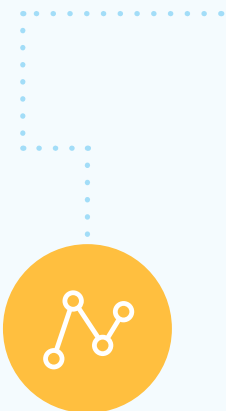


Access Your ACA Tax Forms Online

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

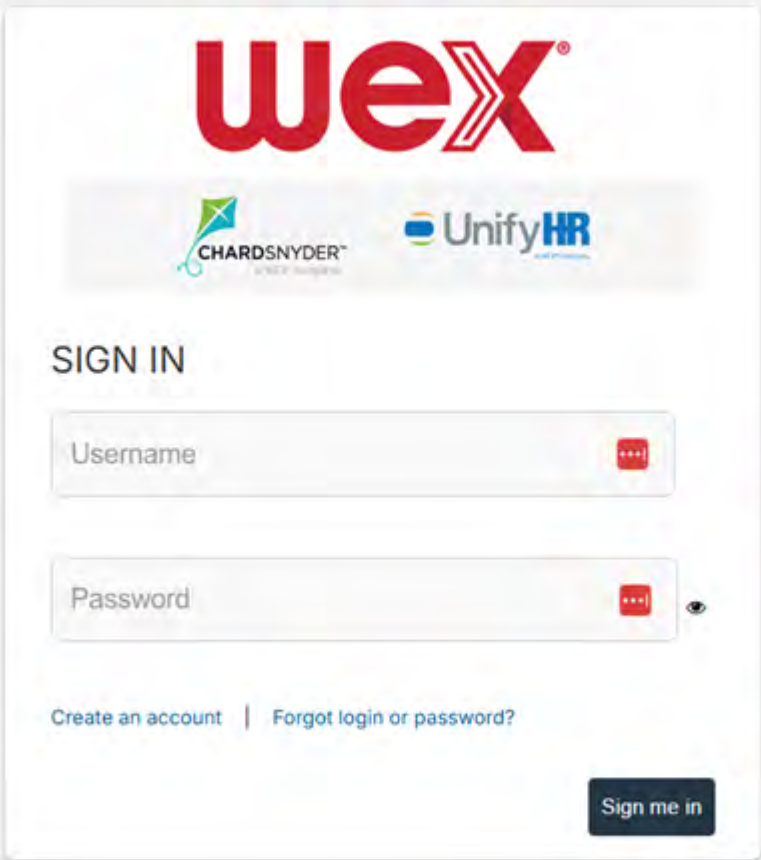


Logging into your account

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.



The image shows a login interface for WEX. At the top is the WEX logo in red. Below it are two logos: CHARDSNYDER™ and UnifyHR. The main heading is "SIGN IN". There are two input fields: "Username" and "Password". Both fields have a red eye icon to the right, indicating a toggle for password visibility. Below the input fields are two links: "Create an account" and "Forgot login or password?". At the bottom right is a dark blue button labeled "Sign me in". At the very bottom, there are links for "Privacy Notice", "Terms of Use", and "Regulatory Information", followed by a copyright notice: "v. 1.442 ISN-2003 © 2026 UnifyHR, a WEX™ company. All rights reserved."

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)

-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 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.

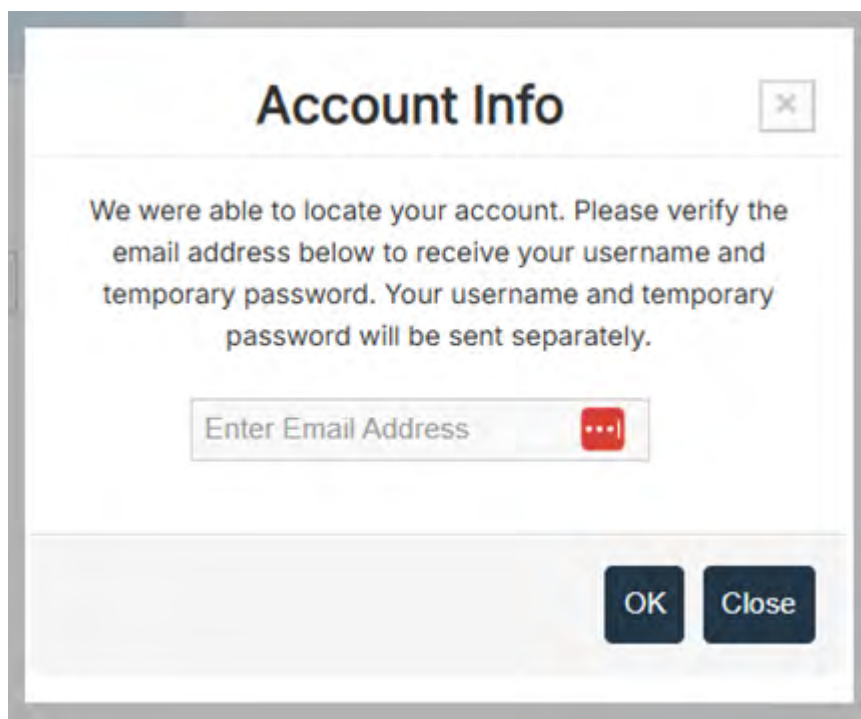
Registering your account

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.

A screenshot of a web application popup window titled "Account Info". The window has a close button (an 'x' in a square) in the top right corner. The main text inside the window reads: "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." Below this text is a text input field with the placeholder text "Enter Email Address" and a red password icon (three dots in a square) to its right. At the bottom right of the window are two buttons: "OK" and "Close".

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.

The screenshot displays the WEX Home page interface. At the top left is the WEX logo. A horizontal navigation bar contains links: Home, Account Info (with a dropdown arrow), Enroll in Benefits, Submit Your Documents, Contact Us (with a dropdown arrow), FAQ, and Resources. The main content area is divided into two columns. The left column features a 'Welcome, Test Employee' header, followed by a section for personal information including Account #, SSN, address, phone, and email, with an 'Edit' link. Below this is a 'Documents Submitted' section with a '+ Submit a Document' button and a message stating 'No documents submitted.'. At the bottom of the left column is a 'Mailings & Forms' section. The right column features a 'Your Dependents' table with columns for First Name and Last Name, showing a dependent named 'Test Child'. Below this is a 'Documents Processed' section with a message stating 'There are currently no documents to show'. At the bottom of the right column is a 'Your Coverage' section.

Your Dependents	
First Name	Last Name
Test	Child

Documents Submitted		+ Submit a Document
No documents submitted.		

Documents Processed	
There are currently no documents to show	

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
1 2					

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 *
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		
View	2021 - 1095 Cover Letter	View	1095-C Test Employer		
View	2020 1095 Cover Letter	View	1095-C Test Employer		

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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