



# TAX FORM USER GUIDE

Mountain View School District

Welcome to the 2016 Tax Form Employee Site!

In order for us to meet the new Affordable Care guidelines, an additional annual statement (1095-C form) will need to be provided to employees during the same timeframe as the annual form W-2. Please use the following instructions to request reissued copies of form 1095-C and to opt-in for an electronic delivery.

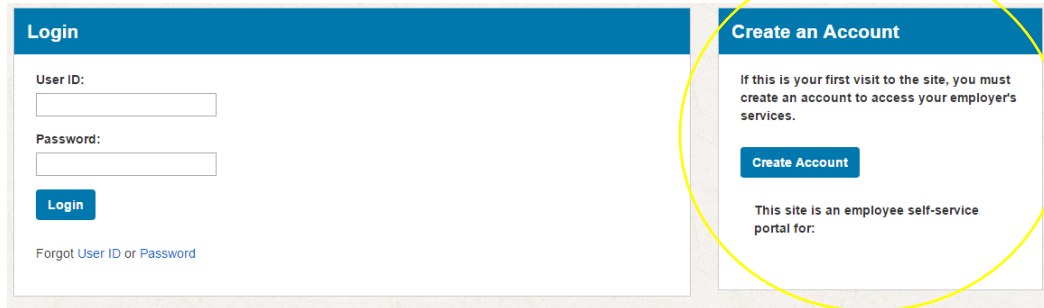
Lisa S. Loop  
lloop@mtview.k12.ca.us

# Employee Tax Form Site Setup

## Create an Account

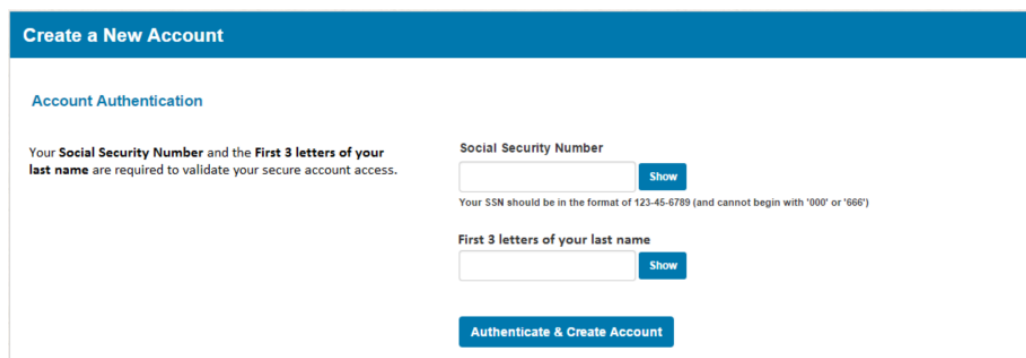
1. From your employer's main site, navigate to the *Create an Account* section.

[www.paperlessemployee.com/mvsd](http://www.paperlessemployee.com/mvsd)



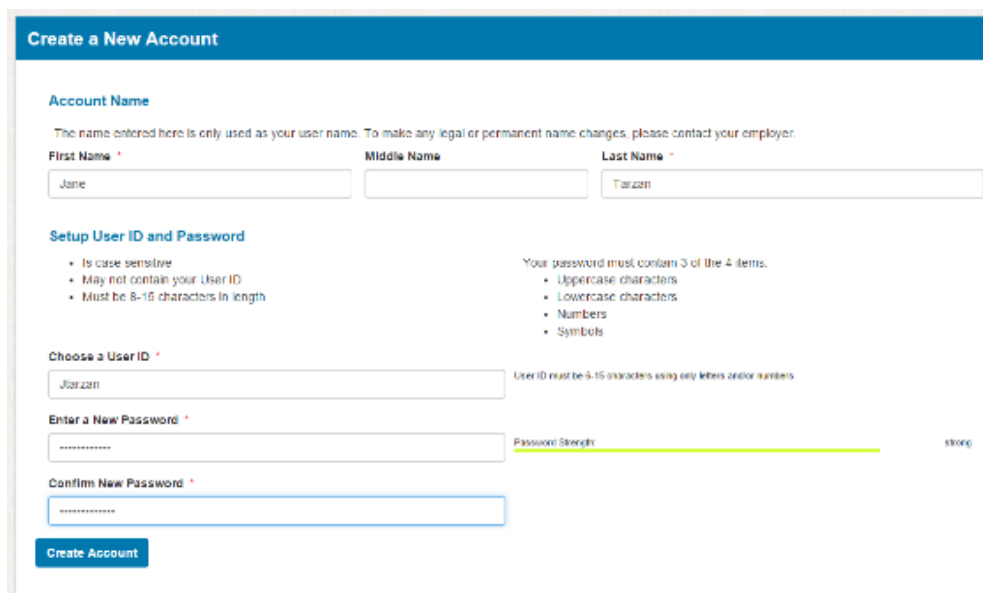
The screenshot shows a web page with two main sections. On the left is a 'Login' section with fields for 'User ID:' and 'Password:', a 'Login' button, and a link for 'Forgot User ID or Password'. On the right is a 'Create an Account' section, which is circled in yellow. It contains the text: 'If this is your first visit to the site, you must create an account to access your employer's services.' Below this is a 'Create Account' button and a note: 'This site is an employee self-service portal for:'.

2. Enter your personal information
  - Verification of identity is needed



The screenshot shows the 'Create a New Account' page. The 'Account Authentication' section is highlighted. It contains the text: 'Your Social Security Number and the First 3 letters of your last name are required to validate your secure account access.' Below this are two input fields: 'Social Security Number' with a 'Show' button and 'First 3 letters of your last name' with a 'Show' button. A note below the SSN field states: 'Your SSN should be in the format of 123-45-6789 (and cannot begin with '000' or '666')'. At the bottom of the section is an 'Authenticate & Create Account' button.

- Create login information
  - A strong password will require using letters and/or numbers



The screenshot shows the 'Create a New Account' page. The 'Account Name' section is highlighted, showing three input fields: 'First Name' (with 'Jane' entered), 'Middle Name', and 'Last Name' (with 'Tarzan' entered). Below this is the 'Setup User ID and Password' section. It includes a list of password requirements: 'Is case sensitive', 'May not contain your User ID', and 'Must be 8-15 characters in length'. To the right, it states: 'Your password must contain 3 of the 4 items: Uppercase characters, Lowercase characters, Numbers, Symbols'. Below this are three input fields: 'Choose a User ID' (with 'Jtarzan' entered), 'Enter a New Password', and 'Confirm New Password'. A note next to the User ID field says: 'User ID must be 8-15 characters using only letters and/or numbers'. A 'Password Strength' indicator shows a green bar and the word 'strong'. At the bottom is a 'Create Account' button.

3. Choose three security questions to answer. The answers to the questions will be used to assist you in resetting a forgotten password.

**Create a New Account**

**Security Questions**

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

**Question 1 \***

What was your childhood nickname?

**Answer Question 1 \***

Janie

**Question 2 \***

In what town was your first job?

**Answer Question 2 \***

England

**Question 3 \***

Where did you spend your honeymoon?

**Answer Question 3 \***

The Jungle

**Save Security Questions**    Reset Questions

4. Provide accurate contact information. This information will be used for resetting your password and notifications you opt in to receive.
- a. This information may be shared with your employer

**Create a New Account**

**Contact Information**

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

**Primary Email Address**

Jtarzan@gmail.com

**Retype Primary Email Address**

Jtarzan@gmail.com

**Alternate Email Address**

Jtarzan1@gmail.com

**Retype Alternate Email Address**

Jtarzan1@gmail.com

**Text Message**

(555) 211-5555    Nextel

**Test SMS Message**

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

5. Opt in for electronic notification options
- a. If you wish to access the 1095-C electronically, you MUST provide accurate contact information

**Notification Options**

If you are eligible for a 2015 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

Yes     No

Primary Email Address    Alternate Email Address    Text Message

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit [www.irs.gov/aca](http://www.irs.gov/aca)

By choosing **YES**, you agree to the following:

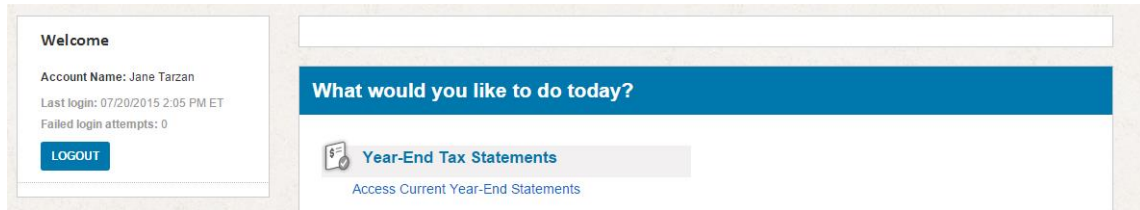
1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

**Save Notification Option Settings**    Cancel

## Accessing Statements

1. From your dashboard, select the appropriate statements



***Please contact your administrator for additional assistance***