

The Selerix Wperience: ACA Dashboard Guide

Welcome to on this page	the ACA Dashboard. Thi e and how to navigate th	is page combines details for the Submission Summary, Summaries that are e data. Additional instructions to be determined.	arly to approve and details regarding what's new with AGA. Additional indiractions of	anald include what can be done
Submi	ssion Summar	v		
► EIN		Name	Status	
00 0	001284	National Health Care, Inc Habama	1095s Distributed	
 10-0 	000003	National Health Care LLC	Summary Approved	
What's	Trending			
What's Learn what How did Read No The IRS The IRS • 42	Trending 's new and brending in th the Tax Act impact the A recently released guidan increased the affordal 2001(a) penalty is expect 2009(b) penalty is expect	a XA process. This main and sensing topics below againing sense upon COT The K-regardled the tax prevales associated with the "biochical interaction of the state of the tax prevales associated with the "biochical interaction of the state of the state of the state of the state of the state associated associated with the state is state in state is stated in the state state. The state is the state of the state is state is state in state is state in state is state in the state is state in the state is state is state is state is state is state in state is state in the state is state in the state is state is state is state is state is state is state in the state is state in the state is state in the state is state is state is state in the state is state in the state in th	a and ACA realized policy changes. And and "If the ACA beginning January 1, 2018, but, to date, bar not had an impact advanced process and if Farms 1008 & and 1000 C. Rund Hare in the descenses of the Annual Ref. and At Mark Diff provides are an influence and works to the Annual Ref. and At Mark Diff. provides are an influence	n the "Employer Mandate."
What's Learn what How did Read No Thu IRS The IRS • 41 • 42	Trending s new and brending in th the Tax Act impact the A recently released guiden screenstly released guiden iscreased the affordable 0001(4) panetity is expect	#ACk process. This device and transferg topics balance agenting recent update CAT The fac Act repeated the tas penalties associated with the "Endoduce" constraining the duration for ALEs (s	s an ACA notated patiop changes. notating of the ACA legitively glownary 1, 1983, high to date, has not hed an impact of an implyment with Name. 1988. And 1984 Chard Mass production of the ACA legitively and exteribility promitions are an fathewise thy care high sense any plane temployee and a reachine a promisem has analytic.	n the "Employer Mandata"
What's Learn what How did Read He The IRS • 40	Trending s new and trending in the two Taxies in the Taxies of the Taxies recently released patients and the Afford and the Afford and and the Afford and the Afford and and the Afford and the Afford and the and the Afford and the Afford and the and the Afford and the Afford and the Afford and the Afford and the Afford and the Afford a	#ACA process. That seek and trending topics below regarding recent update GOT The The Act regarded the top prevales associated with the "fold-valued are solvering the solution for ACE 3. Is, exployers adjust to the ACE (10) is the proved pre-frame Scale (10) in a State 3 and 10 and 10 and 10 and 10 and and to processes from 12,262 exhault) give of them employed, to 12,208 and be to increase from 12,262 exhault) give on projects with matches a promo- and to increase from 12,262 exhault) give on projects with matches a promo-	a an K-Di nobel policy changes. Inder ¹⁰ the K-Di logitud , January 1, 2018, but is data, bar not hel animpet i uh nucleur and the second	a the "Employer Handster"
What's Learn what How did Read Ho The IRS • 41 • 42	Trending a serve and secologies in the the lawAd impact the Al- is control y robustod guidents in reasonal and and and and and and the reasonal and and and and and and the reasonal and	eAD process. That sevel and serveding tapps below regarding research police CAP The fact of regrester the targeneithe secondaria served on the targeneither constraining the constraints of AD (a) sever regulatory and policy targeneith (b). The Secondaria served constraints of AD (a) sever regulatory and policy targeneith (b). The Secondaria served constraints of AD (a) sever regulatory and policy targeneith (b). The Secondaria served constraints of AD (a) sever regulatory and the AD (b) of the disc documents from 1220 do moved) (b) of explories where and use an annual disc document from 1220 do moved) (b) of explores where and use a served document from 1220 do moved) (b) of explores where and use a served document from 1220 do moved) (b) of explores where and use a served document from 1220 do moved) (b) of explores where and use a served document from 1220 do moved) (b) of explores where and use a served document from 1220 do moved) (b) of explores where a served document from 1220 document (b) of the advectory of the advector	e an X-X-In robust policy changes. In robust " of the X-X langhaning January 1, 1918, 164, 16 data, tae on lond an impact and multiplease units frame 1918 in and 1918 (See 1918) In the Internet See 1918 (See 1918) (See 1918) Internet See 1918 (See 1918) (See 1918) (See 1918) (See 1918) Internet See 1918 (See 1918) (See 1918) (See 1918) (See 1918) (See 1918) Internet See 1918) (See 1918) (See 1918) (See 1918) (See 1918) (See 1918) Internet See 1918) (See 1918) (S	n the "('mpinye Handste."

Copyright © 2019 Selerix Systems, Inc. All rights reserved.

This document is proprietary and cannot be copied or reproduced without the prior written permission of Selerix Systems, Inc. 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

Did You Know

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

CAD	ashbo	bard								Tax Year: 2019
ubmis	Dashboard TA the ACA Dashboard. ission Summary for Approval ALL Control of the ACA Summaries that are ready for approval. These can be approved individually or collectively as a group.									
eady f	or App	roval							✓ Approve ALL	🗙 Reject ALL
w is a list o	of the ACA Sur	nmaries tha	it are ready f	for approval. Th	ese can be	approved individually	or collectively	as a group.		
w is a list of	ACA S	Summaries the	ry 4: EIN	for approval. Th	ese can be	approved individually	or collectively	as a group.	EIN: 6	5-1354535

Did You Know

How-To video tutorials offering quick tips on reviewing the ACA Summary Report 1095-C data is available under the <u>Selerix ACA Reporting Knowledge Base.</u>

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

OK CANCEL

		Reports 🚽		Case Setup 🚽		Data Management 🗸	Billing				
AC	A Dashl	board							Tax Year:	2019 👻	
welcom Sub	ne to the ACA Das mission	^{hboard.} Summa	ary								
	EIN			Name				Status			
►	96-0509969			Flagship He	alth			Summary Rejected		0	L
-	65-1354535			Flagship He	alth			Summary Approved		0	J

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 ^{Welcom} Sub	A Dash e to the ACA Da mission	board ashboard Summ	i ary									Tax Year:	2019	~
Rea	dy for A	pprova	I							~	Approve ALL	🗙 Rejeo	t ALL	
Below is	a list of the AC	A Summaries	that are ready	for approval. The	ese can be	approved individually	or collectively	as a group.						
8	AC	A Summ	ary 4: Ell	N: 65-1354	535	Click, Reject being provid	if the file r ed.	equires u	pdates/o	changes and fee	dback is	13545	35	
Dow	nload Gen Gen	erated: erated By:	8/20/2019 1:5 Charlie Brown	4:37 PM						✓ Approve	e for Submission	K Reje	ect	

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 SUMI	MARY 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.	
		EL

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

		Reports 🗸		Case Setup 🚽		Data Management 👻	Billing			-
ACA	A Dashk	ooard							Tax Year: 2019	·
welcom Sub	e to the ACA Dash	^{hboard.} Summa	ary							
	EIN			Name				Status		
Þ	96-0509969			Flagship Hea	ilth			Summary Rejected	0	

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

Home	Enrollment +	Reports 🕳	Access 🗸	Case Setup 🗕	ACA -	Data Management 🛥	Session -	Billing				- 🔁
ACA	A Dashl	board								Tax Year:	2019 👻	
welcom Sub	e to the ACA Dasi	^{hboard.} Summa	ary									
	EIN			Name					Status			
-	65-1354535			Flagship Hea	alth				Summary Approved		0	