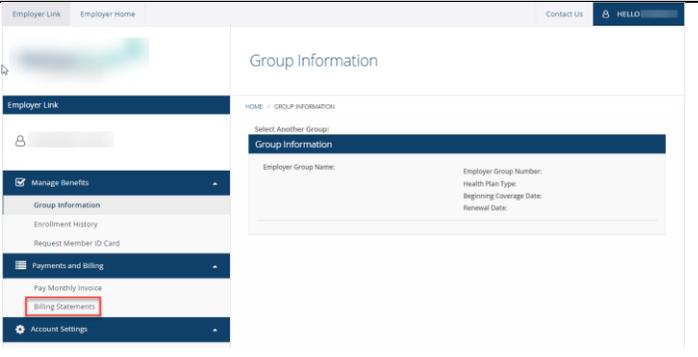
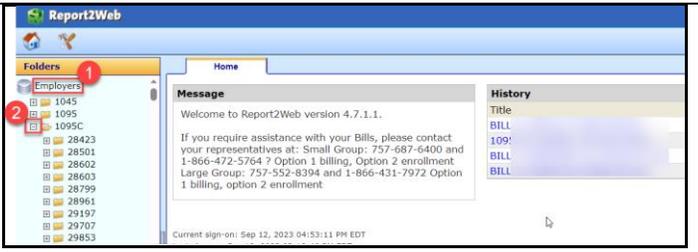
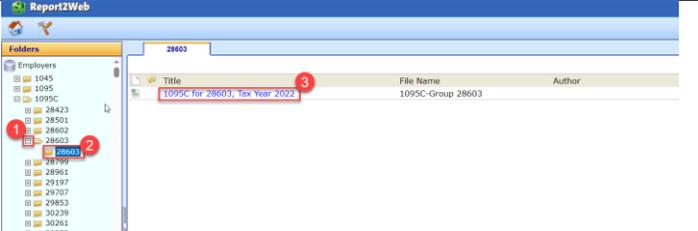
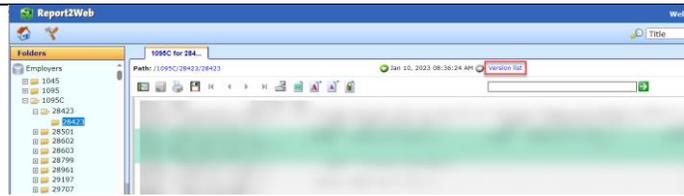


<p>Purpose</p>	<p>Outline the functionality available to Employers when accessing their 1095C documents in Report2Web.</p>
<p>After you login, the Sentara Health Plans landing page displays. Under the <b>Payments and Billing</b> section on the left, click on <b>Billing Statements</b>.</p>	
<p>After you click on the <b>Billings Statement</b> link, the Report2Web dashboard displays.</p> <ol style="list-style-type: none"> <li>1. Click on <b>Employers</b> on the left to generate a list of your <b>Group</b> numbers. This list takes a moment to generate.</li> </ol> <p>Note: You will only see your groups and not what is displayed in this example.</p> <ol style="list-style-type: none"> <li>2. Click on the “+” in front of the <b>1095C</b> file to see a dropdown list of <b>Group</b> numbers to choose from.</li> </ol> <p>Note: The <b>1095C</b> docs for all <b>Groups</b> will be under the <b>1095C</b> folder.</p>	
<p>A list of <b>Group</b> numbers is displayed.</p> <ol style="list-style-type: none"> <li>1. Click on the “+” in front of the desired <b>Group</b> number.</li> <li>2. Click on the <b>Group</b> number.</li> <li>3. Click on the <b>1095C</b> hyperlink to view the 1095C document.</li> </ol>	
<p>The <b>1095C</b> document is displayed.</p> <p>Click on the arrows at the top of the page to move through the different pages of the statement to display multiple pages.</p>	

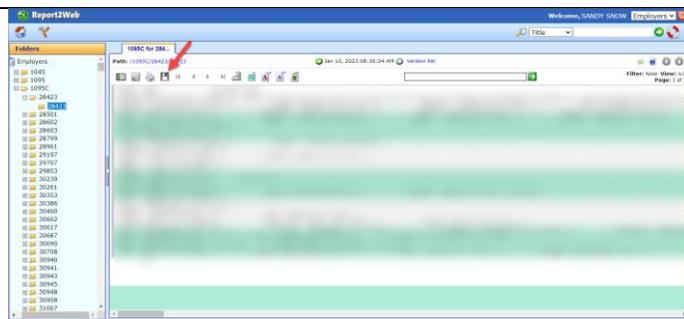
To access different versions of the **1095C** document, click on the hyperlink **Version List** at the top.



The **Version List** displays providing all the available versions of the document.

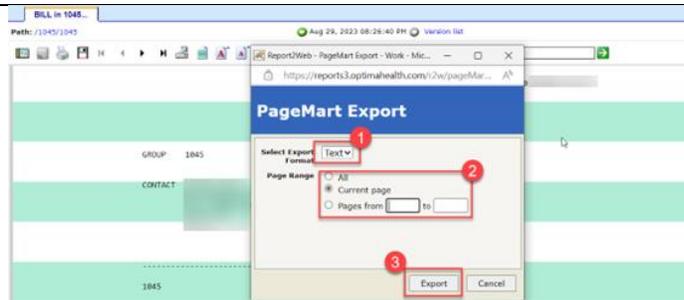


Download or export the **1095C** by clicking on the disc icon by the printer icon.

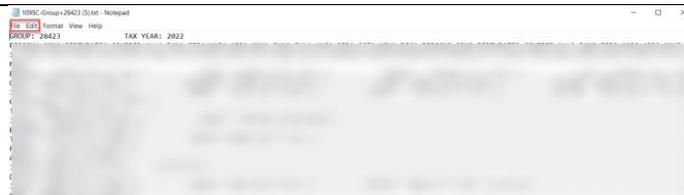


The **PageMart Export** pop-up window displays, which gives you the option to export the document.

1. Choose **Text** or **PDF**
2. Select the Pages
3. Click **Export**

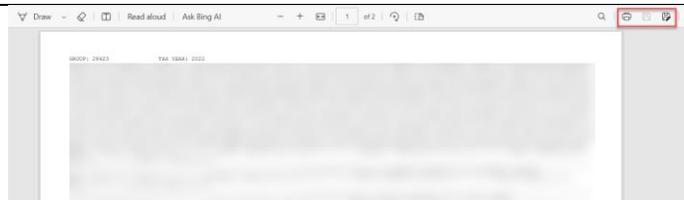


If you choose **Text** as the **Page Export** option, a **Text** document displays.



Click on **File** or **Edit** in the top left corner to access functionalities such as **Print** or **Save**.

If you choose **PDF** as the **Page Export** option, a **PDF** document displays in a new window.



In the upper right corner, you can choose to **Print** or **Save** the document by selecting the appropriate icon.