OPT-IN TO RECEIVE YOUR 1095-C ELECTRONICALLY
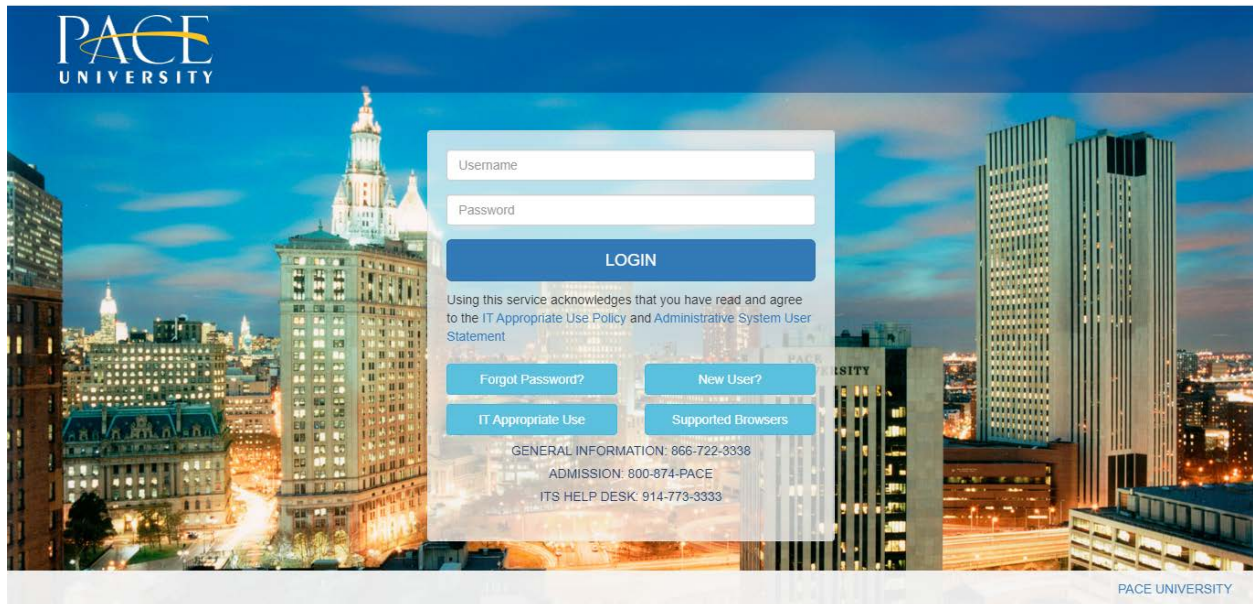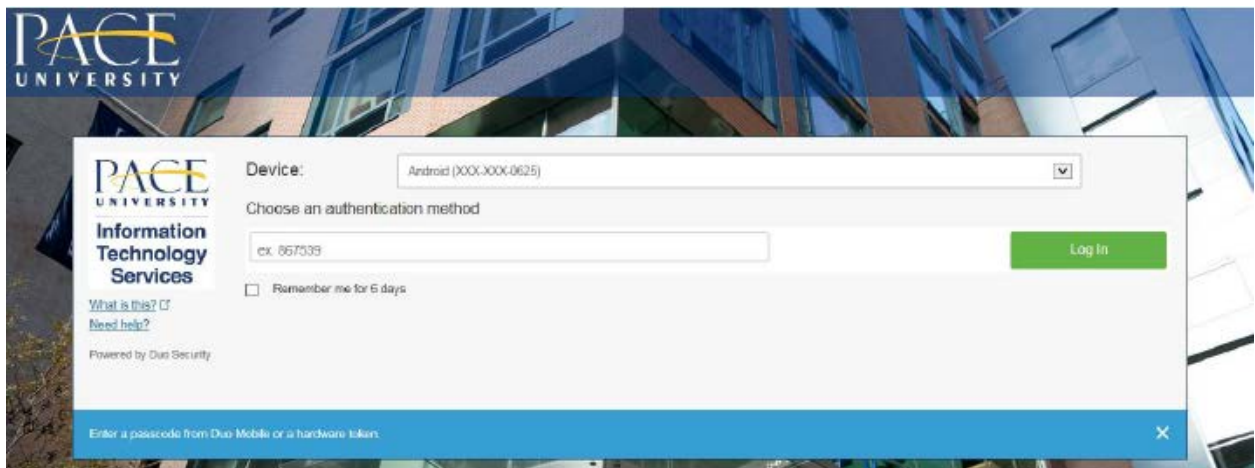
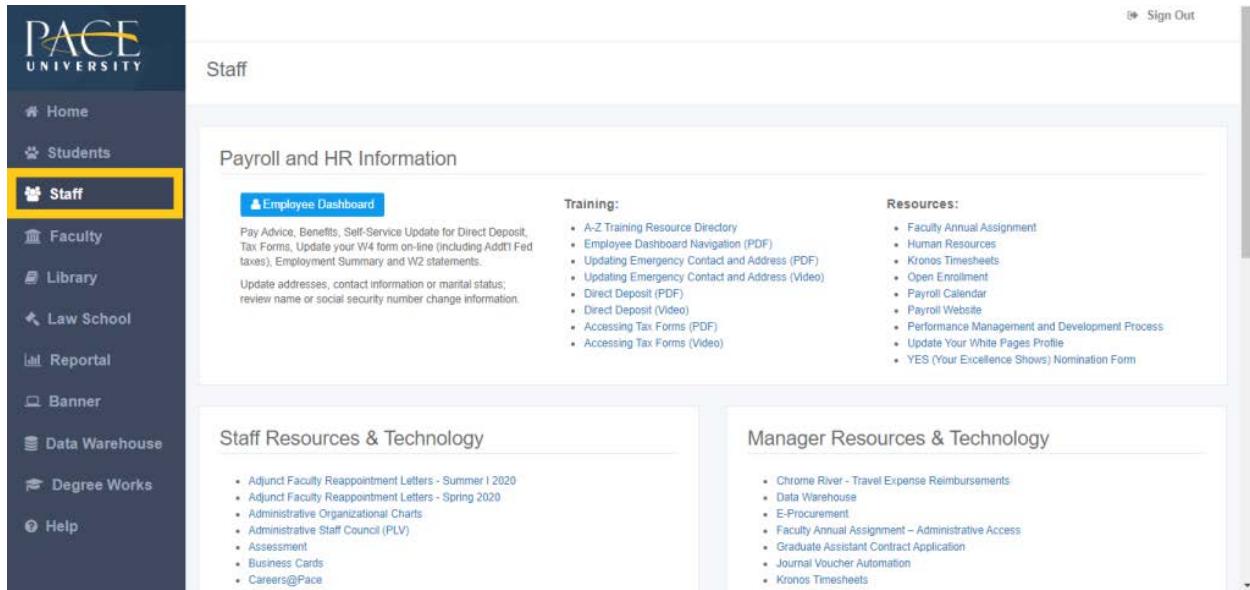1. Log into MyPace Portal at portal.pace.edu

2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in
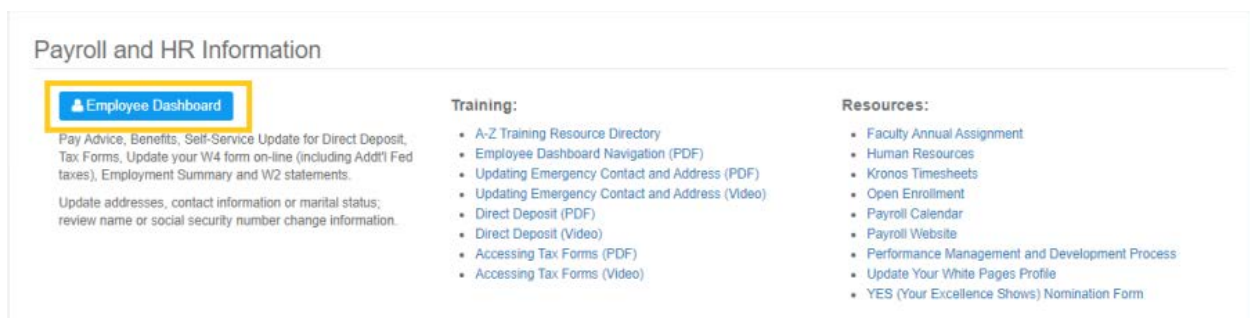

Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This will prevent anyone, but you, from accessing your account even if they know your password. Any Apple, Android, or Windows mobile device will work with the Duo Mobile app, which you need to download from your device's app store during the setup process.

For an overview of the setup process, please read our Duo MFA: Initial Setup for Protected Pace System article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or pacehelpdesk@pace.edu for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will set up your account with this added layer of security.

3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.

4. Select the blue button **Employee Dashboard**.

5. Select the **Taxes** drop down menu.

6. Select **1095-C Employer Provided Health Insurance Offer and Coverage Statement**

7. Review the Electronic Regulatory Consent Information, check the box next to **Consent to receive 1095-C electronically** and select **Submit**.

8. After selecting **Submit**, you will see your 1095-C.

9. Select the **applicable year** to display

After selecting "Display," you will see your 1095-C.

10. To print the 1095-C select the

Printable 1095-C

option at the bottom of the page.

For best results, change your page setup to landscape before printing