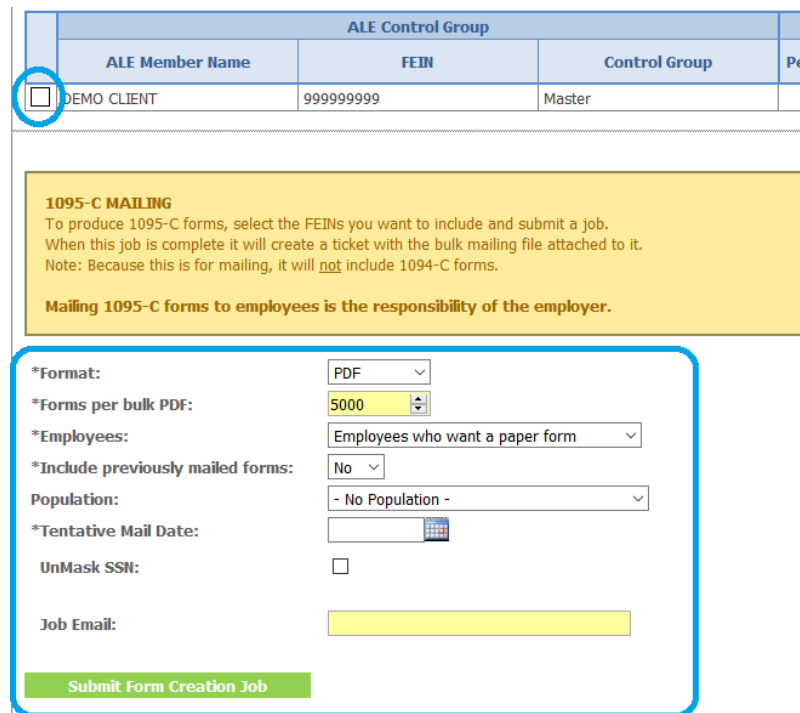


How to Generate 1094-C for Mailing

Navigate to the **Affordable Care Act (ACA)** Form Management page. Select the **Produce** Tab.



Select the FEIN(s) you would like to generate forms for, and then select your desired responses to the remaining questions.



The screenshot shows the '1095-C MAILING' configuration page. At the top, there is a table with columns for 'ALE Member Name', 'FEIN', and 'Control Group'. A checkbox next to 'DEMO CLIENT' is circled in blue. Below the table is a yellow box with instructions: 'To produce 1095-C forms, select the FEINs you want to include and submit a job. When this job is complete it will create a ticket with the bulk mailing file attached to it. Note: Because this is for mailing, it will not include 1094-C forms. Mailing 1095-C forms to employees is the responsibility of the employer.' Below this is a form with the following fields: '*Format:' (PDF), '*Forms per bulk PDF:' (5000), '*Employees:' (Employees who want a paper form), '*Include previously mailed forms:' (No), 'Population:' (- No Population -), '*Tentative Mail Date:' (calendar icon), 'UnMask SSN:' (checkbox), 'Job Email:' (text field), and a green 'Submit Form Creation Job' button.

- **Format:** Can select either PDF or Worksheet (Excel)
- **Forms per bulk PDF:** If selecting PDF for the format, enter the number of forms per PDF file. For example, entering 500 will limit each PDF file to 500 forms.
- **Employees:** All Employees, Employees who want a Paper Form, or Employees Who Do Not want a Paper Form.
 - **All Employees** will generate the forms for all employees with a 1095-C for the year.
 - **Employees who want a Paper Form** will generate forms for any employee who did not complete the online consent form or indicated that they still wish to receive a paper form.
 - **Employees who do not want a Paper Form** will generate forms for any employee who completed the online consent form indicating that they do not want to receive a paper form.
- **Include Previously Mailed Forms:** Selecting No will *exclude* any forms which have previously been generated for that year.

- **Population:** This is an optional setting. If elected, this setting will limit the forms printed to employees who belong in a particular population.
- **Tentative Mail Date:** The date in which the forms are expected to be mailed to employees is entered here.
- **Unmask SSN:** This is an optional setting. If elected, this setting will display the full employee SSN on the 1095-C form.
- **Job Email:** Enter your email. This will send an email confirmation once the file has finished generating.

Submit the job. Once you receive an email that the job is complete, navigate to **Tickets**.

Back		New Ticket		Close Tickets		Re-open Tickets		Ticket Report	
ID	Summary	Plan Year	Category	Type	Date	Reported By	Assigned to	Action	
819784194	ACA IRS Forms for ABC Company		ACA	ACA IRS Forms	Feb 22 2017 * 12:25 PM	Mark Smith	MarketLink	edit details close	

Select **Details** to view the ticket. Select the link under **Attached Files** to download the file(s).

Attached Files		
aca_irs_report_20170222_052504_FcfCpGk8C7dcD75j.pdf	ACA Forms	- 02/22/2017 12:25 PM