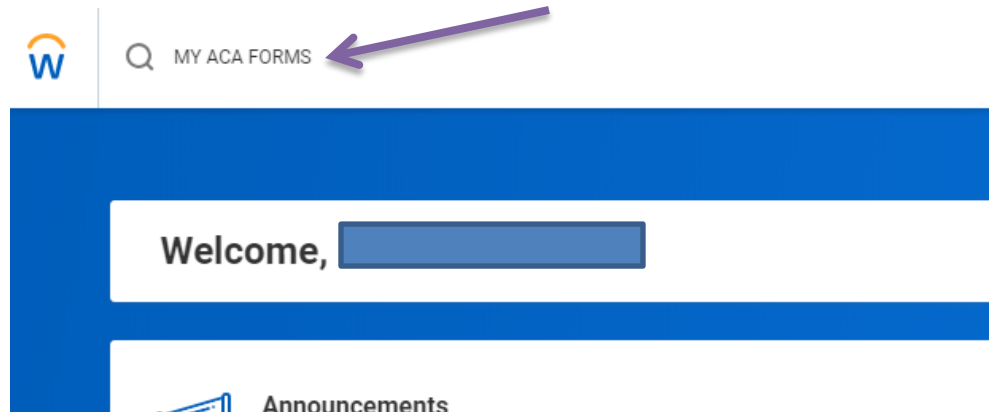


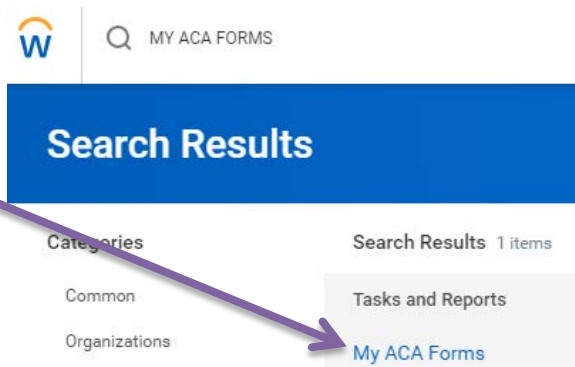
Workday Instructions: How to View My ACA Form.

Log into Workday.

On your Workday home page, type in **My ACA Forms** and enter



Select or click on My ACA Form

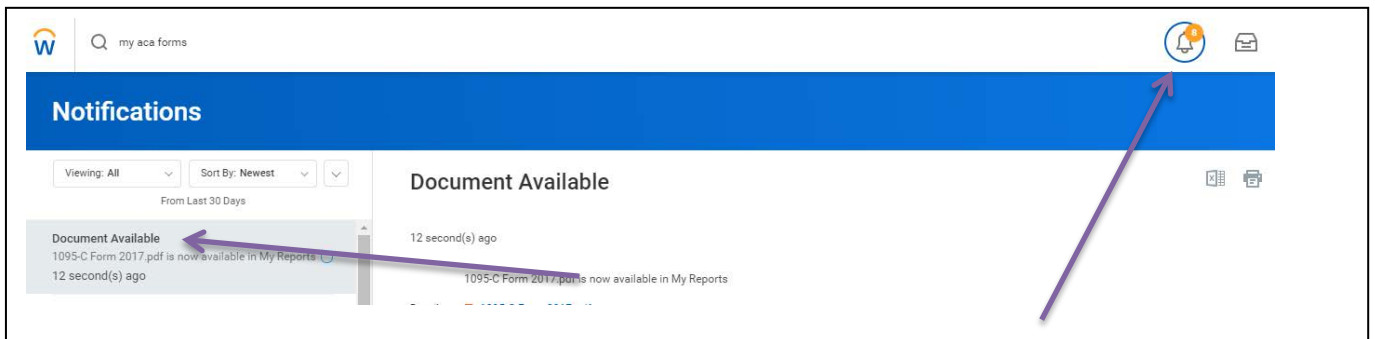


Click on View/Print

A screenshot of the 'My ACA Forms' table. The table has columns for Year, Company, Form, and Latest. There are four rows of data. The 'View/Print' button for the first row is highlighted with a red arrow.

Year	Company	Form	Latest	
2017	Marshfield Clinic Health System (MCHS)	1095-C	Yes	View/Print
2016	Marshfield Clinic Health System (MCHS)	1095-C	Yes	View/Print
2016	Marshfield Clinic	1095-C	Yes	View/Print
2015	Marshfield Clinic	1095-C	Yes	View/Print

If it does not appear on the screen, you may have to go to your Notifications.



Once you have opened the form, you will have the option to print or download.