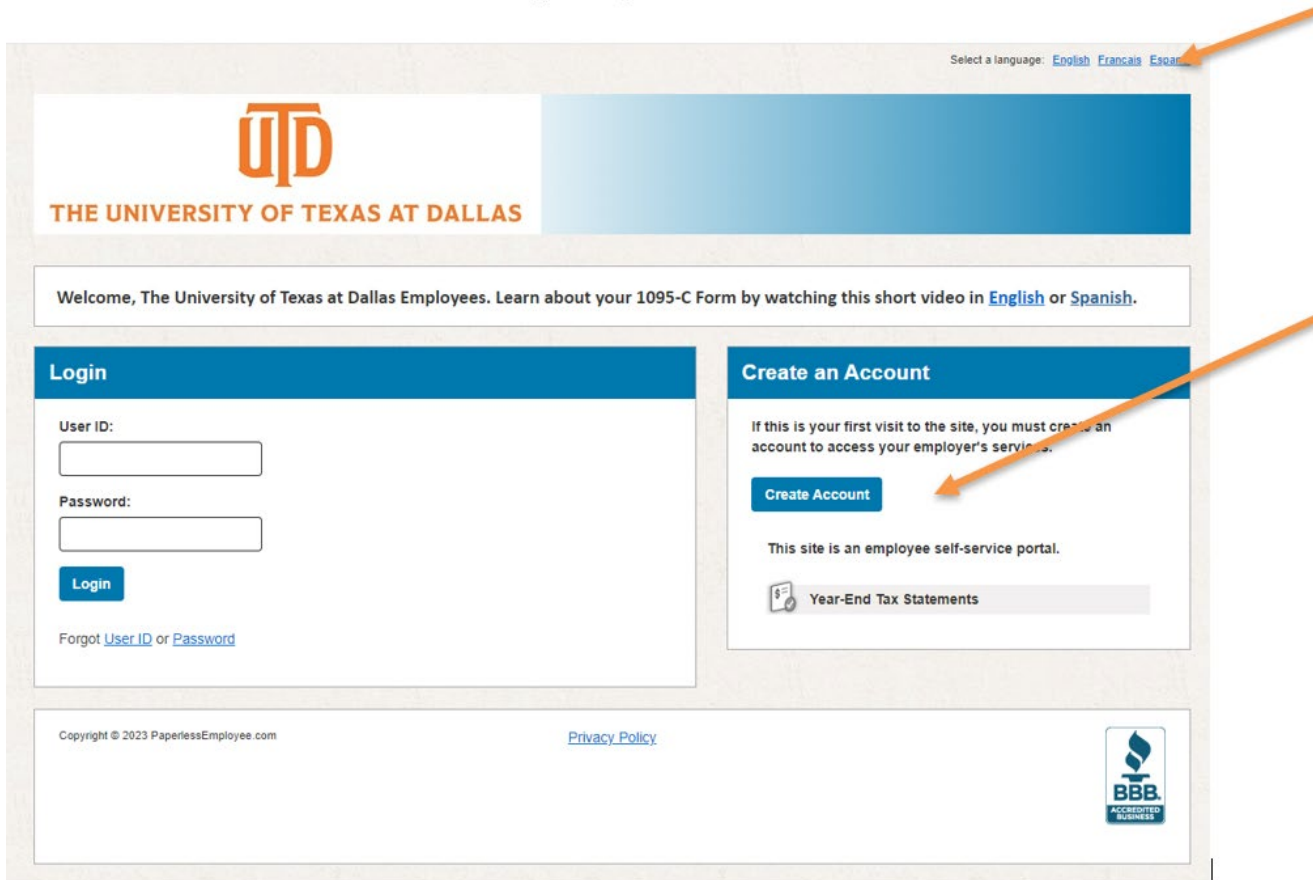


Creating an Account on PaperlessEmployee.com

Begin by accessing your company's site at: <https://www.PaperlessEmployee.com/utdallas>

1. Select the **'Create Account'** button to begin the process.



2. Enter your Social Security Number, Employee ID, and the first 3 letters of your last name.
NOTE: If your last name contains 2 or less letters, input only those letters. Do not use any punctuation.
3. Click the **'Authenticate & Create Account'** button.

Create a New Account


Account Authentication

Your **SSN, Employee ID and First Three Letters of Last Name** are required to validate your secure account access.

SSN
 Show
Please enter your 9 digit Social Security Number without dashes.

Employee ID
 Show
Employee ID

First Three Letters of Last Name
 Show
Do not include spaces, dashes, or apostrophes

I'm not a robot 
reCAPTCHA
Privacy - Terms

Authenticate & Create Account

4. Create your **'Account Name', 'User ID', and 'Password'** for future access to the site. Once you have completed all the details on this screen select the **'Create Account'** button.

Create a New Account

Account Name
The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name * **Middle Name** **Last Name ***

Create Your Username
Choose a User ID *
 User ID must be 6-15 characters using only letters and/or numbers.

Create A Password
• Is case sensitive
• May not contain your User ID
• Must be 8-15 characters in length

Your password must contain 3 of the 4 items:
• Uppercase characters
• Lowercase characters
• Numbers
• Symbols

Enter a New Password * Password Strength:

Confirm New Password *

Create Account

Make sure you save your User ID and Password in a safe place, as they will be required from this point forward to access the system.

5. Enter responses to three personal **'Security Questions'** and click **'Save Security Questions'**.

Create a New Account

Security Questions

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

Question 1 *

(Select a question) ▼

Answer Question 1 *

Question 2 *

(Select a question) ▼


Answer Question 2 *

Question 3 *

(Select a question) ▼

Answer Question 3 *

Save Security Questions [Reset Questions](#)



6. Enter your **'Contact Information'**. The options can vary and may include any one, or all of the following:

- Email Address
- Alternate Email Address - *optional*
- Cell Phone - *optional*

NOTE: This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

7. Next, you are required to validate your email. Click **'Validate Email'**.

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address
 Please enter your primary email address.

Retype Email Address
 Validate Email


Alternate Email Address
 Please enter an optional secondary email address.

Retype Alternate Email Address

Cell Phone
 (Select a carrier)

By providing your cell phone number you are authorizing us to send you SMS messages relating to your 1095. To unsubscribe return to PaperlessEmployee.com and select a different notification method.

Please enter your primary email address.
Retype Email Address must match Email Address

Validate Email 

You are required to validate your Email Address

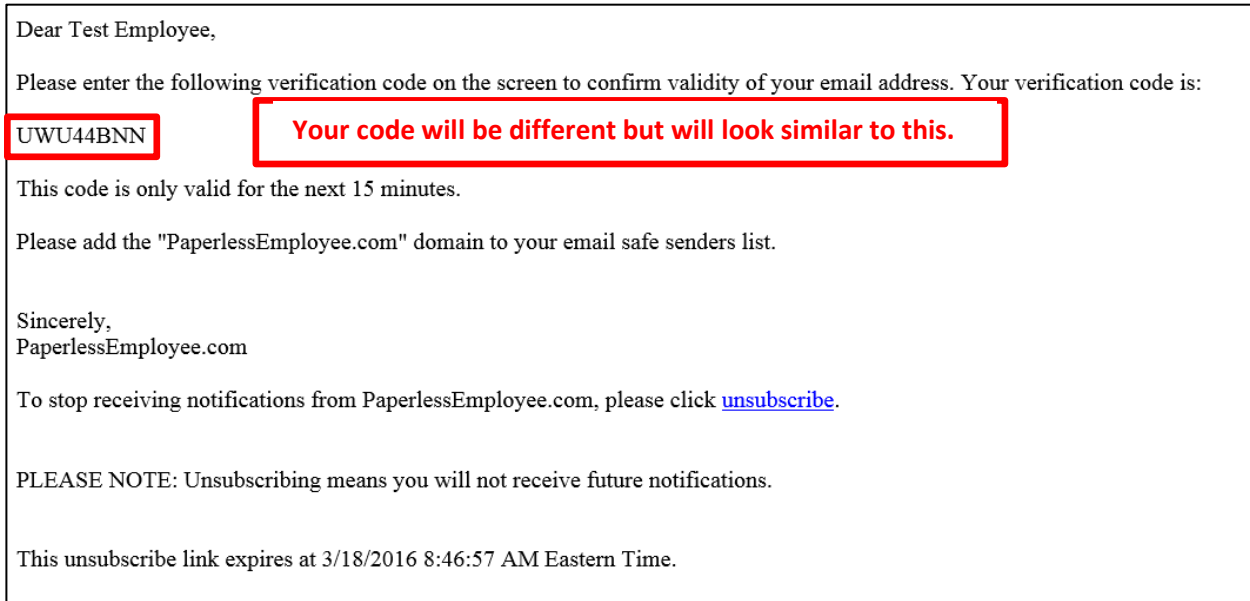
Validate Email Address

Enter the Email Validation Code

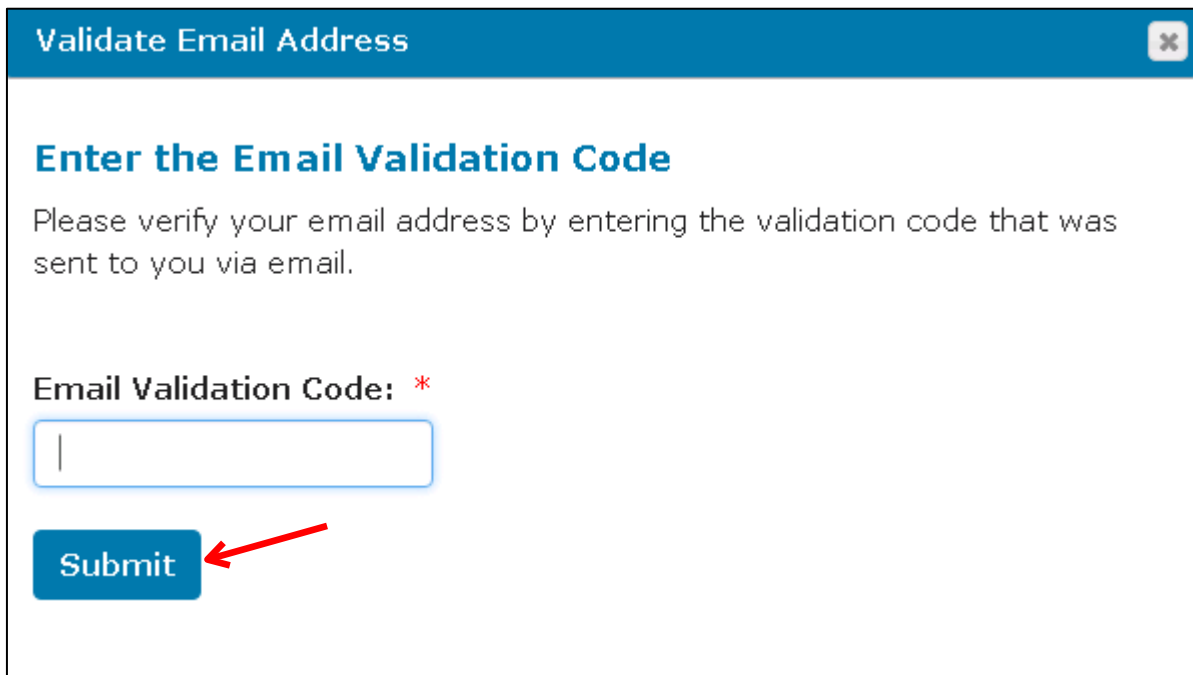
Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: *

The validation code will be sent within a few minutes in an email to the email address you entered.



8. Enter the code from the email and click **'Submit'**.



NOTE: If your employer allows an electronic delivery option for Affordable Care Act statements there will be additional options to elect an electronic statement and a notification method, (a sample is on the following page).

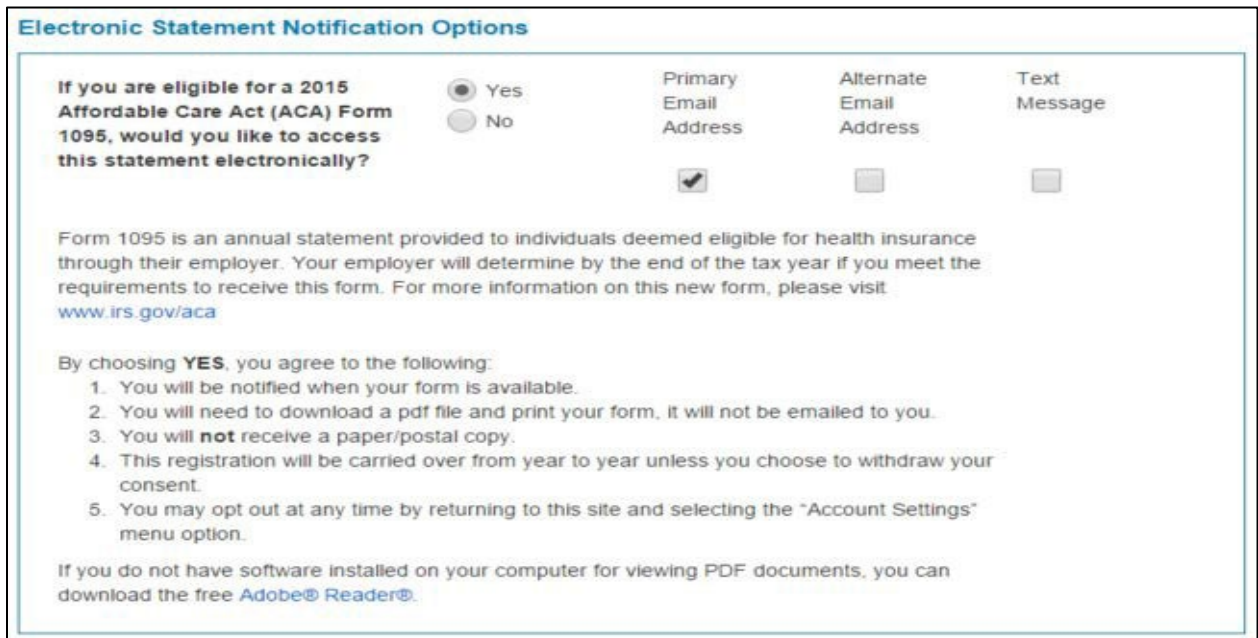
9. When finished, click **'Save Notification Option Settings'**.



Below is an example of the electronic delivery option you may be offered while creating an account. The delivery notification options indicate the method in which you would like to be notified when a form is available.

Once you have selected your delivery notification method, select **'Save Notification Option Settings'**

Sample of Opt-in and delivery notification options for an Affordable Care Act (ACA) Statement.



Electronic Statement Notification Options

If you are eligible for a 2015 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

Yes No

Primary Email Address

Alternate Email Address

Text Message

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit www.irs.gov/aca

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

10. You have now created an account. You may **'Logout'**.

