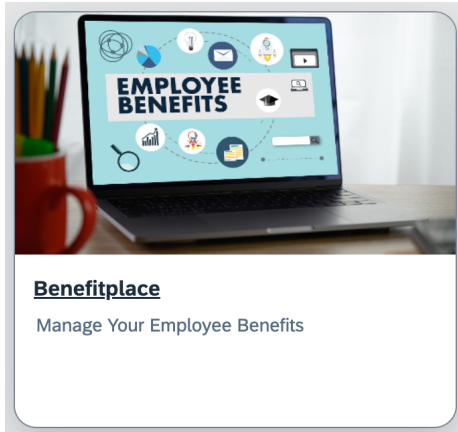
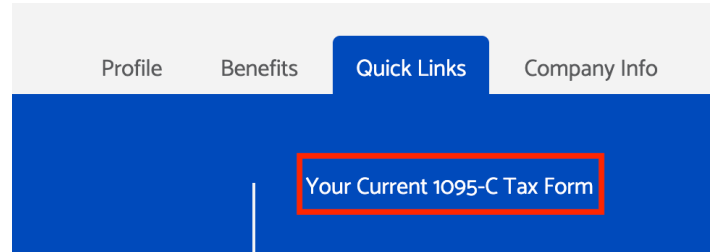


How to Access Your 1095-C Tax Documents

1. Go to hroneconnect.houstontx.gov and choose the **Benefitplace** tile under Organizational Updates



2. Choose **Next** from the home screen.
3. Under Quick Links, choose **Your Current 1095-C Tax Form**. This will log you in to your company's Paperlessemployee.com site.



Contact and Electronic Statement Options

4. If this is your first time, you'll need to confirm Contact and Electronic Statement Options.
5. Your primary email address will be automatically set to your City of Houston email. You'll need to enter an alternate email address or cell phone number and complete verification.

Contact and Electronic Statement Options

Contact Information

The information you provide below is used for any notifications you opt to receive.

If you use a work email as one of your contact options, please add a personal email or cell phone number as an alternate contact method.

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

Primary Email Address

Enter your primary email address.

Retype Primary Email Address

Alternate Email Address

This field is optional. If you choose to enter an Alternate Email Address, please enter a different email address than the Primary Email Address.

Retype Alternate Email Address

Cell Phone Number

Please use a phone number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible.



6. Choose how you would like to receive your form.

If you are eligible for a 2025 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?	<input checked="" type="radio"/> Yes	Primary	Alternate	Cell Phone
	<input type="radio"/> No	Email Address	Email Address	Number
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Reply to choices on lockout alerts. And choose **Save Notification Option Settings**.

Would you like to receive lockout alert notifications?	<input checked="" type="radio"/> Yes	Primary	Alternate	Cell Phone
	<input type="radio"/> No	Email Address	Email Address	Number
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Notification Option Settings Cancel

Access Your 1095-C Form

8. From the homepage, choose **Access Current Year-End Statements**. 11. Choose **View** or **Download**.

What would you like to do today?

- Year-End Tax Statements**
 - Access Current Year-End Statements**
 - Access Prior Year-End Statements
 - View Activity History
 - Manage Electronic Tax Statement Options

Selected form(s):

Tax Form

2024 1095-C CITY OF HOUSTON

Delivery:

Your forms are available to **View** or **Download**. **Forms will NOT be emailed to you.**

[View](#)
[Download](#)

These links will only be active for 10 minutes. After that time, you will need to place a new order.

9. Choose the form you would like to receive and then select **Review & Complete Order**.

Get Tax Statements

1. Select Tax Statements

[Show All Years](#)

Select	Tax Form	Employer Name
<input checked="" type="checkbox"/>	2024 1095-C View Original Address	CITY OF HOUSTON

To View PDF documents you need the free [Adobe Reader](#)

2. Select Delivery Method

DOWNLOAD (PDF)

Forms will NOT be emailed to you.

Review & Complete Order [Reset All](#)

10. Choose **Submit Order** on the next screen to complete the order.

