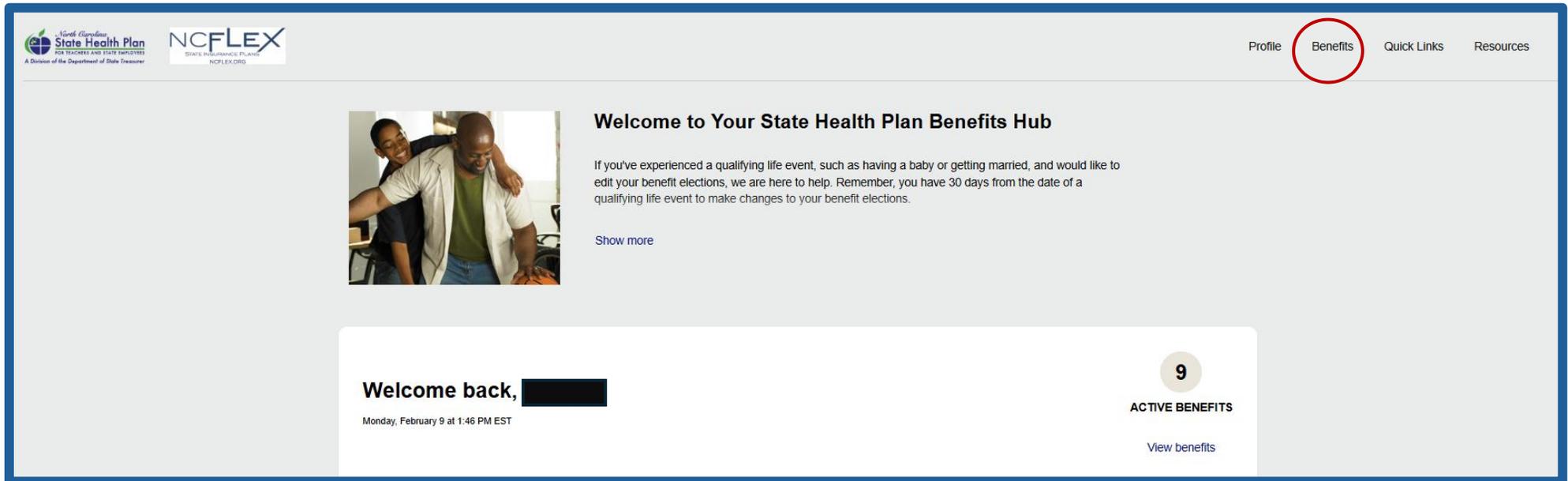


Accessing Your Electronic 1095-C Form

1. Log in to the State Health Plan (SHP) Member Benefits Portal:

<https://nc.secure-enroll.com/go/NC-SHP>

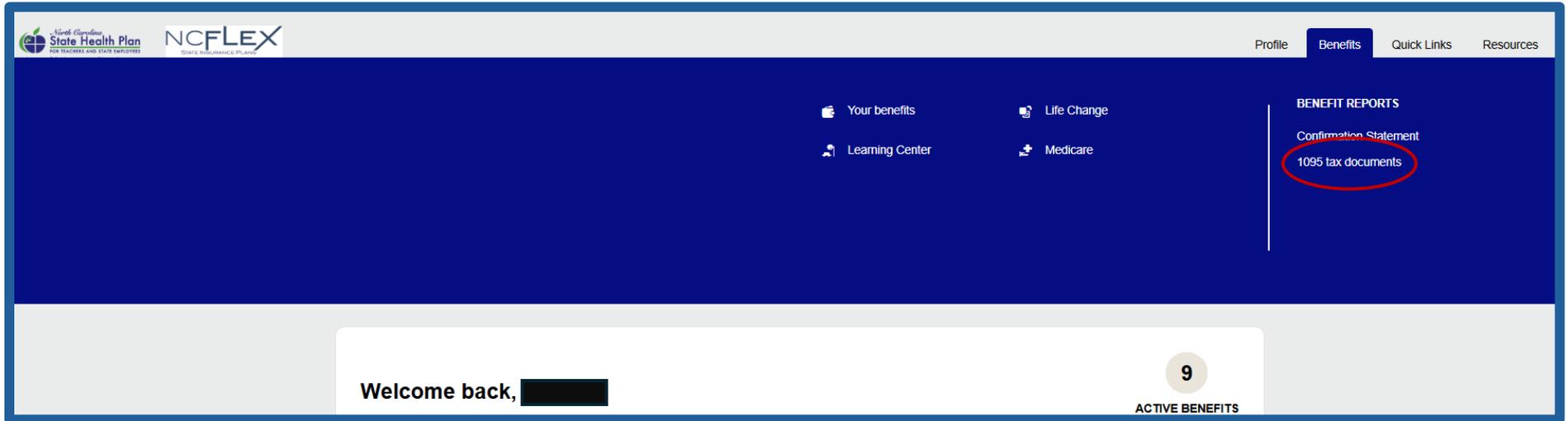
2. After logging in, locate the “Benefits” tab in the upper right corner of the window.



The screenshot shows the State Health Plan Member Benefits Portal. In the top right corner, the navigation menu includes 'Profile', 'Benefits', 'Quick Links', and 'Resources'. The 'Benefits' tab is circled in red. Below the navigation bar, there is a 'Welcome to Your State Health Plan Benefits Hub' section with a photo of two men and a 'Show more' link. At the bottom, a personalized welcome message reads 'Welcome back, [redacted]' with the date and time 'Monday, February 9 at 1:46 PM EST'. To the right of this message is a '9 ACTIVE BENEFITS' badge and a 'View benefits' link.

3. Hover over the “Benefits” tab to open the blue dropdown menu.

Under “Benefits Reports”, select “1095 Tax Documents”.



4. The 1095 Tax Documents page will display all available 1095-C forms for each year of your permanent employment with Martin Community College.

Your Documents

Your employer has provided IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage for you to download and keep with your tax records. Multiple versions may appear if you worked under multiple tax ids or if your employer issued a corrected form.

Tax-related documents

Tax Year	Date Created	Company Name	
2025	02/04/2026	Martin Community College (EIN: [redacted])	Download
2024	01/28/2025	Martin Community College (EIN: [redacted])	Download
2023	02/21/2024	Martin Community College (EIN: [redacted])	Download
2022	02/08/2023	Martin Community College (EIN: [redacted])	Download
2021	01/12/2022	Martin Community College (EIN: [redacted])	Download

5. Select “**Download**” next to the tax year for which you need a copy of your 1095-C.

Your Documents

Your employer has provided IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage for you to download and keep with your tax records. Multiple versions may appear if you worked under multiple tax ids or if your employer issued a corrected form.

Tax-related documents

Tax Year	Date Created	Company Name	
2025	02/04/2026	Martin Community College (EIN: [REDACTED])	Download
2024	01/28/2025	Martin Community College (EIN: [REDACTED])	Download
2023	02/21/2024	Martin Community College (EIN: [REDACTED])	Download
2022	02/08/2023	Martin Community College (EIN: [REDACTED])	Download
2021	01/12/2022	Martin Community College (EIN: [REDACTED])	Download

6. After selecting “**Download**”, a message will appear asking you to agree to the Terms & Conditions.

Please agree to the Terms & Conditions

With Form 1095-C you will be equipped to complete your tax return. By choosing to download you acknowledge your receipt of this form.

- Select “**I Agree**” to proceed and access your downloaded 1095-C.
- Selecting “**I Do Not Agree**” will cancel the download and you will not be able to access the document.

7. Important:

- If you are unable to access your Form 1095-C electronically, you may request a copy using the contact information provided below. The form may be mailed to you or picked up at the College; however, it cannot be sent by email.
 - **Mailed Form 1095-C:** The form will be mailed within 30 days of receiving your request to the primary address on file.
 - **Pick-Up Form 1095-C:** The form will be available for pick-up within 30 days of receiving your request. You will receive confirmation once it is ready, along with the designated pick-up location. A valid government issued photo ID is required at the time of pick-up. Forms designated for pick-up will be released only to the employee; third-party representatives are not permitted to collect the form on the employee's behalf.
- If you are no longer employed by Martin Community College, or if you retired during the applicable tax reporting year, your Form 1095-C will be mailed to the last known address on file.

HOW TO CONTACT US REGARDING YOUR FORM 1095-C:

If you have questions or need further assistance, please contact Morgan R. Price in the MCC Human Resources Office at:



Email: mp67256@martincc.edu



Phone: 252-789-0224



Address: 1161 Kehukee Park Road, Williamston, NC 27892