



# How to access your 1095C Tax Document

To find a copy of your 1095C Document, log into your UKG account, look for the Menu Button in the top, left side of your screen and follow the steps below .

1.) Select the **MENU** Button

2.) Select the **MYSELF** tab

3.) Look for the **BENEFITS** Section

4.) And **HERE** it is!

Personal	Jobs	Pay	Documents
Employee Summary	Job Summary	Current Pay Statement	Employee Documents
Name, Address, and Telephone	Compensation	Pay History	Document Acknowledgment
Status/Key Dates	Job History	YTD Summary	
Emergency Contacts	Reviews	Total Compensation	
Property	<b>Career &amp; Education</b>	Direct Deposit	
Private Info	Licenses	Income Tax	
Identification Documents	Skills	W-2	
	Previous Employment	Model My Pay	
<b>My Company</b>	Awards	<b>Giving</b>	
News & Information	Education	Time Management	
Company Info		Time Clock Entry	
Electronic Forms		<b>Benefits</b>	
Employee Directory		Benefits Summary	
Organization Chart		Manage My Benefits	
View Opportunities		<b>1095-C</b>	
UKG.com			

Many more useful tools are found on our IAPMO HR Website under the UKG Tab