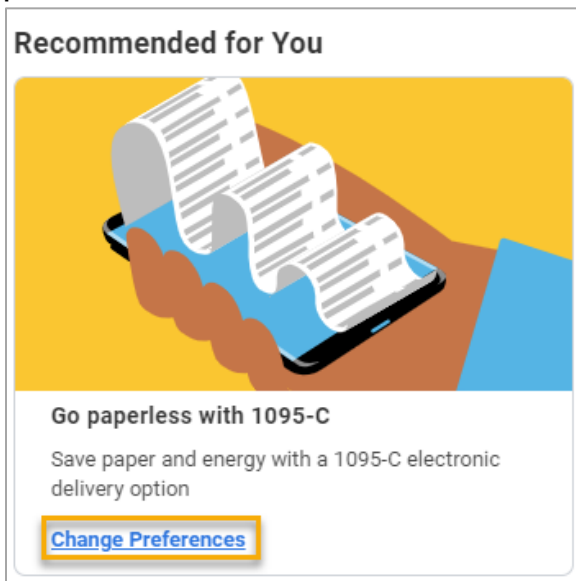


Opt-In to Receive Form 1095-C Electronically For VMware Employees Only

Receiving your Form 1095-C electronically aligns with VMware's commitment to sustainability. Please make your choice by end of day, Wednesday, February 1, 2023. If no action is taken, you will be defaulted to receive the 1095-C Form in the mail and electronically.

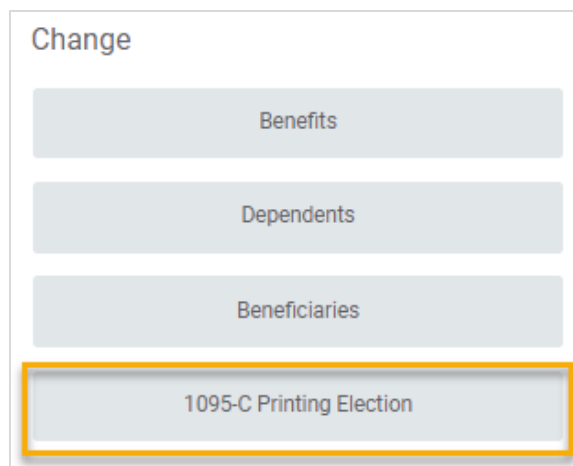
1. **Log** into [Workday](#)
2. If applicable, **click** 'Change Preference' link on Opt-In card to update 1095-C delivery preference



3. If no Home page card, **click** the Benefits icon



4. **Select** '1095-C Printing Election'



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5. Default option is to receive electronic and paper copies of 1095-C form

Change 1095-C Printing Election

Worker

Last Updated

12/12/2022

Current 1095-C Printing Election

You are currently receiving both electronic and paper copies 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 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.

6. Select radio button 'Receive electronic copy of 1095' to switch to electronic option only. Click OK when done.

Change 1095-C Printing Election

Worker

Last Updated

12/12/2022

Current 1095-C Printing Election

You are currently receiving both electronic and paper copies 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 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.

OK

Cancel



Opt-In to Receive Form 1095-C Electronically For VMware Employees Only

7. You are now elected to receive the 1095-C Form electronically. Notification will be sent when document is ready.