

How to Log In to Employee Navigator and Retrieve Your 1095-C Form

This guide explains how to log in to Employee Navigator and download your 1095-C form. If you do not yet have an account or cannot log in, please contact HR for assistance.

Step 1: Go to Employee Navigator

Open your web browser and go to <https://www.employeenavigator.com>.

Click the “Login” button in the top-right corner of the page.

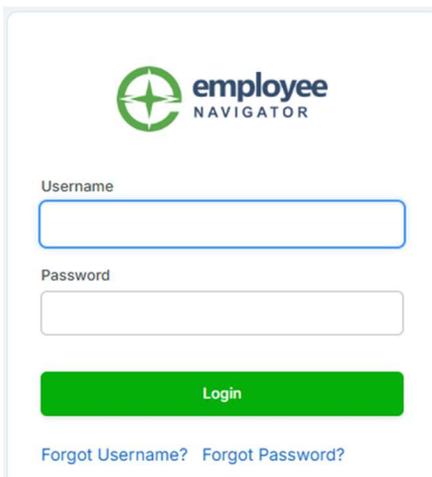


Step 2: Log In to Your Account

Enter your email address and password.

Click “Sign In.”

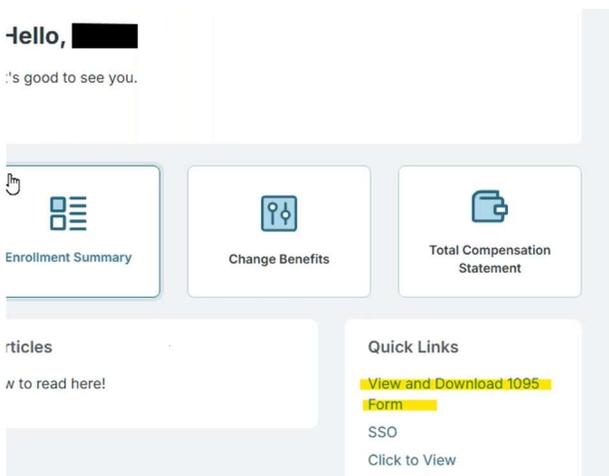
If you forgot your password, click “Forgot your password?” to reset it.

A screenshot of the Employee Navigator login form. The form is white with a blue border. At the top left is the Employee Navigator logo. Below the logo are two input fields: "Username" and "Password". Below the input fields is a green "Login" button. At the bottom of the form are two links: "Forgot Username?" and "Forgot Password?".

Step 3: Open Your Documents

After logging in, you will see your dashboard.

Select “View and Download 1095 Form” from the main menu Quick Links.

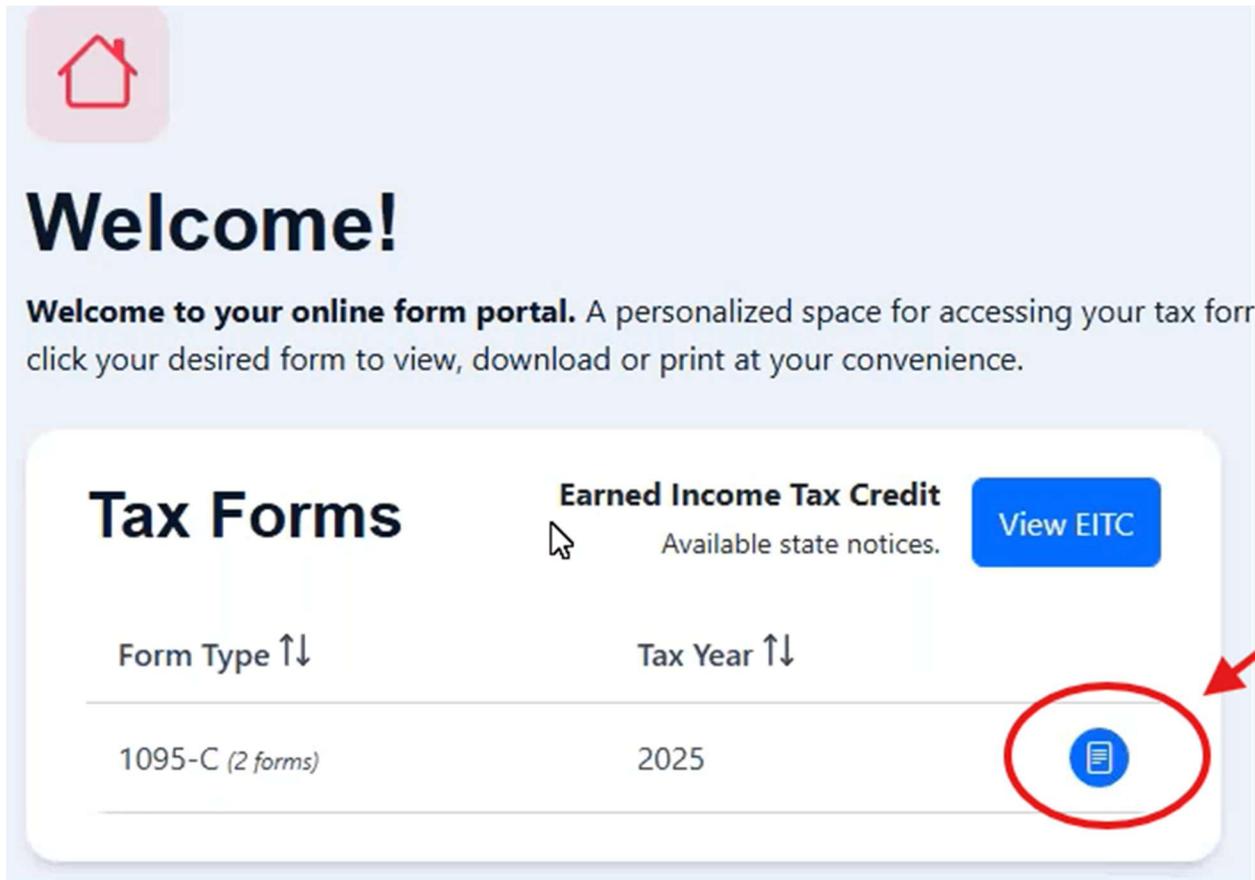


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Step 4: Download or Print

Open the document.

Use the form icon to print or download for your records.



The screenshot shows the 'Welcome!' page of the online form portal. At the top left is a home icon. Below it is the heading 'Welcome!' followed by a sub-heading: 'Welcome to your online form portal. A personalized space for accessing your tax forms. Click your desired form to view, download or print at your convenience.'

The main content area is titled 'Tax Forms' and includes a section for 'Earned Income Tax Credit' with a 'View EITC' button and the text 'Available state notices.' Below this are two dropdown menus: 'Form Type ↑↓' and 'Tax Year ↑↓'. The 'Form Type' dropdown is currently set to '1095-C (2 forms)' and the 'Tax Year' dropdown is set to '2025'. A red circle highlights a document icon in the bottom right corner of the 'Tax Forms' section, with a red arrow pointing to it from the right side of the image.