



How to Approve ACA Forms

Prior to transmitting the 1094-C and 1095-C forms to the IRS, they must be **approved** by the Client.

- Data & Tools
- Reports
- Billing
- Data
- Work Status Processing
- Tickets
- ACA Form Management**
- ACA Corrections

1. Select **ACA Form Management** on the side toolbar of the Main Page of PlanSource

ACA Form Management

Review **Approve** Produce Transmit Correct

	ALE Control Group			Approval	
	ALE Member Name	FEIN	Control Group	Approved By	Approved On
<input type="checkbox"/>	Corporate	123456789	Master		
<input type="checkbox"/>	Company One	234567891	Master		

2. Select the **Approve** tab

Review **Approve** Produce Transmit Correct

	ALE Control Group			App
<input checked="" type="checkbox"/>	ALE Member Name	FEIN	Control Group	Approved By
<input checked="" type="checkbox"/>	Corporate	123456789	Master	
<input checked="" type="checkbox"/>	Company One	234567891	Master	

3. Select the boxes next to the **FEIN(s)** that you want to take action on

Under penalties of perjury, I declare that I have examined these returns and accounts and they are correct, and complete.

*First Name:

*Last Name:

*Title:

Email Subscribers?

Approve Selected FEINs

4. Enter your information and click on **Approve Selected FEINs** to approve the forms

***Please Note:** The email will only go out to employees if this box is checked as the client approves the forms.