

This communication is intended for full-time employees who are currently enrolled in Campbell University's medical insurance plan. As a benefits-eligible employee, you receive important updates and required notifications regarding your health coverage, enrollment details, and related documentation. Please review the information provided carefully to ensure your records and coverage details remain accurate and up to date.

If you were covered under the **2025 health plan at Campbell University**, your Form 1095-C is now available through Self-Service if you previously consented to receive it electronically.

If you did not consent to electronic delivery, your form will be mailed to you this week.

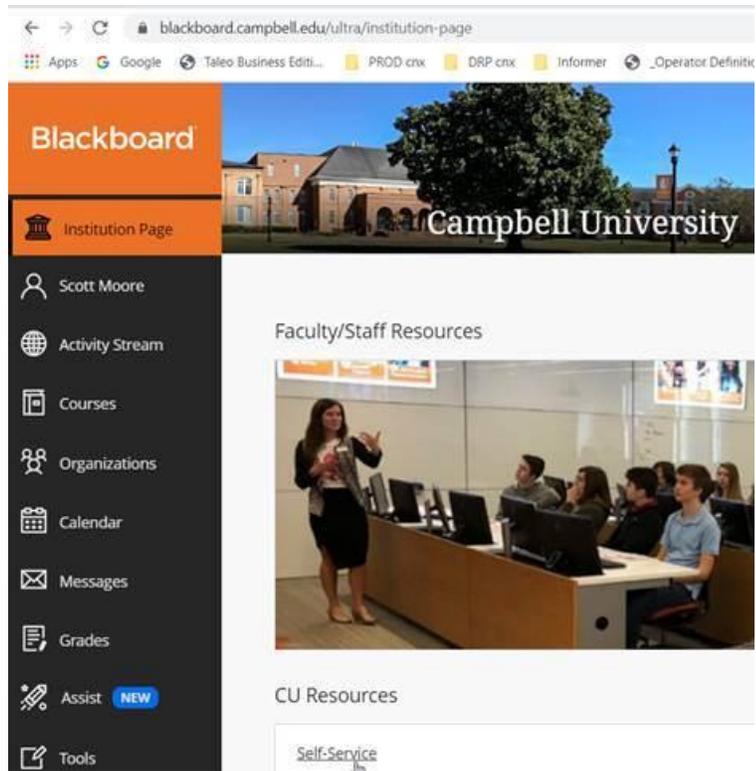
For those who elected electronic delivery, please log in to Self-Service as soon as possible to review the following information for accuracy:

- Covered Individuals (including Names and Social Security Numbers)
- Months of Coverage

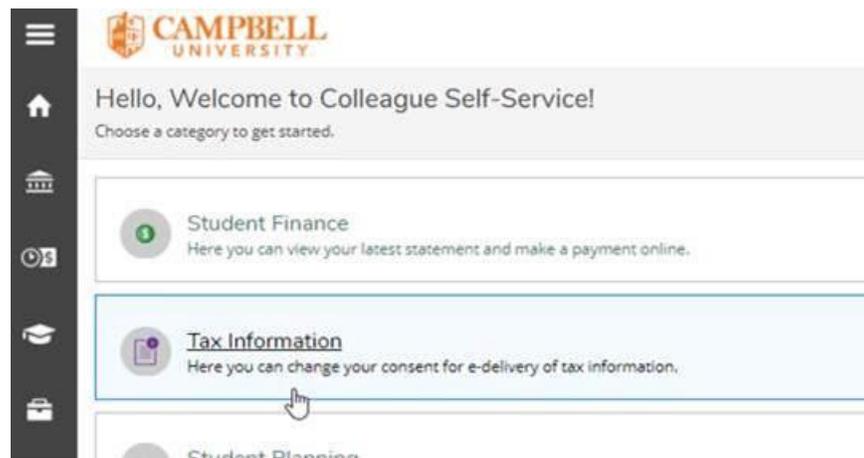
It is important to verify this information to ensure the IRS audit file is correct. If you identify any inaccuracies, please notify Human Resources immediately at 910-893-1255.

Instructions for downloading your 1095C from Self Service:

1. Go to <https://ss.campbell.edu> or sign into Self-Service link through Blackboard



2. On the Self-Service Home Page
 - a. Click on **Tax Information**



Select the **1095-C Information** tab

The screenshot shows the Campbell University Self Service portal. The top navigation bar includes 'Financial Information' and 'Tax Information'. A blue banner contains an information icon and the text: 'Attention: Click 'Here' for more information concerning the 1098T tax form'. Below this is the 'Tax Information' section with tabs for 'W-2 Information', '1095-C Information', and '1098 Information'. A message states: 'You have opted to receive your 1095-C in electronic format.' with a 'Change Preferences' button. A blue box contains the text: 'Receive my 1095-C only in electronic format. By selecting this option, I agree to receive my official 1095-C only in electronic 1095-C statements until I remove my consent. I understand that I have the abil'. Below this is the '1095-C Statements' section with a table:

Tax Year	Notation
2020	2020 1095-C Statement

Click on the Notation link 1095-C Statement for the year you wish to print.

3. The form will open in a new PDF window. (You must have a PDF viewer on your computer)
4. From the Menu line click on **File** then **Print / Save** from the PDF viewer window or click the **Printer Icon**.

If you have trouble logging in to Self Service or need assistance with a browser or PDF viewer, please contact the helpdesk for assistance | helpdesk@campbell.edu

If you have questions about your 1095-C, please contact the Human Resources Office 910.893.1255 | ennisd@campbell.edu |

Information Technology Services recommends using Chrome as your default browser to print your 1095-C forms.

There is an issue printing from Firefox or Safari. If you choose to use Firefox as your default browser, the solution is: click on the Firefox Menu > Options > Applications > Content Type > select Portable Document Format (PDF). If you have any issues with your browser, please contact the Helpdesk for assistance | helpdesk@campbell.edu