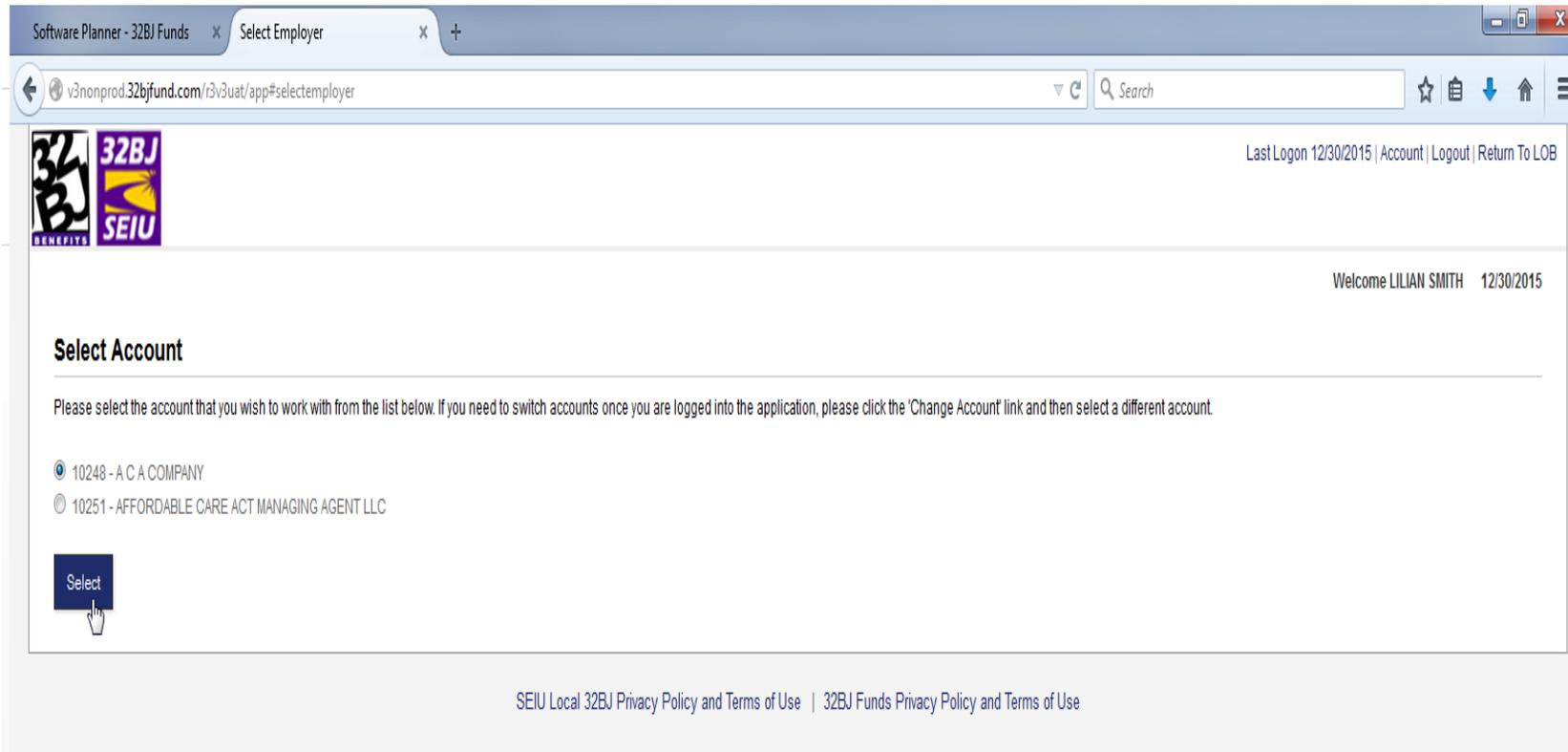


# How to Run ACA 1095-C Detail Report

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## Run Employer ACA 1095-C Detail Report\*

**Step 1:** Select the employer for which you want to run the ACA 1095-C Detail Report.



The screenshot shows a web browser window with two tabs: 'Software Planner - 32BJ Funds' and 'Select Employer'. The address bar shows the URL 'v3nonprod.32bjfund.com/r3v3uat/app#selectemployer'. The page header includes the 32BJ and SEIU logos on the left and 'Last Logon 12/30/2015 | Account | Logout | Return To LOB' on the right. Below the header, a welcome message reads 'Welcome LILIAN SMITH 12/30/2015'. The main content area is titled 'Select Account' and contains the following text: 'Please select the account that you wish to work with from the list below. If you need to switch accounts once you are logged into the application, please click the 'Change Account' link and then select a different account.' Below this text are two radio button options: '10248 - A C A COMPANY' (which is selected) and '10251 - AFFORDABLE CARE ACT MANAGING AGENT LLC'. A blue 'Select' button is located at the bottom left of the selection area, with a mouse cursor hovering over it. At the bottom of the page, there are two links: 'SEIU Local 32BJ Privacy Policy and Terms of Use' and '32BJ Funds Privacy Policy and Terms of Use'.

\*The report relies on the employer having entered all employee status changes in ESS by the time the report is run. Also, for those contracts that require the employer to report contributable hours, this information must be entered and saved in the invoice for every month of the calendar year including December, otherwise the report will not be accurate.

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## Run Employer ACA 1095-C Detail Report\*

**Step 2:** After you log in to ESS, you click on Reports tab found under the Menu list.

- Select “Employer ACA 1095C Detail Report”
- Type in your Employer ID
- Type in your Reporting year (In this case 2015).
- Click “Show Report”

The screenshot shows a web browser window with the URL <https://v3nonprod.32bjfunds.com/r3v3uat/app#tapestry/EmployerPages:ReportsViewer>. The page header includes the 32BJ SEIU logo, the text "10248 - A C A COMPANY", and a welcome message "Welcome LILIAN SMITH 12/29/2015". On the left, there is a navigation menu with "Reports" highlighted. The main content area is titled "Reports" and contains a dropdown menu set to "Employer ACA1095C Detail Report". Below this is a "Select Parameters" section with input fields for "Employer ID: 10248" and "Reporting Year: 2015". Two "Show Report" buttons are visible, with a mouse cursor hovering over the first one. The footer contains the text "SEIU Local 32BJ Privacy Policy and Terms of Use | 32BJ Funds Privacy Policy and Terms of Use".

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## Run Employer ACA 1095-C Detail Report\*

**Step 3:** Click on the Export tab

The screenshot shows a web browser window with the URL <https://v3nonprod.32bjfunds.com/v3/just/app/#tapstry/EmployerPages/Reports/Viewer>. The page title is "10248 - A C A COMPANY" and the user is "LILIAN SMITH" with a last login of "12/29/2015". The main content area is titled "Reports" and contains a "Show Parameters" button and an "Employer ACA1095C Detail Report" section. The report data is as follows:

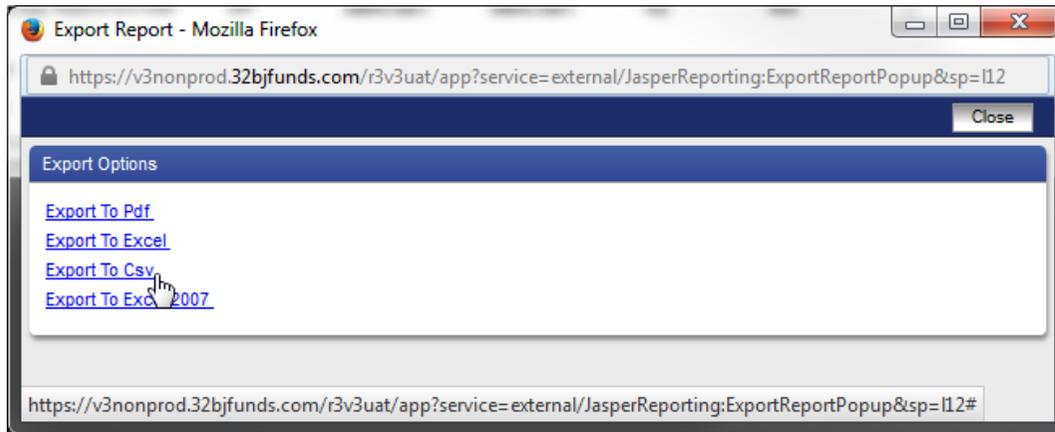
Employer ID	Employer Name	Participant ID	Employee Last Name	Employee First Name	SEX	Address Line 1	Address Line 2	City	State	Zip	Country	Local MEC Health Plan	COBRA can be for Local MEC Health Plan	Deemed - MEC - Blind
10248	A C A COMPANY	10046	WALSH	ALBERT	M	21 WEST 18 STREET		NEW YORK	NY	10011	US	Metropolitan Health Plan	Y	YES
10248	A C A COMPANY	10047	LORE	WYNNE	F	49 ST STREET		BROOKLYN	NY	11208	US	Metropolitan Health Plan	Y	YES
10248	A C A COMPANY	10048	DOUGLITTLE	TARA	F	7411 ST DENIS		WOODBRIDGE	NY	11791	US	Metropolitan Health Plan	Y	NO

The "Export" button is highlighted with a blue box in the top right corner of the report area.

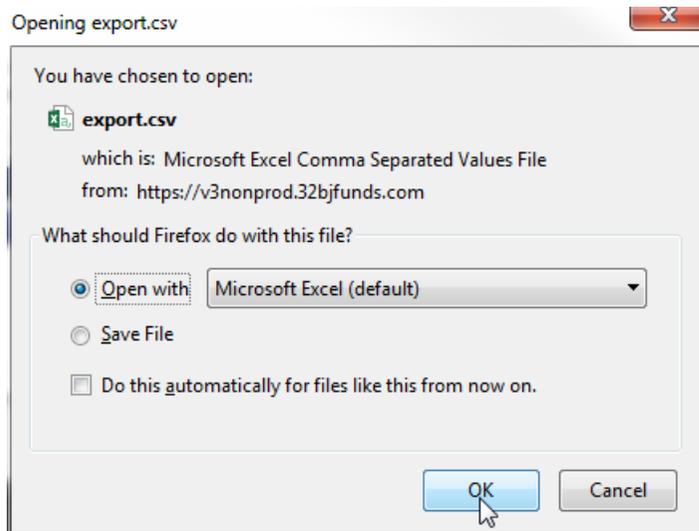
\*The report relies on the employer having entered all employee status changes in ESS by the time the report is run. Also, for those contracts that require the employer to report contributable hours, this information must be entered and saved in the invoice for every month of the calendar year including December, otherwise the report will not be accurate.

## Run Employer ACA 1095-C Detail Report\*

**Step 4:** In the following window select **Export to Csv** (Please select **Csv format ONLY**).



**Step 5:** You can open or save the file that you are exporting by checking off “Open with” or “Save File”



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## Run Employer ACA 1095-C Detail Report\*

**Step 6:** Your report data will appear in the following format.

	Employer ID	Employer Name	Participant ID	Employee Last Name	Employee First Name	SSN	Address Line 1	Address Line 2	City	State	Zip	Country	Latest MEC Health Plan	COBRA rate for Latest MEC Health Plan	January - 2015 - Billed	February - 2015 - Billed	March - 2015 - Billed	April - 2015 - Billed	May - 2015 - Billed	June - 2015 - Billed	July - 2015 - Billed	August - 2015 - Billed	September - 2015 - Billed	October - 2015 - Billed	November - 2015 - Billed	December - 2015 - Billed
7	10248	A C A COMPANY	2200466	WALSH	ALBERT	852456951	25 WEST 18 STREET		NEW YORK	NY	10011	US	Metropolitan Health Plan	546.51	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
8	10248	A C A COMPANY	2200467	LOWE	HUNTER	963852741	49 87 STREET		BROOKLYN	NY	11209	US	Metropolitan Health Plan	546.51	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
9	10248	A C A COMPANY	2200468	DOOLITTLE	YAIR	741321789	7411 85 DRIVE		WOODHAVEN	NY	11421	US	Metropolitan Health Plan	546.51	NO	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES

\*The report relies on the employer having entered all employee status changes in ESS by the time the report is run. Also, for those contracts that require the employer to report contributable hours, this information must be entered and saved in the invoice for every month of the calendar year including December, otherwise the report will not be accurate.

# THANK YOU!

\*The report relies on the employer having entered all employee status changes in ESS by the time the report is run. Also, for those contracts that require the employer to report contributable hours, this information must be entered and saved in the invoice for every month of the calendar year including December, otherwise the report will not be accurate.

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