

## **Reminder: Update Your Emergency Contact Information and Delivery Status of Your Forms W-2 and 1095-C**

This notice is to remind you to review and update your emergency contact information in Employee Express at: <https://www.employeeexpress.gov>. It also includes information on updating the delivery status of Internal Revenue Service forms found in Employee Express.

### **Why We Need Your Emergency Contact Information**

It is the responsibility of all Federal agencies to provide a safe environment for their employees. An important element of this responsibility is to maintain the ability to respond appropriately in the event of an emergency or emerging situation at a NASA facility. To enhance your safety, all NASA civil service employees are highly encouraged to provide emergency contact information, including their personal and work addresses, home and mobile phone numbers, and outside primary and alternate contacts.

### **How to Update Your Emergency Contact Information**

It is critical that you keep all of your information current in the Emergency Contact Information section of Employee Express. Please visit Employee Express at: <https://www.employeeexpress.gov> and log into your account. In the lower left side of the **Main** menu, in the **Miscellaneous** section, click the **Emergency Contact Information** link. Ensure the accuracy of the information or update, if needed. Click the **Save** button to complete updating your information.

For assistance with Employee Express, click the **Question Mark (?)** button in the upper right corner of any page, and click the **Submit Help Request** option. Complete the form, and click the **Submit** button.

### **Emergency Notification System (ENS)**

The ENS is an Agency-wide Emergency Notification and Accountability System that provides NASA the ability to send messages, both Agency-related and/or Center-related, to you, in the event of an emergency or emerging situation at a NASA facility. Notification is via multiple communication devices (e.g., e-mail, text, cellular, home/office numbers). The system gives you the ability to respond to notifications and provide your safety status. It also provides NASA the ability to track and report on your safety during an event. Additional information regarding the ENS is available at the Emergency Notification and Accountability System Web site at: <https://www.hq.nasa.gov/office/ops/nasaonly/ENSinformation.html>.

### **How to Update Your Forms Delivery Status**

NASA encourages you to sign up in Employee Express for the electronic Form W-2, Wage and Tax Statement, and Form 1095-C, Employer-Provided Health Insurance Offer and Coverage. To understand the benefits of accessing the documents electronically, please review the Go Green attachment.

For questions concerning this notice, contact:  
**NASA Shared Services Center (NSSC) Customer Contact Center**  
1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

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## What

Sign up for electronic W2s and 1095-Cs

## Why

- Reduce the risk of identity theft
- Gain earlier access to your tax forms
- View, print or save your past or current information safely and securely anywhere there is internet access
- Decrease your environmental footprint

## How

Log on to Employee Express and select W2/1095-C Hard Copy Off