

## How to Load ACA Safe Harbor Import

If you are using either W-2 Box 1 or Pay Rate as your Safe Harbor method, the Safe Harbor Import will need to be completed and loaded into MarketLink. See the below instructions for additional information on how to Load the ACA Safe Harbor Import file.

Access the **Data Center** and select the **ACA Safe Harbor Value New (empty) Worksheet**. The worksheet will open in Excel – populate accordingly and save to a secure location.

A	B	C	D	E	F	G
SSN	First Name	Last Name	FEIN	Calendar Year	Safe Harbor	Value

Required fields are indicated with a read header. The remaining fields are not required, but are recommended.

- **Calendar Year** – The actual year, i.e. 2019
- **Safe Harbor** – Either PAY\_RATE or W2
- **Value** – The employee’s safe harbor value, i.e. W-2 Box 1 amount for W-2 or hourly wage for Pay Rate.

Once saved, go back to the **Data Center**, **Browse** and **Upload** the file.

**ACA Safe Harbor Value Import**

New ACA Safe Harbor Value Worksheet

▶ [ACA Safe Harbor Value New \(empty\) Worksheet](#)

Update ACA Safe Harbor Value Worksheet

▶ [ACA Safe Harbor Value Update Worksheet](#)

**ACA Safe Harbor Value Worksheet**

No file selected.

Review any file errors.