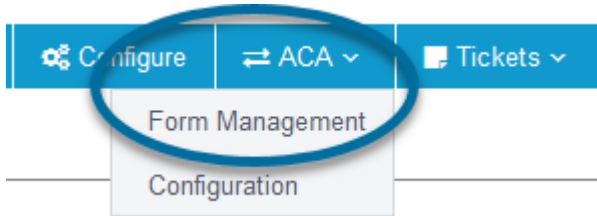
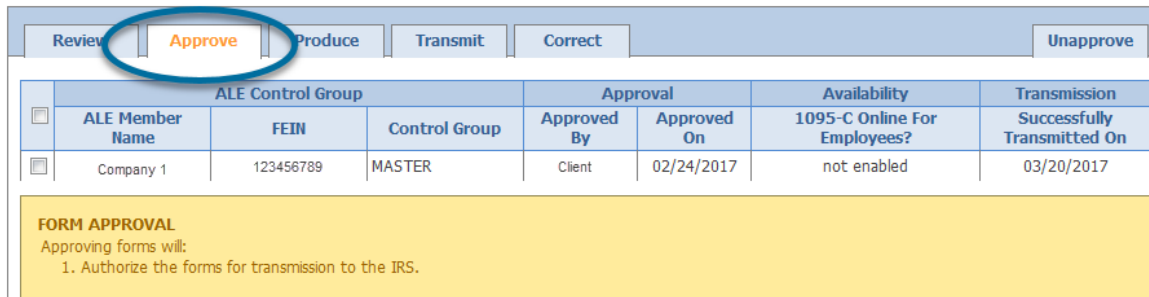


# How to Approve ACA Forms

Prior to transmitting the 1094-C and 1095-C forms to the IRS, they must be **approved** by the Client.




1. Select **ACA**, then **Form Management** on the top toolbar of the Main Page of PlanSource



ALE Control Group			Approval		Availability	Transmission
ALE Member Name	FEIN	Control Group	Approved By	Approved On	1095-C Online For Employees?	Successfully Transmitted On
Company 1	123456789	MASTER	Client	02/24/2017	not enabled	03/20/2017

**FORM APPROVAL**  
Approving forms will:  
1. Authorize the forms for transmission to the IRS.

2. Select the **Approve** tab



ALE Control Group		
<input type="checkbox"/>	ALE Member Name	FEIN
<input checked="" type="checkbox"/>	Company 1	123456789

3. Select the boxes next to the **FEIN(s)** that you want to take action on

Under penalties of perjury, I declare that I have examined these return are true, correct, and complete.

\*First Name:

\*Last Name:

\*Title:

**Approve Selected FEINs**

4. Enter your information and click on **Approve Selected FEINs** to approve the forms