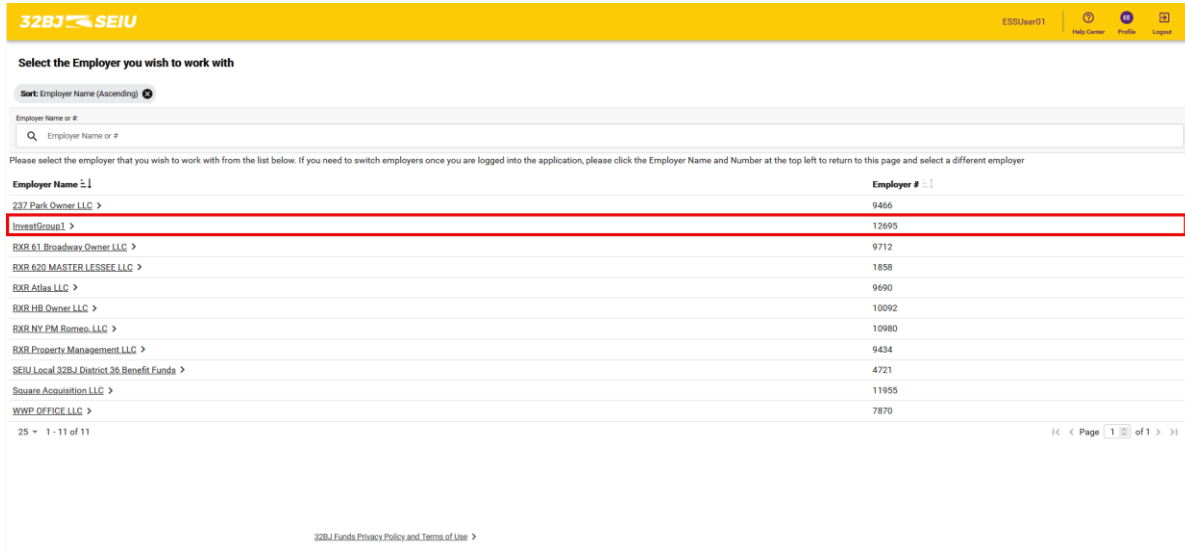


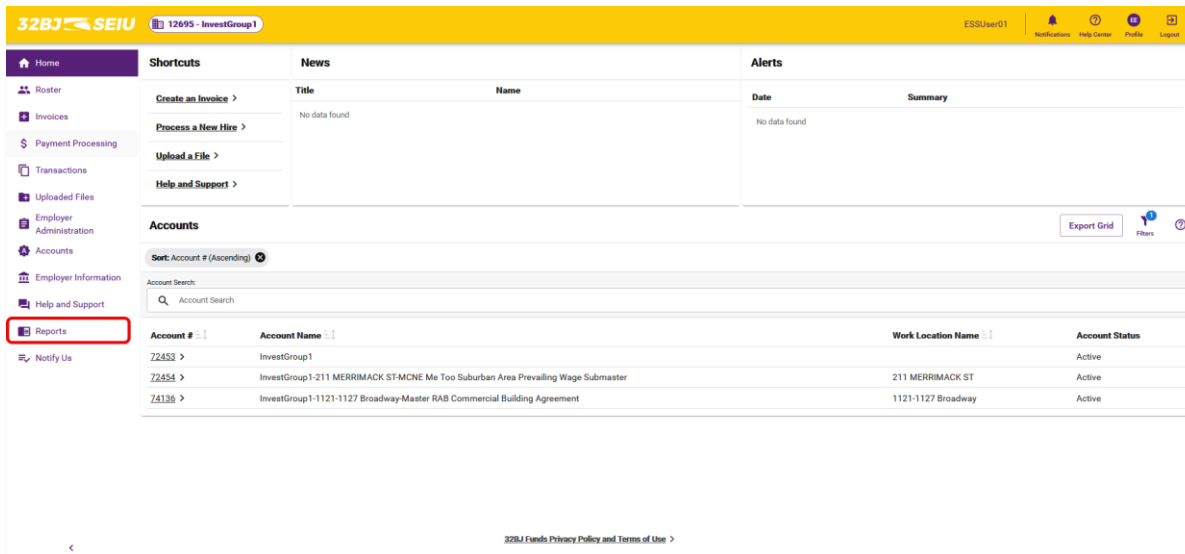
# **How to Run ACA 1095c Detail Report**

**Please follow the same steps regardless of the year you are processing. 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 on the invoice for every month of the calendar year including December, otherwise the report will not be accurate.**

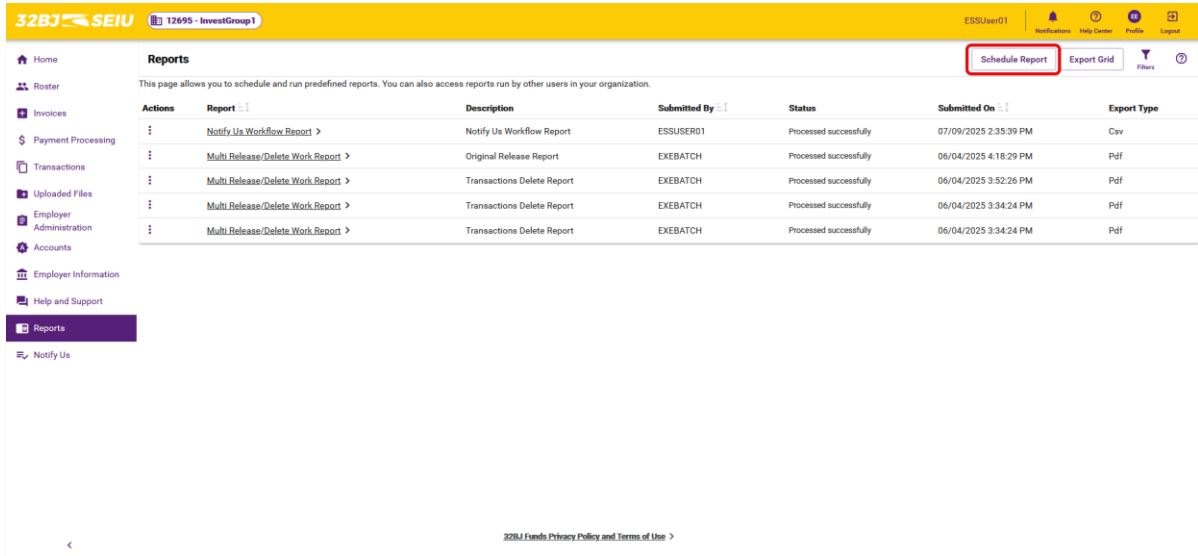
**Step 1:** Select the employer for which you want to run the ACA 1095c Detail Report.



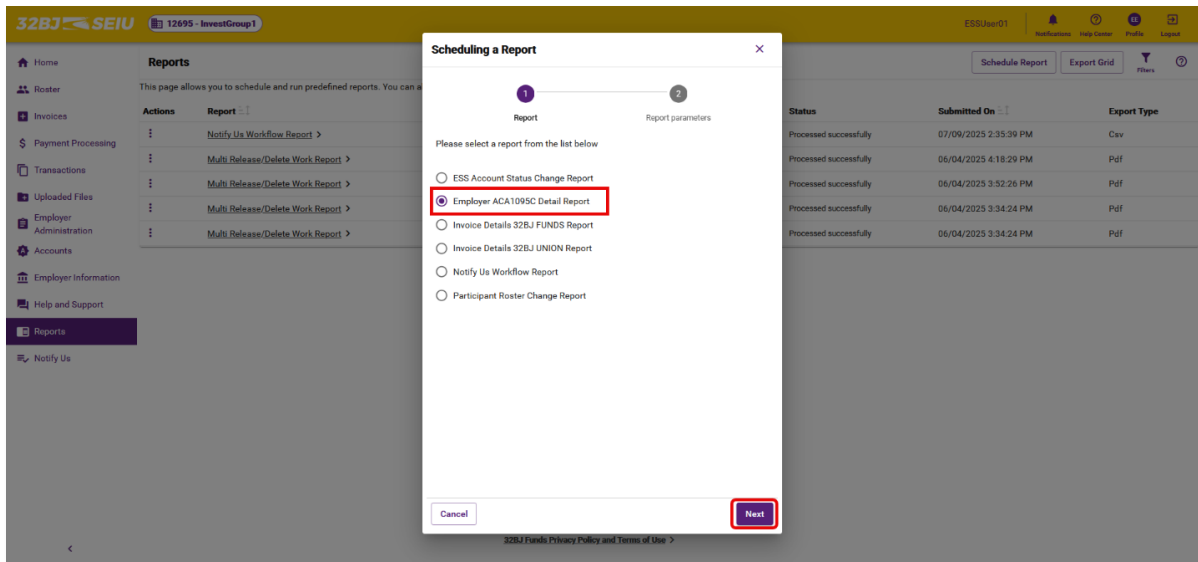
**Step 2:** After you log in to ESS, you click on the Reports tab found under the Menu list.



**Step 3:** Click on Schedule Report in the top right corner of the page.

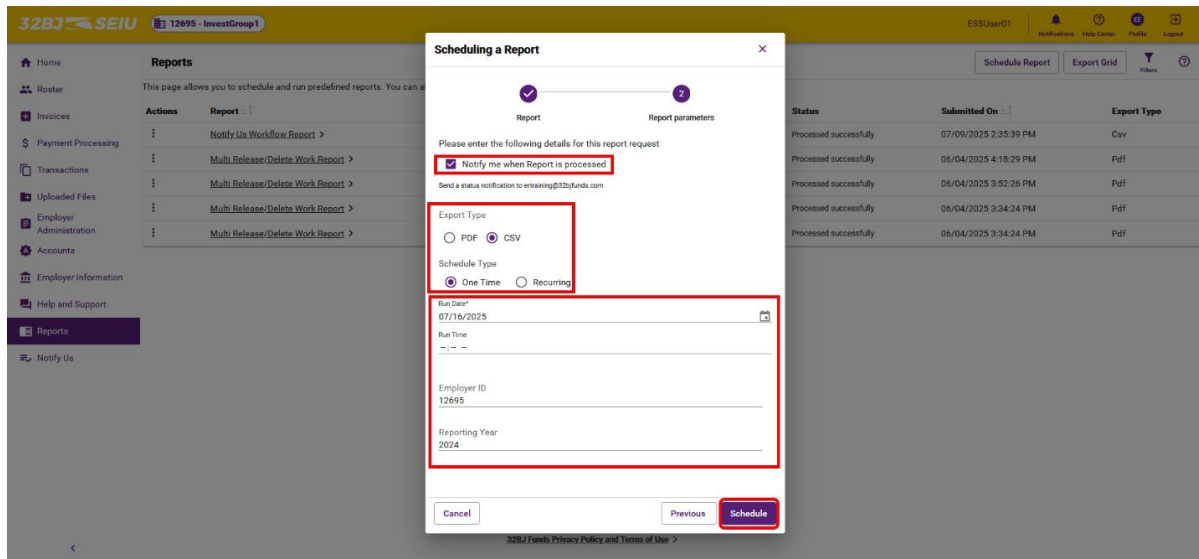


**Step 4:** The Scheduling a Report wizard will appear, listing all the available reports. Select Employer ACA1095C Detail Report. Then click **Next**.

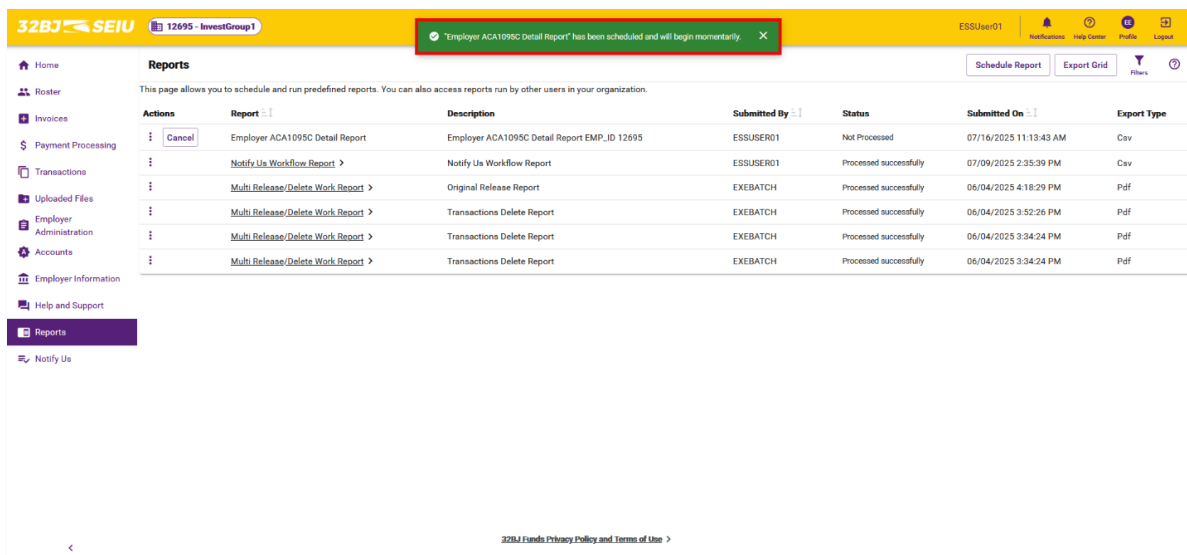


**Step 5:** Under Report Parameters we recommend keeping “Notify me when Report is processed” checked.

- Export Type – user can select from PDF or CSV
- Schedule Type – One Time or Recurring
- Run Date – Can be today's date or a future date.
- Employer ID – The employer ID number you are running this report under
- Reporting Year – The Plan year you are running this report. Cannot be current Plan year.



**Step 6:** User is returned to the Reports main screen with a confirmation message.



**Step 7:** When the report is available the user will see a confirmation message. If “Notify me when Report is processed” is checked the user will also receive an email.

The screenshot shows the 32BJ SEIU Reports page. A green notification box at the top states: "Report 'Employer ACA1095C Detail Report' is ready to view." The page features a sidebar with navigation options like Home, Roster, Invoices, and Reports. The main content area displays a table of reports with columns for Actions, Report, Description, Submitted By, Status, Submitted On, and Export Type.

Actions	Report	Description	Submitted By	Status	Submitted On	Export Type
	<a href="#">Employer ACA1095C Detail Report &gt;</a>	Employer ACA1095C Detail Report EMP_ID 12695	ESSUSER01	Processed successfully	07/16/2025 11:13:43 AM	Csv
	<a href="#">Notify Us Workflow Report &gt;</a>	Notify Us Workflow Report	ESSUSER01	Processed successfully	07/09/2025 2:35:39 PM	Csv
	<a href="#">Multi Release/Delete Work Report &gt;</a>	Original Release Report	EXEBATCH	Processed successfully	06/04/2025 4:18:29 PM	Pdf
	<a href="#">Multi Release/Delete Work Report &gt;</a>	Transactions Delete Report	EXEBATCH	Processed successfully	06/04/2025 3:52:26 PM	Pdf
	<a href="#">Multi Release/Delete Work Report &gt;</a>	Transactions Delete Report	EXEBATCH	Processed successfully	06/04/2025 3:34:24 PM	Pdf
	<a href="#">Multi Release/Delete Work Report &gt;</a>	Transactions Delete Report	EXEBATCH	Processed successfully	06/04/2025 3:34:24 PM	Pdf

The screenshot shows an email notification with the following content:

Report Request 57625 - Employer ACA1095C Detail Report EMP\_ID 12695- Jul 16, 2025 successfully executed.

v3locity\_NP\_donotreply@32bjfunds.com  
To: ER Training

**Step 8:** Clicking on the Report title will initiate downloading the Export Type. Your report data will appear in the following format.

Employer ACA 1098-C Detail Report																
Employer ID	Employer Name	Participant ID	Employee Last Name	Employee First Name	SSN	Address L	Address C	City	State	Zip	Country	Latest MEC Health Plan	COBRA rate for Latest MEC Health Plan	January - 2024 - Billed	Febru	
12695	InvestGroup1	5299624	Portillo	Teresa	124567878							Tri-State Health Plan	531.26	NO	NO	
12695	InvestGroup1	5299625	Dragovic	Rafael	123565656							Tri-State Health Plan	531.26	NO	NO	
12695	InvestGroup1	5299626	Knight	Phyllis	122869999							Tri-State Health Plan	531.26	NO	NO	
12695	InvestGroup1	5301460	Basket	Maria	32320901							Metropolitan Health Plan	762.5	NO	NO	
12695	InvestGroup1	5301461	Rivera	Anthony	32320990							Metropolitan Health Plan	762.5	NO	NO	
12695	InvestGroup1	5301462	Grace	Savannah	32320903							Metropolitan Health Plan	762.5	NO	NO	
12695	InvestGroup1	5301463	Brown	David	32320115							Metropolitan Health Plan	762.5	NO	NO	
12695	InvestGroup1	5301464	Weinberger	Vanessa	32321596							Metropolitan Health Plan	762.5	NO	NO	
12695	InvestGroup1	5302818	Robin	Ran	32322743							Metropolitan Health Plan	762.5	NO	NO	