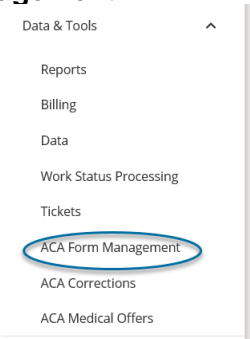


How to Review ACA Forms Prior to Approval

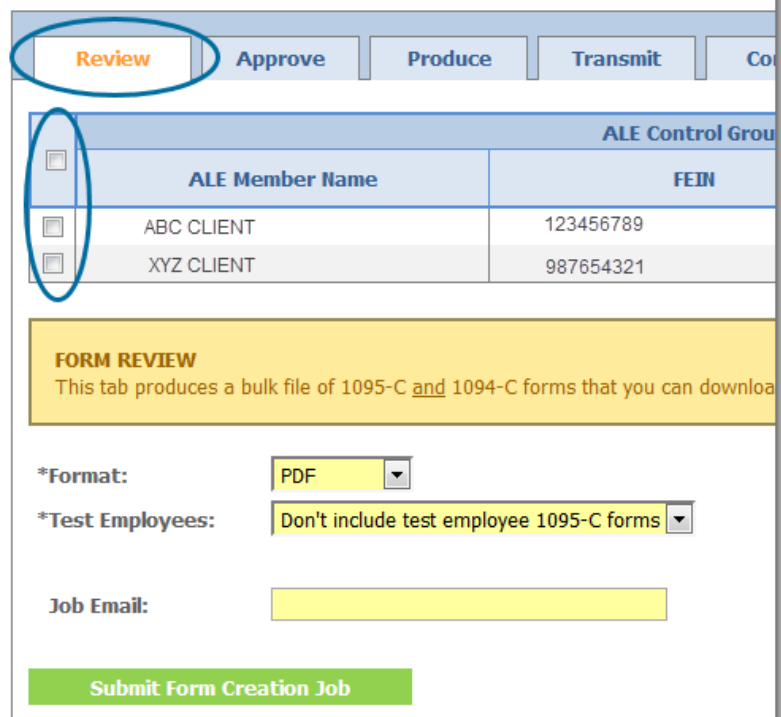
After you've worked out any potential penalties and are ready to Approve your 1095-C forms, it's important that you review your forms in either an excel format or PDF to review the actual forms.

1. Log into the HR Admin Portal. Click on **ACA Form Management**.



2. You should default to the **Review** tab. Check off the box next to the Company (FEIN) you want to review.

ACA Configuration



| ALE Control Group | |
|--------------------------|------------|
| ALE Member Name | FEIN |
| <input type="checkbox"/> | ABC CLIENT |
| <input type="checkbox"/> | XYZ CLIENT |

FORM REVIEW
This tab produces a bulk file of 1095-C and 1094-C forms that you can download

*Format: PDF

*Test Employees: Don't include test employee 1095-C forms

Job Email:

Submit Form Creation Job

3. Populate the remainder of the page:

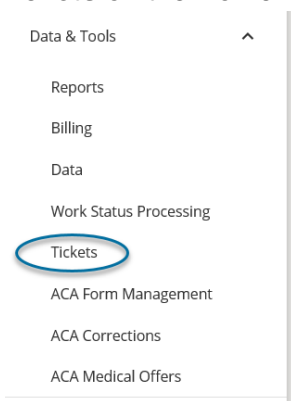
***Format:** PDF to view actual individual forms or Worksheet to review in a spreadsheet format

***Test Employees:** Include or Exclude Test Employees from the extract

***Job Email:** Enter your email address for notification as to when your job is complete

Finally click on **Submit Form Creation Job**

4. Once you receive an email notifying you that the report is ready, go to **Tickets** then **View All Tickets** on the Home Page



5. Locate your Ticket and click on **details** on the far right to pull up your document(s)



6. Click on the Attached File to review your results

