

ACA Reporting Services

Your complete solution to making ACA reporting easier.



HOW IT WORKS Simplified ACA Reporting in Just 4 Steps

Step 1: 1094-C Setup

Gather the information you need to complete Form 1094-C by answering a few questions. Our intuitive workflow guides you through the setup based on your answers and provides tools and tips for extra assistance.

1094-C Setup

EMPLOYER STATUS

BENEFIT PLANS

ELIGIBILITY

TRANSITION RELIEF

SAFE HARBOR

ALE MEMBER GROUP

MINIMUM COVERAGE

EMPLOYER STATUS

Is this the Authoritative Transmittal for this ALE Member?

Who is the person responsible for this transmittal?

Contact Full NameContact Phone Number

BackSave & Continue

Step 2: 1095-C Import & Populate

Import your 1095-C data by using our preformatted template.

IMPORT 1095-C DATA

Before importing your 1095-C data you will need to prepare your file. Here is the file format that you will need to create to import your 1095-C data:

[File Format: Download Here](#)

Reminder: You will need to convert your file to a CSV before importing your data.

To avoid importing your data next year, consider using the Benefits Admin Feature of the HR Console.

File:

Back

Import and populate your 1095-C data in seconds using the Excel template provided on the Import 1095-C Data screen.

Step 3: 1095-C Editing & Reviewing

1095-C DATA Summary

You have a total of 215 1095-C forms that have been successfully created. Here are some other items for your to review:

[\(3\) 1095s with conflicting codes](#)

Re-import 1095-C Data

Done

Step 4: Approve & Print

Once you confirm your 1095-C forms are correct, approve and print. APS handles the e-filing on your behalf.

Step 4: Approve and Print

Final Summary

- Total number of 1095-C forms: 215
- Total number of 1095-Cs with accepted errors: 0

Approve Data and Generate Forms

[1094-C Form](#)

Download a copy of your 1094-C. This is for your records. Do not file this form with the IRS as this will result in a duplicate filing.

[1095-C Form](#)

Download and print your 1095-C. The forms will print on plain paper. These need to be provided to your employees no later than January 31, 2022

[1095-C Instructions](#)

Download the 1095-C instructions. The instructions need to be included with each 1095-C form. To print the instructions on the back of the 1095-C forms, reinsert the printed forms back in your printer upside down.

Back

Unapprove Forms to Make Edits

Click this button to allow for additional edits using Step 3.

Questions? Call or Click



| 855.945.7921 | [apspayroll.com](https://www.apspayroll.com)

NO FINE PRINT

Manage your ACA reporting with a company you can trust.



Superior Technology and Support

APS is named the Best Relationship for payroll.

We Provide a High-Quality Solution



We ensure a reliable and secure environment for your data.



Complete and Accurate ACA Compliance

We offer a complete ACA compliance and reporting management solution as part of a unified workforce management platform.



We Make Payroll and HR Easier.



3010 Knight Street
Suite 300
Shreveport, LA 71105



Sales: 855.945.7921
Monday – Friday
8am – 5pm, CST
sales@apspayroll.com



Toll Free: 888.277.8514
Phone: 318.222.9774
Fax: 318.222.0601

About APS

APS offers Affordable Care Act compliance and reporting software that takes automates your ACA workflows. Our error-checking algorithm ensures codes are valid and data is formatted correctly for reporting. Accurately capture and report health plan coverage information to the IRS with pre-populated forms. We'll even e-file on your behalf.