



How to Generate 1095-C PDFs for Mailing

1 & 2.

3.

4.

ALE Control Group			
<input type="checkbox"/>	ALE Member Name	FEIN	
<input checked="" type="checkbox"/>	ABC Company	123456789	MASTER
<input type="checkbox"/>	XYZ Company	987654321	MASTER

5.

6.

Once you receive an email that the job is complete, go to Step #7

7 & 8.

9.

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

10.

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