



1095 Form – Online Access for Students & Learners

Log in to this site: <https://eyacaforms.com/JHU> and follow the directions below to get set up.

To set up the Portal account to receive the Forms 1095-C, you will:

1. Receive a company-specific URL (<https://eyacaforms.com/JHU>) in the initial email sent on behalf of your organization.
2. Click the URL in the email. The Portal Login page opens.
3. Click the 'Register as a new user' link. The Create A New Account page opens.
4. Enter an email address in the Email field.
5. Re-enter the email address in the Confirm Email field.
6. Enter a password in the Password field.
7. Re-enter the password in the Confirm Password field.
8. Under Authentication Information, fill in the authentication values which may include:
 - The last 4 digits of their Social Security Number
 - Their last name
 - Their date of birth
9. Check off 'I'm not a robot' and complete reCAPTCHA validation.
10. Click the Create A New Account button. An email is sent from no-reply@healthefxforms.us, with a link you must follow to confirm and finalize account creation. Note: The validation link provided in the email expires after 24 hours and must be followed from the same IP address used to create the account; therefore, it is recommended you follow the link immediately after receiving it, from the same device used to create your account.
11. Click the link. Your email address is confirmed. The Portal login screen opens. A message says their Portal account was created successfully.
12. You can log directly in to or return to the site using the URL in the initial email. Note: you can't log in to Portal using the link in the verification email.

After you verify your email address, the first time you log in to your Portal account, the Electronic Delivery Opt-In screen appears. You must either elect or opt out of electronic delivery of their Form 1095-C.

1. Select an option under Enable Electronic Delivery:
 - Yes: You will receive an email when their form is available for download. They won't be mailed a printed copy of their Form 1095-C.
 - No: The Form 1095-C will be mailed to the address on file with JHU, and as provided to EY. The electronic version of the Form 1095-C will appear as a courtesy copy in Employee Portal.
2. Click the Submit button. An email confirming their election is sent from no-reply@healthefxforms.us to the email address on file.