Access Your ACA Tax Forms Online

This guide provides everything you need to manage your ACA tax forms online, including account setup, digital viewing options, and USPS mailing requests.

wex™

Logging into your account

Go to **app.unifyhr.com** to log in to your account.

If you have previously registered for an account, use the username and password that you created at that time.

If this is your first time visiting, click on the **Create an account** link.

Registering your account

Follow these instructions if you have not previously registered or logged in to the UnifyHR app.

Step 1

If you know your account number, complete the information requested on this page, then click on the **Find My Account** button.

If you do not know your account number, click on the **I don't have an account number** link.

Find My Account

Return to Login

Instructions
Please enter the following information and we will attempt to locate your account.
NOTE: The information we have on file will be from your Employer or Benefits Provider.

*Indicates required field

Account Number *

Where can I find this?
I don't have an account number.

Date of Birth (mm/dd/yyyy)   SSN

__/__/____   -OR-   ___-__-____

I'm not a robot
reCAPTCHA
Privacy - Terms

Find My Account   Clear Fields

Questions? Please visit our support page to contact us.

Registering your account

Follow these instructions if you have not previously registered or logged in to the UnifyHR app.

Step 2

Enter in the required information so the system can locate your account.

👤 Find My Account

Return to Login

Instructions
Please enter the following information and we will attempt to locate your account.
NOTE: The information we have on file will be from your Employer or Benefits Provider.

*Indicates required field

If you do not know your account number, please enter the following information instead and we will attempt to locate your account.

I have an account number.

First Name *

Last Name *

Zipcode *

Date of Birth (mm/dd/yyyy)

-OR-

SSN

[ ] I'm not a robot   reCAPTCHA
Privacy - Terms

Find My Account   **Clear Fields**

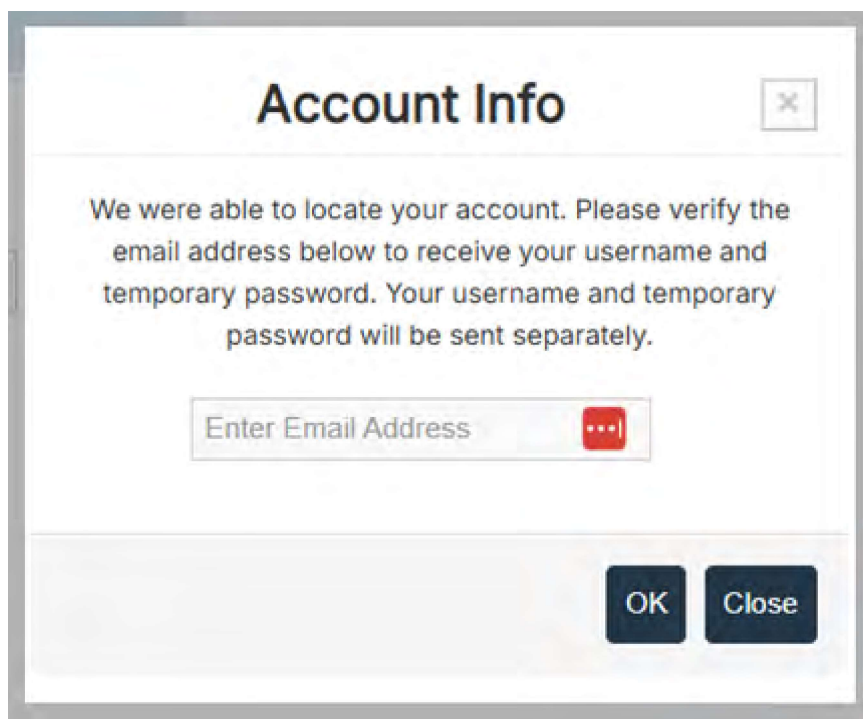**Questions?** Please visit our support page to contact us.

Registering your account

Follow these instructions if you have not previously registered or logged in to the UnifyHR app.

Step 3

If the system is able to locate your information you will see a popup box asking to confirm your email address. If we do not have an email address on file, you may add one now.

The system will generate and send you your username and temporary password. Please use the link provided in the email to log in to your account.

Account Info

We were able to locate your account. Please verify the email address below to receive your username and temporary password. Your username and temporary password will be sent separately.
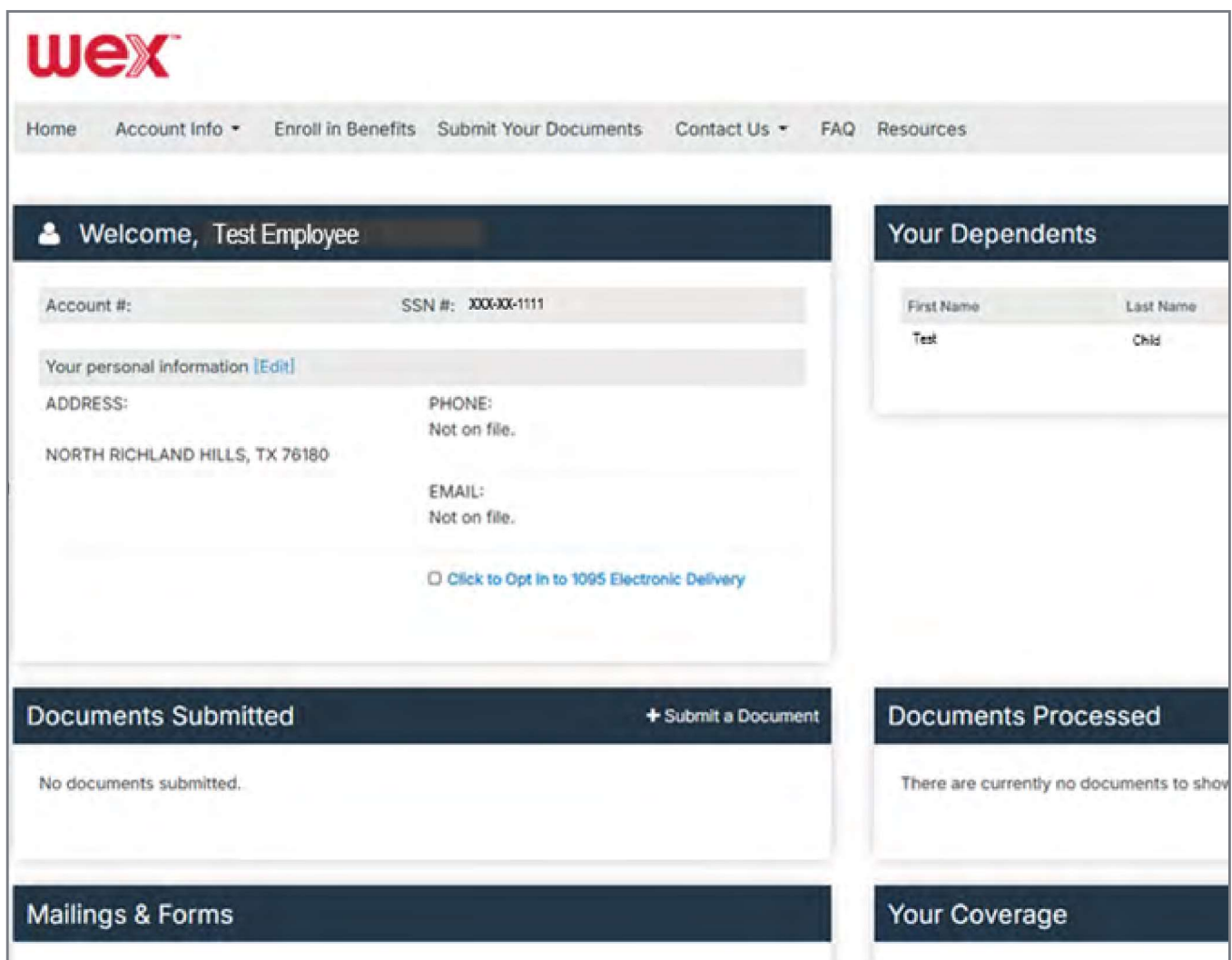
Enter Email Address

OK   Close

Home page

Once you have logged in, you will be taken to the Home page. You will find the Mailings and Forms section in the left column toward the bottom.

Mailings and Forms

Here you will see a list of all 1095 and or 1099-HC forms that have been created for you.

To view the cover letter select **View** in the column to the left of the Notice column.

To view the 1095 form, select **View** in the column to the left of the Attachment column.

To have a form mailed to the address we have on file, select **Request** under the Request Mail column.

Mailings & Forms

*Click **Request** to mail a copy of this notice to your current mailing address.

	Notice		Attachment	Distributed Date	Request Mail *
View	2024 - 1095 Cover Letter	View	1095-C Test Employer	2/5/2025	Request
View	2023 - 1095 Cover Letter	View	1095-C Test Employer	2/8/2024	Request
View	2022 - 1095 Cover Letter	View	1095-C Test Employer	2/7/2023	Request
View	2021 - 1095 Cover Letter	View	1095-C Test Employer	1/12/2022	Request
View	2020 1095 Cover Letter	View	1095-C Test Employer	1/18/2021	Request

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Mailings and Forms

When you click on the **Request** link, you will be asked to review your address information. If correct, click on the **Confirm** button to complete the request. If your address needs to be updated, you can visit the **Account Info > Update Info** area to make a change.

You will receive copies of the requested forms via USPS in 7-10 business days. Please note during peak season, mailings could take longer.