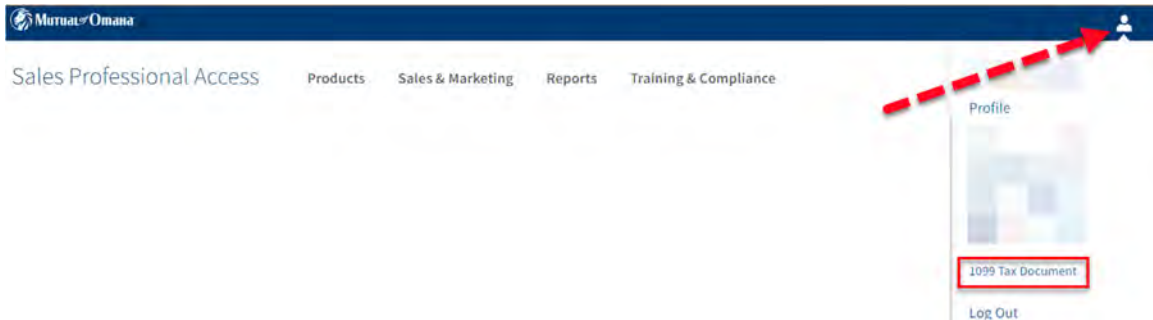


## Directions for Accessing 1099s through SPA

Access SPA, under your PROFILE in SPA you will find a link to **“1099 Tax Document”**. Click this link.

SPA – Link is available under the profile drop down.



Or, you may also access the link through **“REPORTS”**, by clicking on the link entitled **“1099 Tax Document”**.

SPA – Link is available under Reports.



If a **Compensation PIN** has been created, the following screen is displayed.



After the PIN is entered, the producer must click on View 1099 Tax Document

## 1099 Authorization

### Compensation PIN

Our records indicate that you have registered a PIN for viewing or editing compensation information.

To view or edit your 1099 information, please enter your PIN now.

Enter PIN

\*\*\*

Cancel

View 1099 Tax Document(s)

After entering the PIN, the following screen will come up.

**If you do not have a Compensation PIN, the following screen comes up directly.**

The screenshot shows the Mutual of Omaha website interface. At the top, there is a dark blue navigation bar with the Mutual of Omaha logo on the left and a search icon on the right. Below the navigation bar, there is a horizontal menu with the following items: "Sales Professional Access", "Products", "Sales & Marketing", "Reports", and "Training & Compliance". The main content area has a light gray header with the text "1099 Tax Document". Below this header, there is a white box containing the following text: "1099 Tax Document", "Mutual of Omaha now offers the ability to view and download your 1099 Tax Document.", and a blue button with the text "View 1099 Tax Document(s)". The button is highlighted with a red rectangular border.

After clicking on the **View 1099 Tax Document(s)** button in the screen print above, the next screen will ask for consent to receive 1099s electronically.

During the first view of the 1099 Tax Document application, having not yet elected to receive 1099 forms electronically, you will see the following.

MetLife

Compensation Dashboard

Welcome | Producer #

### 1099 Tax Document

You have not elected to receive 1099-NEC/1099-MISC forms electronically.

#### 1099-NEC/1099-MISC Consent

In order to receive your 1099-NEC/1099-MISC forms electronically, you must complete this online consent form. To do so, check the box below and click submit to grant consent to receive electronic 1099-NEC/1099-MISC forms.

I consent to receive 1099-NEC or 1099-MISC forms electronically.

Submit

The first step to consent - click in box to consent, then, click on submit. **NOTE: Upon consenting to receive 1099s electronically, you will no longer receive 1099s in the mail. If you want them electronically, then proceed.**

MetLife

Compensation Dashboard

Welcome | Producer #

### 1099 Tax Document

You have not elected to receive 1099-NEC/1099-MISC forms electronically.

#### 1099-NEC/1099-MISC Consent

In order to receive your 1099-NEC/1099-MISC forms electronically, you must complete this online consent form. To do so, check the box below and click submit to grant consent to receive electronic 1099-NEC/1099-MISC forms.

I consent to receive 1099-NEC or 1099-MISC forms electronically.

Submit

After Submitting, the terms and conditions are displayed. From this screen **scroll down** for the **Confirm** button to become **blue** and eligible to select.

Close

### Things to Know About Consenting to Electronic 1099-NEC/1099-MISCs

- Your consent may be withdrawn at any time, until after midnight **January 31st** of each year when annual 1099 processing is underway. You may withdraw your consent by checking the box to indicate you withdraw your consent and click on submit. Your withdrawal of consent shall be effective immediately. You will receive an email confirming receipt of your consent withdrawal.
- 1099-NEC/1099-MISCs can be accessed from the **1099 Tax Document** link in Sales Professional Access. In order to access your 1099-NEC/1099-MISCs electronically, you will need Adobe PDF reader which can be downloaded at no cost. In order to print your electronic 1099-NEC/1099-MISCs from home, you will need a Windows compatible printer that can print a PDF document at its full size (100%).

#### What If I Don't Consent to Receipt of Electronic 1099-NEC/1099-MISCs

- You will continue to receive your 1099-NEC/1099-MISCs in paper format distributed to the U.S. Mail by January 31st of each year.
- The receipt of your 1099-NEC/1099-MISCs will be delayed based on the processing time related to the requirement to print and mail your 1099-NEC/1099-MISCs.
- Without your consent, the company will not be able to make your 1099-NEC/1099-MISC forms available to you electronically.

Cancel

Confirm

The view after confirming to receive 1099s electronically - one 1099 is showing in screen shot, but you may have multiple 1099s available.

The screenshot shows a web interface for a Compensation Dashboard. At the top, there is a blue header with the company logo and name. Below the header, the page title is "Compensation Dashboard". The main content area is titled "1099 Tax Document" and includes a sub-section "Available 1099s". A table lists one available 1099 form, with columns for "View" and "Download". The "View" button is highlighted in blue.

You may choose to "View" your 1099 or "Download" it for filing, printing, etc.

As a reminder:

- If you Opt-in, you will receive your 1099s on SPA going forward electronically and will no longer be mailed a 1099 through the U.S. Postal Service (USPS).
- If you do not opt-in, you will be mailed your 1099s, and will not be able to view them on SPA.

NOTE: You may also elect to Opt-out of receiving 1099s electronically at any time, and your 1099s will be mailed through USPS. You may choose either option, but viewing 1099s on SPA electronically and having them mailed through USPS is not one of the options.

When clicking the link to withdraw consent, the screen will be presented.



To withdraw consent, click in the box. The **Submit** button will then turn blue. Click Submit.

This screenshot shows a web interface for withdrawing consent to receive 1099-NEC/1099-MISC forms electronically. The page has a 'Close' button in the top right corner. The main heading is '1099-NEC/1099-MISC Consent'. The text explains that the user currently receives forms electronically and that they have previously consented to this. It states that if they now prefer paper forms, they must inform the company. The instructions are: 'To do so, click the box below to withdraw your consent to receive electronic 1099-NEC/1099-MISC forms. Then, click on submit. You will receive an email confirming receipt of your withdrawal. Subsequent 1099-NEC/1099-MISC forms will be delivered to you by U.S. Mail, and your forms will no longer be available for viewing online.' A red box highlights a radio button that is selected, with the text 'I withdraw my consent to receive 1099-NEC or 1099-MISC forms electronically.' Below this is a section titled 'Things to Know About Withdrawing Consent to electronic 1099-NEC/1099-MISCs' which contains three bullet points: 'You will continue to receive your 1099-NEC/1099-MISCs in paper format distributed to the U.S. Mail by January 31st of each year.', 'The receipt of your 1099-NEC/1099-MISCs will be delayed based on the processing time related to the requirement to print and mail your 1099-NEC/1099-MISCs.', and 'Without your consent, the company will not be able to make your 1099-NEC/1099-MISC forms available to you electronically.' At the bottom, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.

The following screen will be displayed indicating you have withdrawn consent to receive 1099s electronically.

This screenshot shows the '1099 Tax Document' confirmation screen. At the top, there is a blue banner with the Microsoft Teams logo and the word 'Logout'. Below the banner, the page title is 'Compensation Dashboard'. The main heading is '1099 Tax Document'. A blue information icon is followed by the text: 'You have withdrawn your consent to receive 1099-NEC/1099-MISC forms electronically.' Below this is the section '1099-NEC/1099-MISC Consent'. The text reads: 'You have withdrawn your consent to receive 1099-NEC/1099-MISC forms electronically. Your 1099-NEC/1099-MISC forms will be delivered to you by U.S. Mail. The 1099-NEC/1099-MISC forms will no longer be available for viewing online. If you have opted to receive electronic 1099-NEC/1099-MISC forms, you must inform us that you consent to receiving your forms electronically.' At the bottom, there is a radio button that is selected, with the text 'I consent to receive 1099-NEC or 1099-MISC forms electronically.' Below this is a 'Submit' button.

**ADMIN ASSISTANT – (Assistants do not have ability to consent or withdraw consent)**

If you have **OPTED IN** to receive a 1099 electronically, the assistant will be able access as explained above. Only assistants with Full permission in SPA will be eligible to view the 1099s.

If you have not **OPTED IN** or have **OPTED OUT**, then the assistant will **not** be able to access or view 1099s through SPA.

If you have a Compensation PIN assigned for SPA already, the assistant will need the compensation pin to access the 1099. Without the Compensation PIN the Assistant will **not** be able to view the 1099s.

An Assistant will see the following when you have elected to receive 1099s electronically.



**If errors should be encountered while accessing the 1099s in SPA, please contact Technical Support 800-847-9785.** Please provide them with screen prints of the error(s) if encountered.

Sample error message when SPA session has expired:



Sample error message when there is a problem retrieving 1099 to display



### More error message pop ups



## 1099 Tax Document application FAQs

**Q:** If you are a producer with an assistant, and they receive the error “Portlet Not Available” when clicking on the link to the 1099 Tax Document application.

**A:** An assistant with moderate or limited permission levels are not eligible to access the 1099 Tax Document application. Only assistants with full permission levels are eligible to access the 1099 Tax Document application.

**Q:** An assistant does not have the link to provide consent to receive their 1099 tax document electronically.



**A:** Assistants are not eligible to consent to the 1099 Tax Document application. The producer themselves will need to login and provide consent.

**Q:** If you are in the 1099 application and are receiving an error message when selecting a choice from the online.

**A:** For security, there is a **10-minute timeout**. When no activity occurs for 10 minutes in the 1099 application, you are logged out and must start a new session.

**Q:** If you are in the 1099 application and are receiving a message that an error occurred, "Could not save your action. Please close this tab and retry logging in through the SPA portal in a while. If the problem persists, please contact Technical Support 800-847-9785."

**A:** This could be that the user has been inactive for over 1 hour from SPA sign-in and timed out. They will be logged out of the 1099 application and need to sign back into SPA if they want to continue. The error message may also report error details. Please request the user supply a screen print of the error message, it will be helpful when researching the error if signing back into SPA does not resolve the error.

**Q:** An assistant is logged into SPA, enters the 1099 application, the assistant name is displayed under Welcome, and the Production number reflects those they are assisting.

**A:** The Production number field will reflect the number that the assistant is "viewing as" from SPA. A future enhancement will include a Name field to display the name associated to the number.