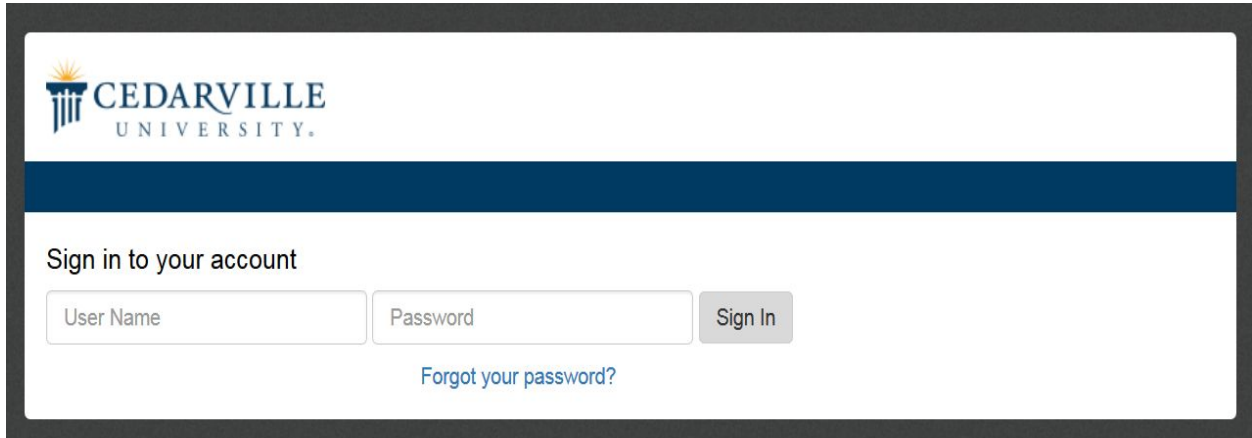


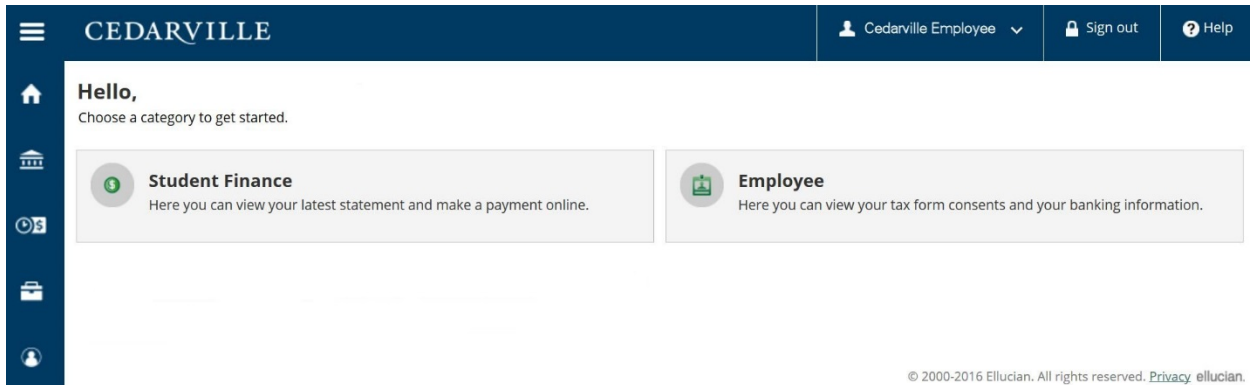
Cedarville University 1095-C Electronic Consent Help

1. Go to the Cedarville University Self-Service site.
(<https://selfservice.cedarville.edu>)
Please Log in using your Network ID and Password.



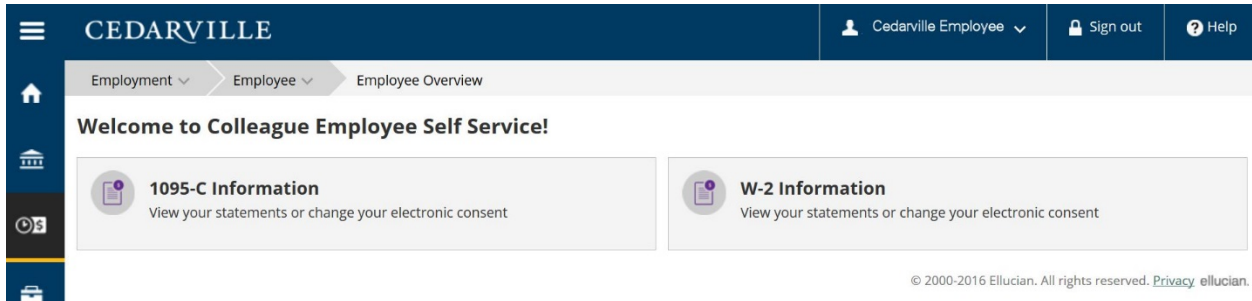
The screenshot shows the Cedarville University logo at the top left. Below it is a dark blue horizontal bar. Underneath is a white box with the text "Sign in to your account". There are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Sign In" button. Below the input fields is a link that says "Forgot your password?".

2. This is the homepage screen. Please choose **Employee**.



The screenshot shows the Cedarville University Self-Service homepage. At the top is a dark blue header with the Cedarville University logo, a user profile dropdown for "Cedarville Employee", a "Sign out" button, and a "Help" button. Below the header is a "Hello," greeting with the instruction "Choose a category to get started." There are two main categories: "Student Finance" (with a green dollar sign icon) and "Employee" (with a green person icon). The "Employee" category is highlighted. At the bottom right, there is a copyright notice: "© 2000-2016 Ellucian. All rights reserved. Privacy ellucian."

3. Please choose **1095-C Information** on the Employee Menu.



The screenshot shows the Cedarville University Self-Service Employee menu. At the top is the same dark blue header as in the previous screenshot. Below the header is a breadcrumb trail: "Employment > Employee > Employee Overview". Below the breadcrumb trail is a "Welcome to Colleague Employee Self Service!" message. There are two main categories: "1095-C Information" (with a purple document icon) and "W-2 Information" (with a purple document icon). Both categories have the text "View your statements or change your electronic consent". At the bottom right, there is a copyright notice: "© 2000-2016 Ellucian. All rights reserved. Privacy ellucian."

4. Choose **Receive my 1095-C only in electronic format** and press Save. That's it, you are finished.

CEDARVILLE Cedarville Employee Sign out Help

Employment Employee Tax Information

Tax Information

1095-C Information W-2 Information

Select an option below to set your preferences for receiving your electronic 1095-C:

- Receive my 1095-C only in electronic format**
By selecting this option, I agree to receive my official 1095-C only in electronic format. I understand that by consenting to receive my 1095-C in electronic format, I will not receive a paper 1095-C statement. I understand that by consenting I will have access to view and print all of my current and future 1095-C statements until I remove my consent. I understand that I have the ability while a current, active employee to return to this form and remove my consent.
- Withhold my consent**
I choose to withhold my consent and understand by doing so that I will not receive my official 1095-C in electronic format. I also understand that by withholding my consent, I will not have access to prior or future 1095-C statements electronically. I understand that I have the ability while a current, active employee to return to this form and consent to view my 1095-C statements electronically.

Cancel Save

5. Once completed your **1095-C Information** screen should look like this. If you haven't already done so, you may now choose the W-2 Information tab. If you have consented to electronic W-2 already you may then Log Out.

CEDARVILLE Cedarville Employee Sign out Help

Employment Employee Tax Information

Tax Information

1095-C Information W-2 Information

You have opted to receive your 1095-C in electronic format. [Change Preferences](#)

- Receive my 1095-C only in electronic format**
By selecting this option, I agree to receive my official 1095-C only in electronic format. I understand that by consenting to receive my 1095-C in electronic format, I will not receive a paper 1095-C statement. I understand that by consenting I will have access to view and print all of my current and future 1095-C statements until I remove my consent. I understand that I have the ability while a current, active employee to return to this form and remove my consent.

1095-C Statements

Tax Year	Notation
2015	2015 1095-C Statement

Electronic 1095-C Consent History

Date	Consent Status
12/14/2015 4:09:48 PM	Consent Given

© 2000-2016 Ellucian. All rights reserved. [Privacy](#) ellucian.