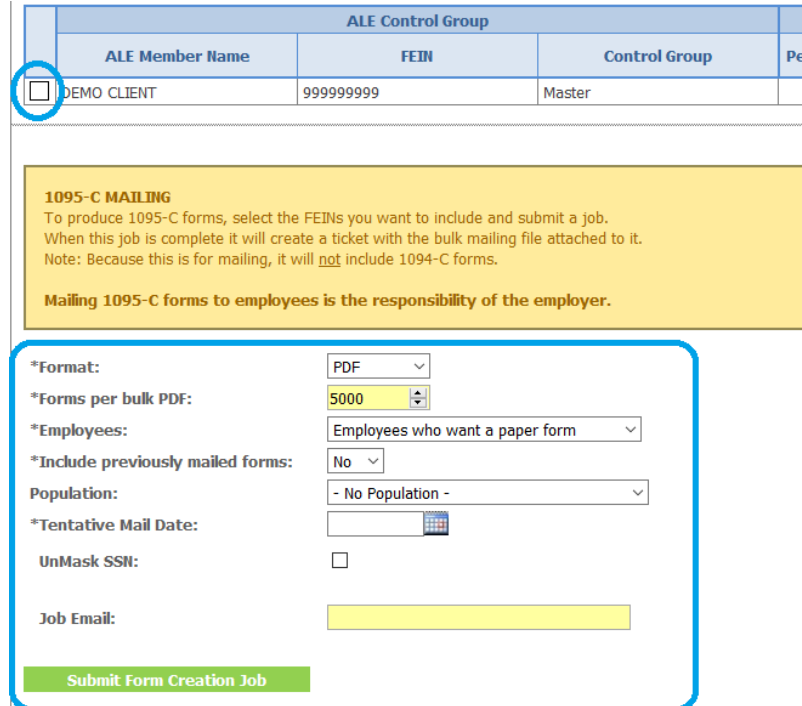Navigate to the **Affordable Care Act (ACA)** Form Management page. Select the **Produce** Tab.

Select the FEIN(s) you would like to generate forms for, and then select your desired responses to the remaining questions.

- **Format**: Can select either PDF or Worksheet (Excel)
- **Forms per bulk PDF**: If selecting PDF for the format, enter the number of forms per PDF file. For example, entering 500 will limit each PDF file to 500 forms.
- **Employees**: All Employees, Employees who want a Paper Form, or Employees Who Do Not want a Paper Form.
  - **All Employees** will generate the forms for all employees with a 1095-C for the year.
  - **Employees who want a Paper Form** will generate forms for any employee who did not complete the online consent form or indicated that they still wish to receive a paper form.
  - **Employees who do not want a Paper Form** will generate forms for any employee who completed the online consent form indicating that they do not want to receive a paper form.
- **Include Previously Mailed Forms**: Selecting No will *exclude* any forms which have previously been generated for that year.

- **Population**: This is an optional setting. If elected, this setting will limit the forms printed to employees who belong in a particular population.
- **Tentative Mail Date**: The date in which the forms are expected to be mailed to employees is entered here.
- **Unmask SSN**: This is an optional setting. If elected, this setting will display the full employee SSN on the 1095-C form.
- **Job Email**: Enter your email. This will send an email confirmation once the file has finished generating.

Submit the job. Once you receive an email that the job is complete, navigate to **Tickets**.

		ID	Summary	Plan Year	Category	Type	Date	Reported By	Assigned to	Action
	⊕	819784194	ACA IRS Forms for ABC Company		ACA	ACA IRS Forms	Feb 22 2017 * 12:25 PM	Mark Smith	MarketLink	edit	details	close

Back | New Ticket | Close Tickets | Re-open Tickets | Ticket Report

Select **Details** to view the ticket. Select the link under **Attached Files** to download the file(s).

Attached Files

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