

Instructions on How to Complete ACA Reporting



Start by going to ACA Controls (under the orange heading of Admin.), then click on the Reporting button.

ACA Controls Help

Update **Earnings Codes** **Reporting** **834 Setup** **Return**

Benefit Analysis Include Salary Employees in Benefit

[This feature has been moved to Benefit Projections](#) Include Exclude

Add Benefits Task Maintain Benefits Task

Add Benefits Record **Manage Benefits**

Email content to Employee for new benefits task Email content to Employee for maintain benefits task

Check for rehired employees missed at open enrollment(Runs on 15th of the month) Task Type for missed employees

Turn Off Turn On **Overlooked ACA Transactions**

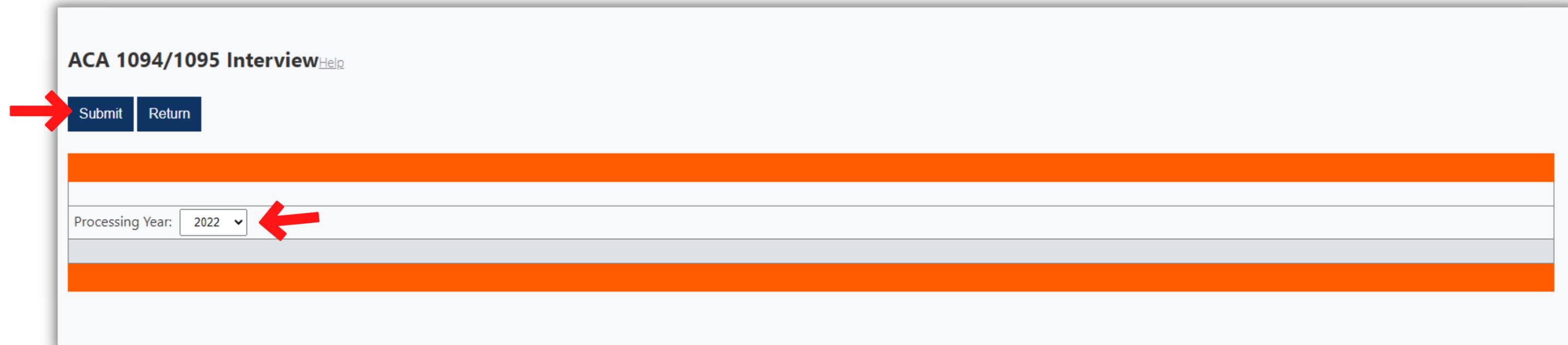
Transfer Benefit Task Type

Transfer Benefits

Rehire w/Benefits termed in last 91 days User to receive Rehire w/Benefits task

Select One **Select One**

You will then be taken to the screen below.



ACA 1094/1095 Interview [Help](#)

Submit **Return**

Processing Year: 2022 ▾

The screenshot shows a web form titled "ACA 1094/1095 Interview" with a "Help" link. Below the title are two buttons: "Submit" and "Return". A red arrow points to the "Submit" button. Below the buttons is a large orange horizontal bar. Underneath that is a "Processing Year" dropdown menu with "2022" selected and a downward arrow. A red arrow points to the dropdown menu. Below the dropdown menu is another large orange horizontal bar.

Select the intended year from the Processing Year drop-down menu, then click Submit.

The next screen enables you to select the company, or companies that require a completed 1094-C. We default by selecting all, but you can click the Uncheck All button to clear that default, and then go back and individually select the required companies. You are also given the ability to add a contact name and contact phone number for all companies. If this field is left blank, Eight will utilize the contact provided in the Company portion of Eight (under the orange heading of Maintain) if one is included in the company record. Click the Save button once you are ready to move forward.

****Your previous year's data has been copied. If nothing has changed since the previous year, you can simply click save/continue through this process****

ACA 1094/1095 Interview [Help](#)

Processing Year: 2022

The following data will be used to help create your 1094-C forms
[Click for complete instructions](#)

Please enter contact information or leave blank to use contact setup with each company

Contact Name	Contact Phone	Self Funded?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Check here if benefits are Self Funded

MEC Hourly Offered(1)	MEC Salary Offered(1)	States(1)
<input type="text" value="95.63"/>	<input type="text" value="95.63"/>	<input type="text"/>

MEC Hourly Offered(2)	MEC Salary Offered(2)	States(2)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please select the companies you will report of for 2022

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Boonville LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Brookfield LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Independence Avenue LLC	<input checked="" type="radio"/>	<input type="radio"/>
SDI of Leavenworth Road LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Macon	<input checked="" type="radio"/>	<input type="radio"/>	SDI of State Avenue LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Windsor LLC	<input checked="" type="radio"/>	<input type="radio"/>
Sonic of Savannah LLC	<input checked="" type="radio"/>	<input type="radio"/>	Sonic of Trenton LLC	<input checked="" type="radio"/>	<input type="radio"/>						

ACA 1094/1095 Interview [Help](#) The screen will now provide you the opportunity to include an Aggregated ALE Groups (control groups). If you don't have any, leave the drop-down menu at zero; or if you do, select the number you have and click Continue.

 **Continue** Previous Return

Processing Year: 2022

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MEC Hourly Offered(1)	MEC Salary Offered(1)	States(1)
<input type="text" value="95.63"/>	<input type="text" value="95.63"/>	<input type="text"/>

MEC Hourly Offered(2)	MEC Salary Offered(2)	States(2)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please select the companies you will report of for 2022

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input type="radio"/>	<input type="radio"/>	SDI of Boonville LLC	<input type="radio"/>	<input type="radio"/>	SDI of Brookfield LLC	<input type="radio"/>	<input type="radio"/>	SDI of Independence Avenue LLC	<input type="radio"/>	<input type="radio"/>
SDI of Leavenworth Road LLC	<input type="radio"/>	<input type="radio"/>	SDI of Macon	<input type="radio"/>	<input type="radio"/>	SDI of State Avenue LLC	<input type="radio"/>	<input type="radio"/>	SDI of Windsor LLC	<input type="radio"/>	<input type="radio"/>
Sonic of Savannah LLC	<input type="radio"/>	<input type="radio"/>	Sonic of Trenton LLC	<input type="radio"/>	<input type="radio"/>						

If you are filing Aggregated ALE Groups please enter the number of groups 

The screen will now provide you the opportunity to include an Aggregated ALE Groups (control groups). If you don't have any, leave the drop-down menu at zero; or if you do, select the number you have and click Continue.

Save Cancel

Now you can select the companies that are part of each control group, and then click Save

Processing Year: 2022

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[Click for complete instructions](#)

Please enter contact information or leave blank to use contact setup with each company

Contact Name	Contact Phone	Self Funded?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Check here if benefits are Self Funded

MEC Hourly Offered(1)	MEC Salary Offered(1)	States(1)
<input type="text" value="95.63"/>	<input type="text" value="95.63"/>	<input type="text"/>

MEC Hourly Offered(2)	MEC Salary Offered(2)	States(2)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please select the companies you will report of for 2022

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input type="radio"/>	<input type="radio"/>	SDI of Boonville LLC	<input type="radio"/>	<input type="radio"/>	SDI of Brookfield LLC	<input type="radio"/>	<input type="radio"/>	SDI of Independence Avenue LLC	<input type="radio"/>	<input type="radio"/>
SDI of Leavenworth Road LLC	<input type="radio"/>	<input type="radio"/>	SDI of Macon	<input type="radio"/>	<input type="radio"/>	SDI of State Avenue LLC	<input type="radio"/>	<input type="radio"/>	SDI of Windsor LLC	<input type="radio"/>	<input type="radio"/>
Sonic of Savannah LLC	<input type="radio"/>	<input type="radio"/>	Sonic of Trenton LLC	<input type="radio"/>	<input type="radio"/>						

You have indicated you are filing 2 Aggregated ALE Group(s)

You have indicated you are filing 2 Aggregated ALE Group(s)

Please select the companies in each ALE Group

Group Name

Control Group # 1

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Boonville LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Brookfield LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Independence Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>
SDI of Leavenworth Road LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Macon	<input checked="" type="radio"/>	<input type="radio"/>	SDI of State Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Windsor LLC	<input checked="" type="radio"/>	<input type="radio"/>
Sonic of Savannah LLC	<input type="radio"/>	<input checked="" type="radio"/>	Sonic of Trenton LLC	<input type="radio"/>	<input checked="" type="radio"/>						

Please select the companies in each ALE Group

Group Name

Control Group # 2

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Boonville LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Brookfield LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Independence Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>
SDI of Leavenworth Road LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Macon	<input type="radio"/>	<input checked="" type="radio"/>	SDI of State Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Windsor LLC	<input type="radio"/>	<input checked="" type="radio"/>
Sonic of Savannah LLC	<input type="radio"/>	<input checked="" type="radio"/>	Sonic of Trenton LLC	<input type="radio"/>	<input checked="" type="radio"/>						

[Submit](#) [Previous](#) [Return](#)

Next you will need to provide the answer to line 22 of the form. Know that there is a link to underlying form and instructions if you need assistance. Click Submit to move to the next screen.

Processing Year: 2022

The following data will be used to help create your 1094-C forms
[Click for complete instructions](#)

Please enter contact information or leave blank to use contact setup with each company

Contact Name	Contact Phone	Self Funded?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Check here if benefits are Self Funded

MEC Hourly Offered(1)	MEC Salary Offered(1)	States(1)
<input type="text" value="95.63"/>	<input type="text" value="95.63"/>	<input type="text"/>

MEC Hourly Offered(2)	MEC Salary Offered(2)	States(2)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please select the companies you will report of for 2022

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Boonville LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Brookfield LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Independence Avenue LLC	<input checked="" type="radio"/>	<input type="radio"/>
SDI of Leavenworth Road LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Macon	<input checked="" type="radio"/>	<input type="radio"/>	SDI of State Avenue LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Windsor LLC	<input checked="" type="radio"/>	<input type="radio"/>
Sonic of Savannah LLC	<input checked="" type="radio"/>	<input type="radio"/>	Sonic of Trenton LLC	<input checked="" type="radio"/>	<input type="radio"/>						

You have indicated you are filing 2 Aggregated ALE Group(s)

You have indicated you are filing 2 Aggregated ALE Group(s)

Group Name

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Boonville LLC	<input checked="" type="radio"/>	<input type="radio"/>	SDI of Brookfield LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Independence Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>
SDI of Leavenworth Road LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Macon	<input checked="" type="radio"/>	<input type="radio"/>	SDI of State Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Windsor LLC	<input checked="" type="radio"/>	<input type="radio"/>
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Group Name

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Boonville LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Brookfield LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Independence Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>
SDI of Leavenworth Road LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Macon	<input type="radio"/>	<input checked="" type="radio"/>	SDI of State Avenue LLC	<input type="radio"/>	<input checked="" type="radio"/>	SDI of Windsor LLC	<input type="radio"/>	<input checked="" type="radio"/>
Sonic of Savannah LLC	<input type="radio"/>	<input checked="" type="radio"/>	Sonic of Trenton LLC	<input type="radio"/>	<input checked="" type="radio"/>						

22. Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method B. Reserved C. Reserved D. 98% Offer Method

[Click for IRS Instructions relating to Certifications of Eligibility](#)

Now, you will have to provide Eight with the answers (codes) that will populate lines 14 and 16. Again, a link is provided to the actual form instructions. This portion of the process will probably require some input from your benefit provider, and/or ACA attorney. You are able to populate the code(s) for all months by selecting the one code from the All drop-down menu, or on a per month basis. Once you have provided your answers, click the Submit button.

[Click for IRS Instructions relating to Certifications of Eligibility](#)

The following information will be used to help complete the 2022 Form 1095-C that will be issued to your employees.

Line 14 Codes(Offer of coverage codes)
Please select the code for each month that would apply to most/all of your employees if her/she qualified for coverage in that particulate month. If you would select the same code for all 12 months just select the code under the ALL dropdown list.

[Click for IRS Instructions relating to Lines 14 & 16](#)

All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1E ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾	▾	▾	▾

1A-Qualifying Offer - MV offered at less than 9.66% of FPL (\$95.63/mo)
 1B-Offer to EE only
 1C-Offer to EE + Dependent (not spouse)
 1D-Offer to EE + Spouse (non dependent)
 1E-MV offered to EE, at least MEC offered to spouse & deps
 1F-MEC that is not MV offered to employee
 1G-Self-funded offered to part-time EE and non-employees
 1H-No offer of coverage to full-time employee
 1J-MEC Offer to EE + Spouse(conditionally) not dependents
 1K-MEC Offer to EE + Dependents(conditionally) not spouse

Line 16 Codes(Safe Harbor Relief Codes)
Please select the code for each month that would apply to benefits offered to most/all of your employees. If you would select the same code for all 12 months just select the code under the ALL dropdown list.

All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2G ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾	▾	▾	▾

2E-Multi-Employer Transition Relief
 2F-Safe Harbor Affordable coverage - Form W-2 Method
 2G-Safe Harbor Affordable coverage - FPL Method
 2H-Safe Harbor Affordable coverage - Rate of Pay Method

If satisfied with your answers, click the Process Interview button. Or, if you see something that needs to be changed, click on the Return button.

ACA 1094/1095 Interview Help

Confirm Process Interview **Cancel**

Processing Year: **2022**

The following data will be used to help create your 1094-C forms
[Click for complete instructions](#)

Please enter contact information or leave blank to use contact setup with each company

Contact Name	Contact Phone	Self Funded?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Check here if benefits are Self Funded

MEC Hourly Offered(1)	MEC Salary Offered(1)	States(1)
<input type="text" value="95.63"/>	<input type="text" value="95.63"/>	<input type="text"/>

MEC Hourly Offered(2)	MEC Salary Offered(2)	States(2)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please select the companies you will report of for 2022

Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude	Company	Include	Exclude
SDI of Blue Ridge Boulevard LLC	<input type="radio"/>	<input type="radio"/>	SDI of Boonville LLC	<input type="radio"/>	<input type="radio"/>	SDI of Brookfield LLC	<input type="radio"/>	<input type="radio"/>	SDI of Independence Avenue LLC	<input type="radio"/>	<input type="radio"/>
SDI of Leavenworth Road LLC	<input type="radio"/>	<input type="radio"/>	SDI of Macon	<input type="radio"/>	<input type="radio"/>	SDI of State Avenue LLC	<input type="radio"/>	<input type="radio"/>	SDI of Windsor LLC	<input type="radio"/>	<input type="radio"/>
Sonic of Savannah LLC	<input type="radio"/>	<input type="radio"/>	Sonic of Trenton LLC	<input type="radio"/>	<input type="radio"/>						

You have indicated you are filing 2 Aggregated ALE Group(s)

Group Name
<input type="text" value="Control Group # 1"/>

To confirm the 1094-C Interview portion of Eight, you will need to check the box confirming your understanding, enter your PIN, and then click on the Confirm Process Interview button.

All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2G												

2E-Multi-Employer Transition Relief
2F-Safe Harbor Affordable coverage - Form W-2 Method
2G-Safe Harbor Affordable coverage - FPL Method
2H-Safe Harbor Affordable coverage - Rate of Pay Method
 Blank can only be used with 1H

I understand that Arc Technologies is not a 2022 Affordable Care Act Information Reporting (AIR) system Transmitter and that my organization must make other arrangements for any required filing with IRS of its 2022 Form 1094-C and associated 2022 Forms 1095-C. Further, I understand that Arc Technologies has not offered to furnish 2022 Forms 1095-C to employees of my organization and that I must make other arrangements to satisfy that requirement.

Pin:

1094-C List Now, we would like for you to verify the company information for each 1094-C by clicking on the 1094-C Records button.

Return

Processing Year	Ale Name	Ale Fein	Ale Contact Name	1095 Count	Report
2022	SDI of Macon			0	
2022	SDI of Boonville LLC			0	
2022	SDI of Windsor LLC			0	
2022	SDI of State Avenue LLC			0	
2022	SDI of Leavenworth Road LLC			0	
2022	SDI of Blue Ridge Boulevard LLC			0	
2022	SDI of Independence Avenue LLC			0	
2022	Sonic of Trenton LLC			0	
2022	Sonic of Savannah LLC			0	
2022	SDI of Brookfield LLC			0	
Total Count				0	

This screen provides a quick view of each company 1094-C, Federal Employer Identification Number, and Contact Name. You can view the entire record by clicking on an individual ALE Name.

Processing Year:		
<input type="text" value="2022"/>		
Part I. Applicable Large Employer Member (ALE Member)		
1. Name of ALE Member(Employer)		2. Employer identification number(EIN)
<input type="text" value="SDI of Macon"/>		<input type="text" value="REDACTED"/>
3. Street address(including room or suite no.)		
<input type="text" value="REDACTED"/>		
4. City or town	5. State or province	6. Country and ZIP or foreign postal code
<input type="text" value="Macon"/>	<input type="text" value="MISSOURI"/>	<input type="text" value="USA"/> <input type="text" value="63552"/>
7. Name of person to contact		8. Contact telephone number
<input type="text" value="REDACTED"/>		<input type="text" value="REDACTED"/>
9. Name of Designated Government Entity(only if applicable)		10. Employer identification number(EIN)
<input type="text"/>		<input type="text"/>
11. Street address(including room or suite no.)		
<input type="text"/>		
12. City or town	13. State or province	14. Country and ZIP or foreign postal code
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
15. Name of person to contact		16. Contact telephone number
<input type="text"/>		<input type="text"/>

This screen will allow you to edit some fields if necessary, as well as display for you the company information that was pulled in from the Company record, found under the orange heading of Maintain.

If your company information is correct; the process is complete.

If for example the FEIN needs to be edited, you will need to make that change in Companies. Once corrected there, you will then need to come back to ACA Controls, click on the Reporting button, select the plan year, and then you will be taken to this screen.

From here, you will need to click on the Edit Interview button. You will then start the process over, but with your previous answers already populated. This will enable you to quickly move through the process again, finishing with the company data being updated as part of your 1094-C report.

ACA 1094/1095 Interview [Help](#)

[Edit Interview](#)
[1094-C Records](#)
[1095-C Records](#)
[Corrections](#)
[Return](#)

Processing Year: **2022**

The following data will be used to help create your 1094-C forms
[Click for complete instructions](#)

Please enter contact information or leave blank to use contact setup with each company

****THERE ARE LINKS TO THE IRS INSTRUCTIONS AVAILABLE****

Contact Name	Contact Phone	Self Funded?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Check here if benefits are Self Funded

MEC Hourly Offered(1)	MEC Salary Offered(1)	States(1)
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