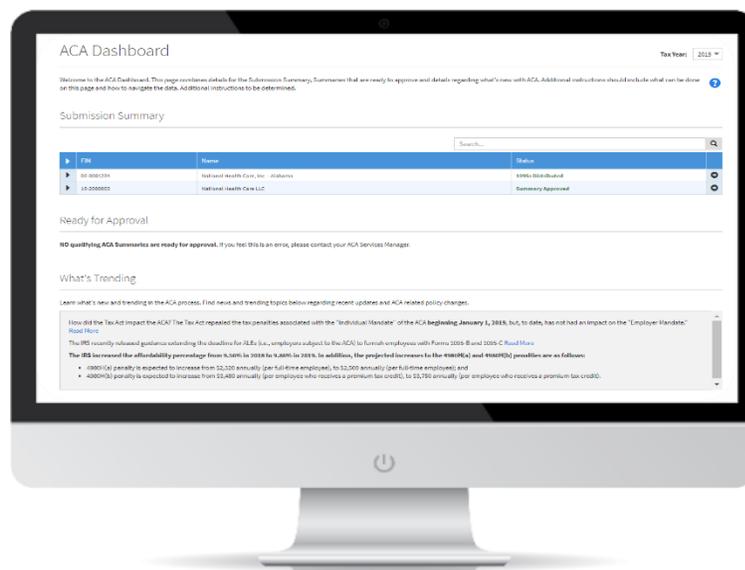




The Selerix perience: ACA Dashboard Guide



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This document has been delivered solely for the purpose of how to manage the ACA process within the Selerix system.

This document is not provided as legal advice.

ACA Dashboard: Employer Approve for Submission Process

ACA (Employer) Dashboard Enhancement – Effective December 2019



The ACA Summary report **Approve for Submission** should be completed electronically via the **ACA Dashboard** by the **employer** or their designated agent.

To access the **ACA Dashboard**

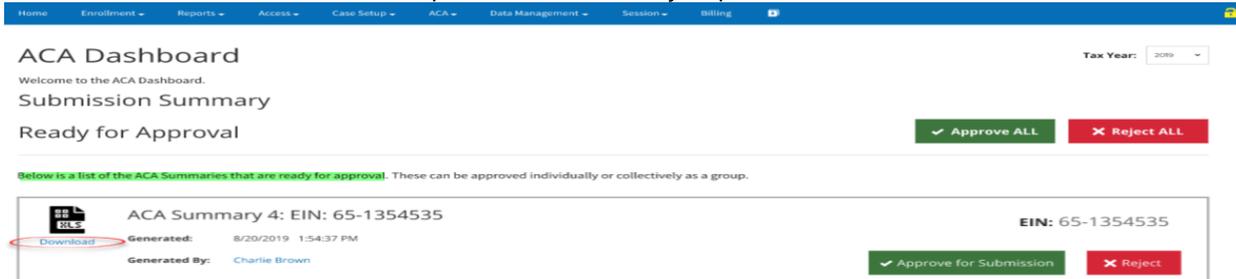
From the toolbar, hover over the **ACA** menu and click **Dashboard** as shown below:



The ACA Summary report(s) will display within the **ACA Dashboard** to allow the employer to review, **Approve for Submission** or Reject the file with feedback. This process is performed using the following steps:

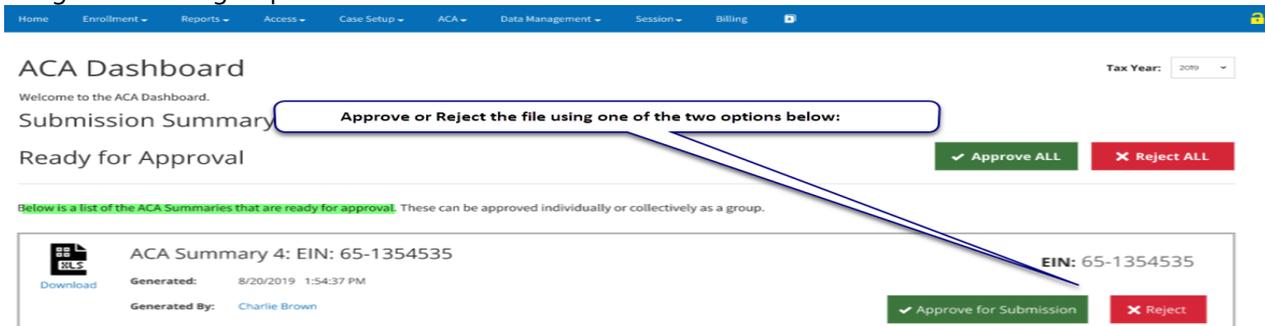
The **ACA Dashboard** landing page will display, and ACA Summary reports are available under **Ready for Approval**. **Reminder:** Have multiple EIN's? Don't forget to complete these steps for each of your EIN's.

Click "**Download**" to review the completed ACA Summary Report



How-To video tutorials offering quick tips on reviewing the ACA Summary Report 1095-C data is available under the [Selerix ACA Reporting Knowledge Base](#).

Employers can **Approve for Submission** or **Reject** the file with feedback electronically via the **ACA Dashboard** using the following steps:



ACA Dashboard: Employer Approve for Submission Process (Cont.)

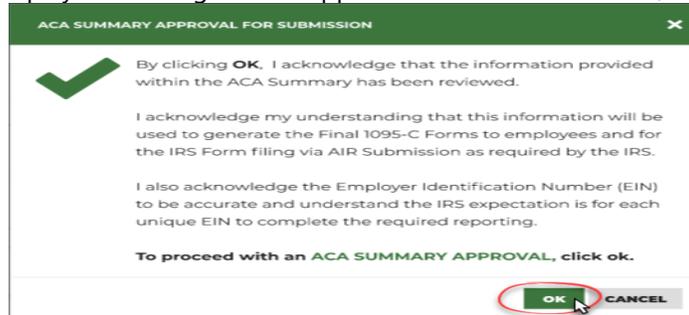
Once the report review process is completed by the Employer or designated agent, one of two scenarios will occur:

ACA Summary Report "Approved"

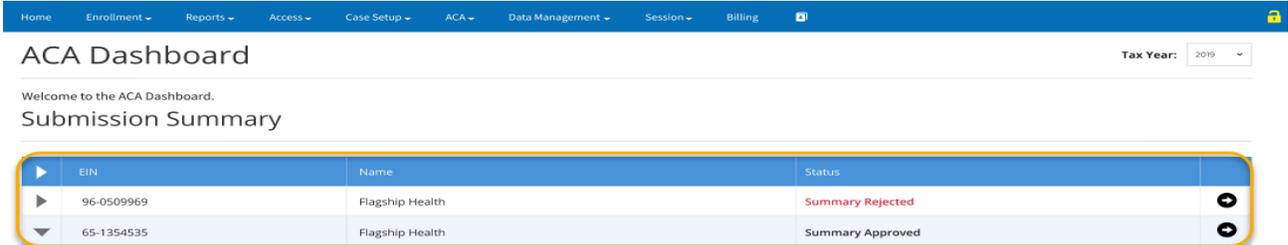
Scenario 1: If the file does not require any updates/changes and is approved, click **Approve for Submission**



The following pop-up will display confirming the file Approval for Submission. Click, **OK** to complete



The **ACA Dashboard** will update the status of each ACA Summary report by EIN under **Submission Summary**



Note: Once all ACA Summary reports for each unique EIN, if multiple, identified under **Ready for Approval** have been *Approved* or *Rejected* the status update as follows:

Ready for Approval

NO qualifying ACA Summaries are ready for approval. If you feel this is an error, please contact your ACA Services Manager.

For each ACA Summary report **Approved**, a system generated email notification will be distributed to the user who generated the report as well as the recipient completing the **Approve for Submission**. This notification will direct the user who generated the report to the **ACA Workflow**. See example notification below.



ACA Dashboard: Employer Approve for Submission Process (Cont.)

ACA Summary Report "Rejected"

Scenario 2: If the file requires updates/changes and not approved, click **Reject**

ACA Dashboard
Welcome to the ACA Dashboard.
Submission Summary
Ready for Approval

Below is a list of the ACA Summaries that are ready for approval. These can be approved individually or collectively as a group.

Download ACA Summary 4: EIN: 65-1354535 Generated: 8/20/2019 1:54:37 PM Generated By: Charlie Brown	1354535 Approve for Submission Reject
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The following pop-up will display confirming the file REJECTION and the employer or designated agent to provide the "reason for rejection". Then, click **OK** to complete

ACA SUMMARY REJECTION

Provide a reject reason for the ACA summary listed below.
 EIN: 65-1354535
 Reason for Rejection
 Feedback can be included here and send to your ACA Manager
 To proceed with the **ACA SUMMARY REJECTION**, click ok.

OK CANCEL

Once complete, the Submission Summary stage will update the status to **Summary Rejected**.

ACA Dashboard
Welcome to the ACA Dashboard.
Submission Summary

EIN	Name	Status
96-0509969	Flagship Health	Summary Rejected

If data/setup changes are required, the ACA Summary would need to be regenerated to capture the most recent changes and a revised ACA Summary will be provided for your review and approval.

Repeat the following steps for each ACA Summary report that was modified.

1. Click "**Download**" to review the completed ACA Summary Report
2. If the file does not require any updates/changes and is approved, click **Approve for Submission**
3. Once complete, the Submission Summary stage will update the status to **Summary Approved**

ACA Dashboard
Welcome to the ACA Dashboard.
Submission Summary

EIN	Name	Status
65-1354535	Flagship Health	Summary Approved