

# 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.



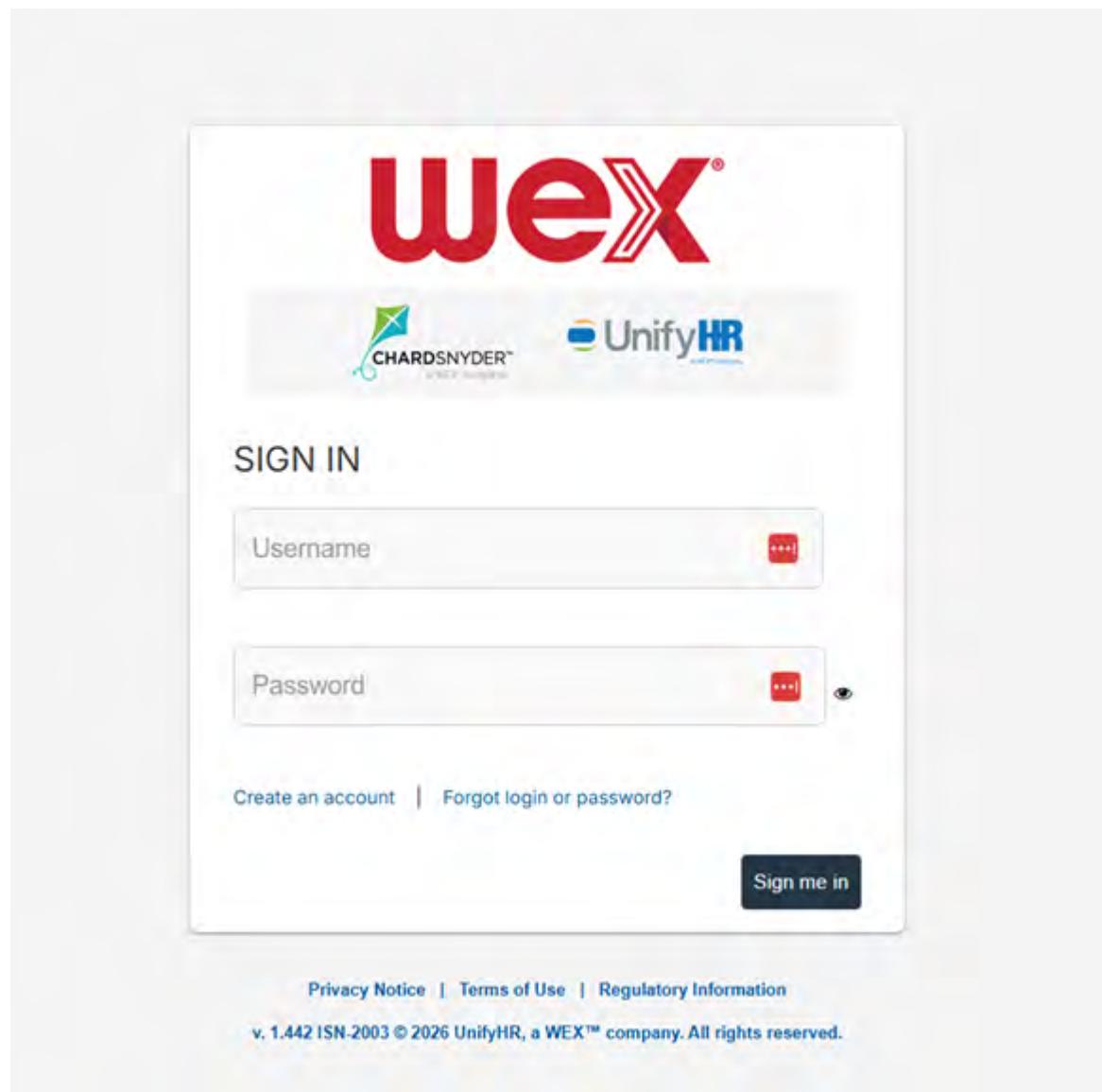
wex™

# Logging into your account

Go to [app.unifyhr.com](https://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.

The screenshot shows a web page titled 'Find My Account' with a dark header bar. Below the header, there is a 'Return to Login' link. The main content area is titled 'Instructions' and contains the following text: '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.' It also includes a note that an asterisk (\*) indicates a required field. There is a text input field for 'Account Number \*'. Below this, there is a section titled 'Where can I find this?' with a link to 'I don't have an account number.'. Further down, there are fields for 'Date of Birth (mm/dd/yyyy)' and 'SSN', separated by a '-OR-' label. A 'reCAPTCHA' box is present, containing a checkbox labeled 'I'm not a robot' and the 'reCAPTCHA' logo with links to 'Privacy' and 'Terms'. At the bottom, there are two buttons: 'Find My Account' and 'Clear Fields'.

[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](#)

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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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth (mm/dd/yyyy)

-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

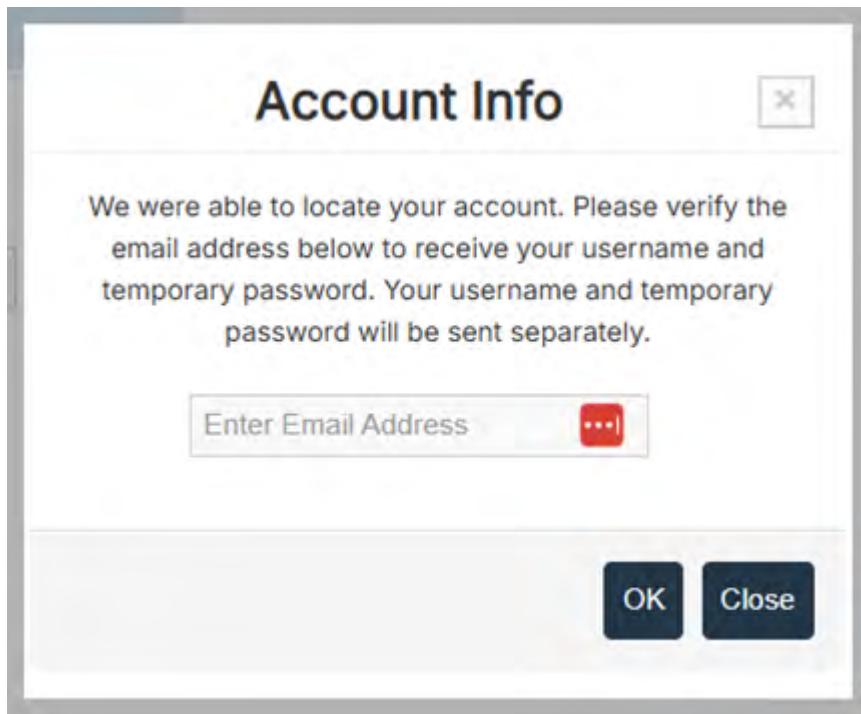
Follow these instructions if you have not previously registered or logged in to the UnifyHR app.



## Step 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.



# 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.

The screenshot shows the Wex Home page with a dark header and various sections for employee information, document submission, and coverage.

**Header:** wex

**Header Navigation:** Home, Account Info, Enroll in Benefits, Submit Your Documents, Contact Us, FAQ, Resources

**Welcome Section:** Welcome, Test Employee

**Personal Information:** Account #: (redacted), SSN #: XXX-XX-1111. Your personal information [Edit].

**Address:** ADDRESS: NORTH RICHLAND HILLS, TX 76180. **Phone:** PHONE: Not on file.

**Email:** EMAIL: Not on file.

**Opt-in:**  Click to Opt In to 1095 Electronic Delivery

**Documents Submitted:** Documents Submitted. + Submit a Document. No documents submitted.

**Documents Processed:** Documents Processed. There are currently no documents to show.

**Mailings & Forms:** Mailings & Forms. (This section is visible in the bottom left corner.)

**Your Coverage:** Your Coverage. (This section is visible in the bottom right corner.)

# 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 *
<a href="#">View</a> 2024 - 1095 Cover Letter	<a href="#">View</a> 1095-C Test Employer	2/5/2025	<a href="#">Request</a>
<a href="#">View</a> 2023 - 1095 Cover Letter	<a href="#">View</a> 1095-C Test Employer	2/8/2024	<a href="#">Request</a>
<a href="#">View</a> 2022 - 1095 Cover Letter	<a href="#">View</a> 1095-C Test Employer	2/7/2023	<a href="#">Request</a>
<a href="#">View</a> 2021 - 1095 Cover Letter	<a href="#">View</a> 1095-C Test Employer	1/12/2022	<a href="#">Request</a>
<a href="#">View</a> 2020 1095 Cover Letter	<a href="#">View</a> 1095-C Test Employer	1/18/2021	<a href="#">Request</a>

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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.

## Mailings & Forms

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

	Notice		Attachment	Distributed Date	Request Mail *
<a href="#">View</a>	2024 - 1095 Cover Letter	<a href="#">View</a>	1095-C Test Employer	2/5/2025	<a href="#">Request</a>
<a href="#">View</a>	2023 - 1095 Cover Letter	<a href="#">View</a>	1095-C Test Employer	2/8/2024	<a href="#">Request</a>
<a href="#">View</a>	2022 - 1095 Cover Letter	<a href="#">View</a>	1095-C Test Employer		<a href="#">Request</a>
<a href="#">View</a>	2021 - 1095 Cover Letter	<a href="#">View</a>	1095-C Test Employer		<a href="#">Request</a>
<a href="#">View</a>	2020 1095 Cover Letter	<a href="#">View</a>	1095-C Test Employer		<a href="#">Request</a>

1 2

### Confirm Request

To receive a copy of this notice by mail, please confirm your current address.

ADDRESS:  
123 Any Street  
NORTH RICHLAND HILLS, TX 76180

If your address is incorrect, you can update it under **Account Info > Update Info**. If you are unable to make changes, please contact us for assistance.

[Cancel](#) [Confirm](#)