



## DENVER PUBLIC SCHOOLS

### Enroll in W2 and 1095-C Electronic Delivery

Active employees have the ability to receive your W2 and 1095-C Year End Statements electronically.

You will be notified through E-Mail when your W2 and 1095-C are available to view and/or print from a district computer within a district building. Once enrolled, no paper will be mailed to you. You can revoke your authorization for future years.

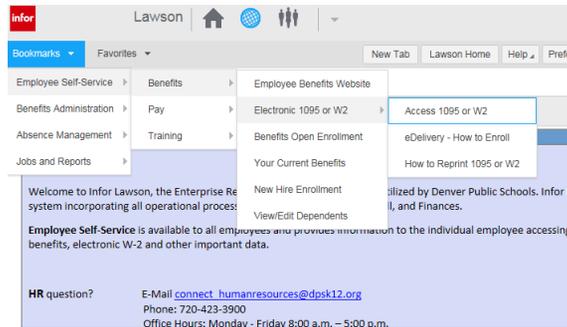
### 1095-C and W2 Electronic Delivery Enrollment

**Step 1:** Using your Internet Explorer, type in the following path in the address field:  
<https://informingle.dpsk12.org> - Enter your assigned User Name and Password for the Employee Self-Service where it says "Access Infor Lawson" and click on the Globe Icon:



If you do not have an Outlook email login OR have forgotten your password, please contact the DoTS Hotline at 720-423-3888 or email the Hotline at [DoTS\\_Hotline@dpsk12.org](mailto:DoTS_Hotline@dpsk12.org)

**Step 2:** Click on "Bookmarks" and expand to Benefits > Electronic 1095 or W2 > Access 1095 or W2 at the top, left-hand corner of the page:



**Step 3:** Enter your username and password at the Document Self Service Page:

**Step 4:** Click "Authorization Required" under 1095-C and/or W2:

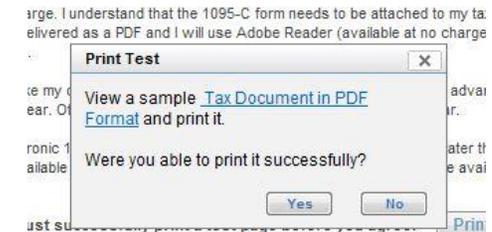


**Step 5:** Read the authorization and click on "Test Print":



**Step 6:** Click on "View a sample Tax Document in PDF Format" and print it:

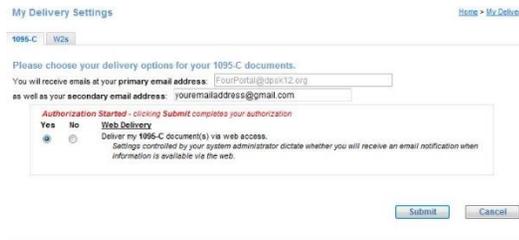
A sample 1095-C or W2 will pop up in a separate screen and after you are able to print the sample document, click "Yes".



**Step 7:** Once the sample form prints, click "I Agree":



**Step 8:** Enter a secondary email address, select yes, and click “Submit”:



**Step 9:** Once your electronic authorization is confirmed, you will see a green checkmark next to “Authorized” under the form you completed in the left hand side of the screen.



**Step 10:** To enroll in electronic W2, follow the steps above. Click on “Authorization Required” under W2s:



**Step 11:** Read the authorization and click on “Test Print”:

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Company Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that the 1095-C form needs to be attached to my tax returns, and I need to print my 1095-C. My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095-C successfully.

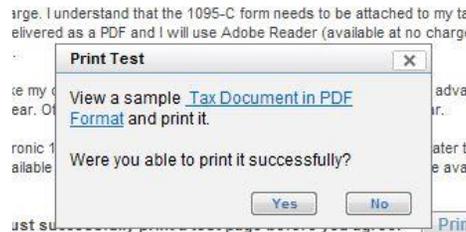
I understand that I may revoke my consent to receive my 1095-C electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic 1095-Cs will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095-C is available on line. Once published to Self-Service, my 1095-C will be available for re-print through October 15th.

You must successfully print a test page before you agree. [Print Test](#)

**Step 12:** Click on “View a sample Tax Document in PDF Format” and print it:

A sample W2 will pop up in a separate screen and after you are able to print the sample document, click “Yes”.



**Step 13:** Once the sample form prints, click “I Agree”:

My Delivery Settings - Tax Document - Authorization

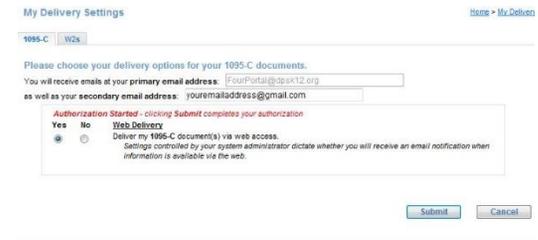
I wish to receive my 1095-C electronically via the Company Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that the 1095-C form needs to be attached to my tax returns, and I need to print my 1095-C. My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095-C successfully.

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You must successfully print a test page before you agree. [Print Test](#) [I Agree](#)

**Step 14:** Enter a secondary email address, select yes, and click submit:



**Step 15:** Once your electronic authorization is confirmed, you will see a green checkmark next to “Authorized” under W2 or 1095-C on the left hand side of the screen.



**Step 16:** Congratulations! You are enrolled in electronic delivery and can click “logout”.