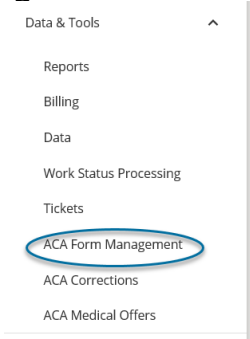


# How to Review ACA Forms Prior to Approval

After you've worked out any potential penalties and are ready to Approve your 1095-C forms, it's important that you review your forms in either an excel format or PDF to review the actual forms.

1. Log into the HR Admin Portal. Click on **ACA Form Management**.



2. You should default to the **Review** tab. Check off the box next to the Company (FEIN) you want to review.

### ACA Configuration

Review | Approve | Produce | Transmit | Co

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

**FORM REVIEW**  
This tab produces a bulk file of 1095-C and 1094-C forms that you can download

\*Format: PDF

\*Test Employees: Don't include test employee 1095-C forms

Job Email:

Submit Form Creation Job

3. Populate the remainder of the page:

\***Format:** PDF to view actual individual forms or Worksheet to review in a spreadsheet format

\***Test Employees:** Include or Exclude Test Employees from the extract

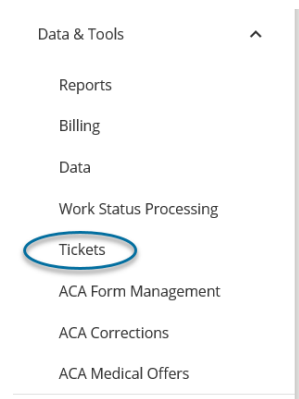
\***Job Email:** Enter your email address for notification as to when your job is complete

Finally click on **Submit Form Creation Job**

5. Locate your Ticket and click on **details** on the far right to pull up your document(s)

Aca IRS Forms	Aug 04 2017 * 02:38 AM	MarketLink	MarketLink	edit details close
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4. Once you receive an email notifying you that the report is ready, go to **Tickets** then **View All Tickets** on the Home Page



6. Click on the Attached File to review your results

