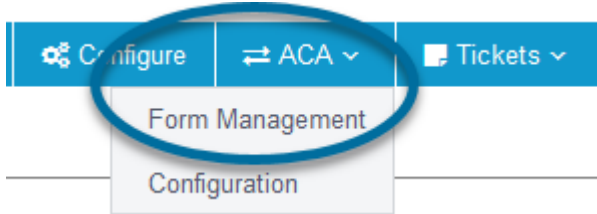




How to Unapprove ACA Forms

Below are instructions on how to remove the approval from ALL forms under specific FEINs. Please DO NOT conduct this unless instructed by your MarketLink Team to do so. To Unapprove/Unlock individual ACA forms for correction, please utilize the [How to Load Retro Payroll Hours Including Need to Know Cover Sheet](#) document.



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

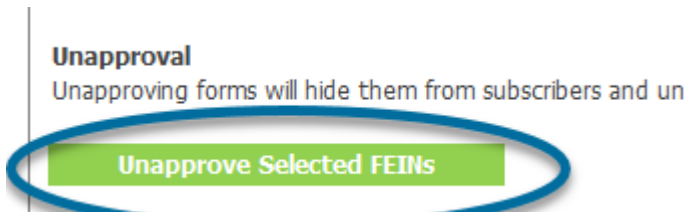
Review	Approve	Produce	Transmit	Correct	Unapprove		
ALE Control Group			Approval		Availability	Transmission	
ALE Member Name	FEIN	Control Group	Approved By	Approved On	1095-C Online For Employees?	Successfully Transmitted On	
<input type="checkbox"/>	Company 1	123456789	MASTER	Client	02/24/2017	not enabled	03/20/2017

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

- 2. Select the **Unapprove** tab to the far right

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

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



- 4. Click on **Unapprove Selected FEINs**