

The HR Benefits Team would like to inform you that your IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, is now available.

You can access this form via the benefits communications portal and download a printable copy to keep with your tax records. Log in instructions are below:

1. Log in to the Communication Portal at www.charlestonsc.hrintouch.com.
(Note that your HR InTouch password is the same password that you created during Open Enrollment in October)
Example Username: WilliamB6789 – Please use your first name and first initial of your last name and last 4 of SSN
2. You may be asked to update your Profile/Emergency Contact Information. You do not need to update your Profile unless the information has changed. Click “Save” to move to the next screen.
3. Click “View Your Benefits & 1095-C” on the right side of the screen.
4. On the left side of the screen in the My Docs section, select “View Tax Documents.
5. Click download to view your 2018 1095-C (Previous years are also available).