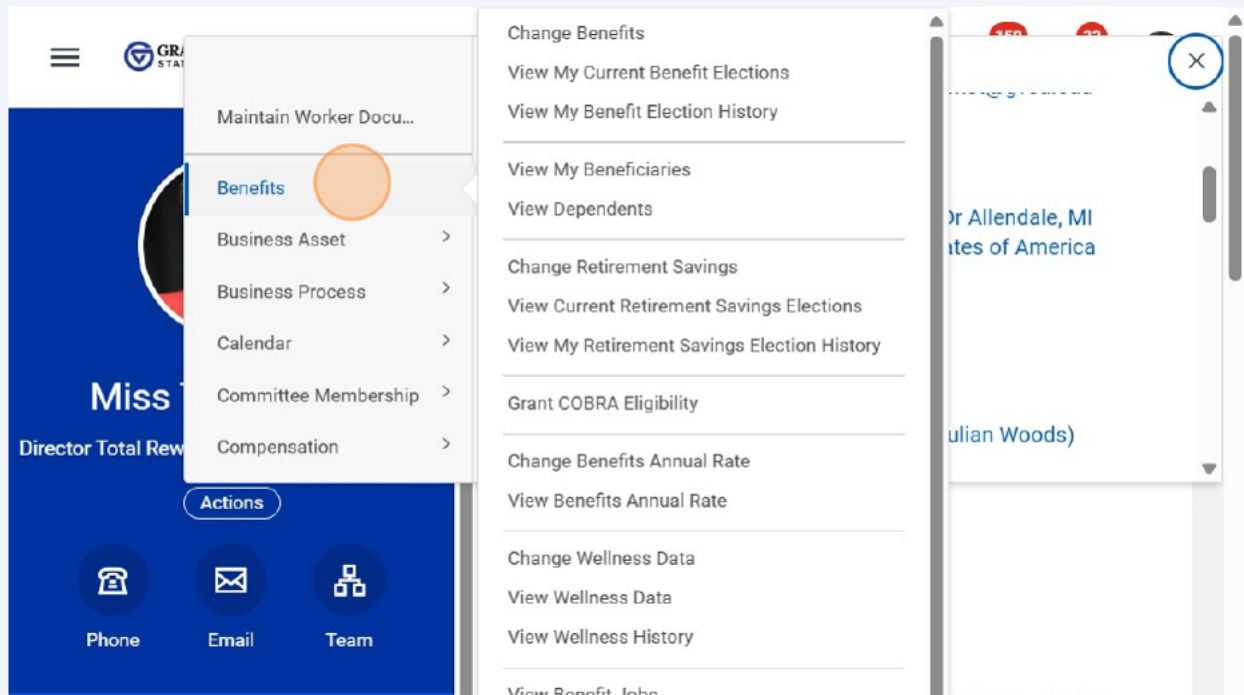
2 Click "View Profile"

The screenshot shows the top navigation bar of the Grand Valley State University dashboard. The header includes the university logo, a search icon, a chat icon, a notification bell with a red badge showing '150', and a profile icon with a red badge showing '33'. Below the header, there is a large banner image of a university campus. On the right side, a user profile card for 'Miss Tara Bivens' is displayed, featuring her profile picture and a 'View Profile' button highlighted with an orange circle. Below the profile card, a sidebar menu lists 'Home', 'My Account', 'Workbench', and 'Sitaman'. On the left side, a 'Hello There' greeting is shown with the date 'It's Friday, August 22, 2025' and a section titled 'Awaiting Your Action'.

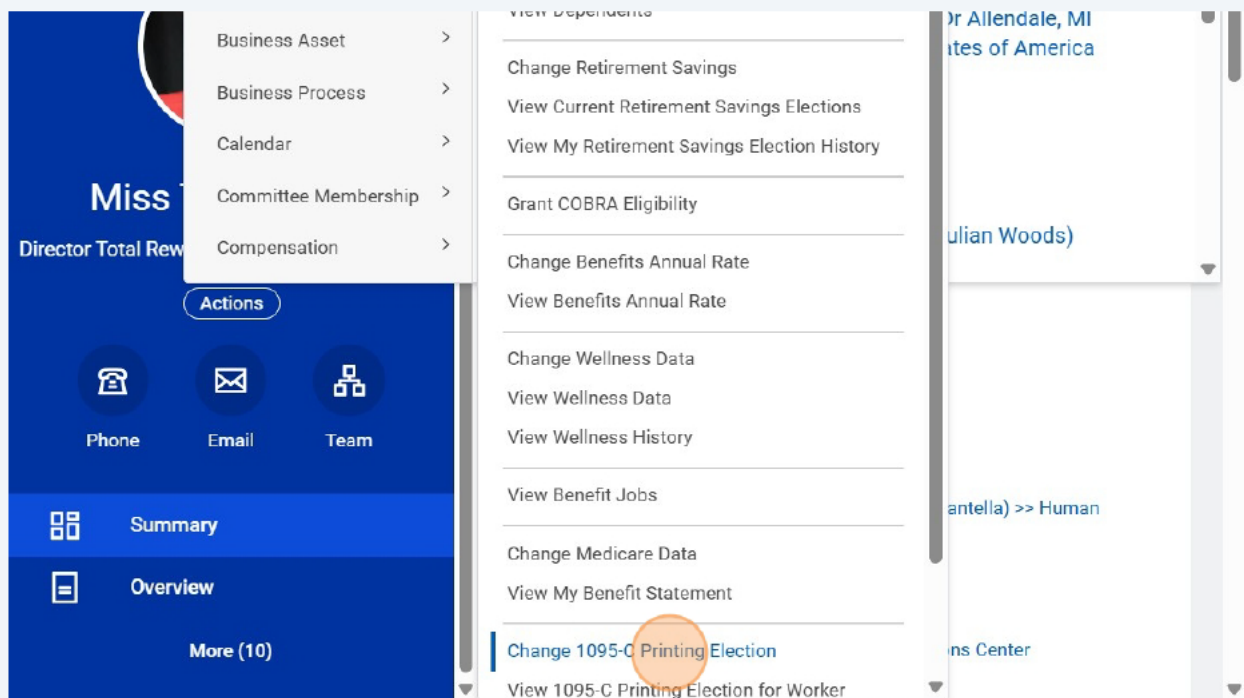
3 Click "Actions"

The screenshot shows the user profile page for Miss Tara Bivens. The profile card on the left includes her name, title 'Director Total Rewards & HR Operations Center', and a circular 'Actions' button highlighted with an orange circle. Below the profile card, there are icons for 'Phone', 'Email', and 'Team'. At the bottom, there are links for 'Summary' and 'Overview'. On the right side, the 'Job Details' section is visible, showing fields for 'Employee ID', 'Manager', 'Location' (Zumberge Hall), 'Supervisory Organization' (Grand Valley State University (Dr. Philomena Mantella) >> Human Resources (H Julian Woods)), and 'Position'.

4 Click "Benefits"



5 Scroll down and Click "Change 1095-C Printing Election"



- 6 Click the "Receive electronic copy of 1095-C" field.

Change 1095-C Printing Election

Worker Miss Tara Bivens

Last Updated [REDACTED]

Current 1095-C Printing Election You are currently not receiving a paper copy of your 1095-C Tax Document

New Election

☐ Receive both electronic and paper copies of 1095-C

☒ Receive electronic copy of 1095-C

Important Note : If you select the option to "Receive electronic copy of my 1095-C Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax

OK Cancel

- 7 Click "OK"

Change 1095-C Printing Election

Worker Miss Tara Bivens

Last Updated [REDACTED]

Current 1095-C Printing Election You are currently not receiving a paper copy of your 1095-C Tax Document

New Election

☐ Receive both electronic and paper copies of 1095-C

☒ Receive electronic copy of 1095-C

Important Note : If you select the option to "Receive electronic copy of my 1095-C Tax Documents" :

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OK Cancel

8

Click "Done"

Last Updated

Current 1095-C Printing Election You are currently not receiving a paper copy of your 1095-C Tax Document

New Election Receive electronic copy of 1095-C

Important Note : If you select the option to "Receive electronic copy of my 1095-C Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Benefits Department will provide you with a paper copy of your 1095-C (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Benefits Department.

Done