



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.

- Data & Tools ^
- Reports
- Billing
- Data
- Work Status Processing
- Tickets
- ACA Form Management**
- ACA Corrections
- ACA Medical Offers

1. Select **ACA Form Management** on the side toolbar of the Main Page of PlanSource

Review **Approve** Produce Transmit Correct Unapprove

ALE Control Group			Approval		Availability	Transmission	
<input type="checkbox"/>	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 **Approve** tab

Approve

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