



MarketLink ACA – Reporting Checklist

Milestone 1: ACA Renewal Template

Requires the renewal document be completed, signed off and provided to your MarketLink Client team along with the Acknowledgement form of the milestone dates.

- If you have completed, go to Milestone 2!
- If you have not yet completed, please contact your MarketLink Client Team to request the most recent Renewal Document

Milestone 2: Loading Offers of Coverage (If applicable)

The loading of coverage offered to populations that are within your organization, but are **not** in the MarketLink system. (Union Groups, Retiree Groups, Cobra participants not administered by MMA and other similar groups.)

- If you have completed or this does not apply to you, go to Milestone 3!
- If you did not complete, please contact your MarketLink Client Team to see if this is needed

For additional information on how to generate and load the worksheet, view our eLearning: [Loading Offers of Coverage Data into the MarketLink System](#)

Milestone 3: Load Self Insured Enrollee Data (If applicable)

The loading of enrollments for populations that are covered under self-insured medical plans that may be within your organization, but are **not** in the MarketLink system. (Union Groups, Retiree Groups, Cobra participants not administered by MMA and other similar groups.)

- If you have completed or this does not apply to you, go to Milestone 3!
- If you did not complete, please contact your MarketLink Client Team to see if this is needed

For additional information on how to generate and load the worksheet, view our eLearning: [Loading Self-Insured Enrollee Data into the MarketLink System](#)

Milestone 4: Approving Medical Offers in MarketLink

If MarketLink is unable to confirm if an offer of coverage in the system was extended to an employee, you will need to confirm in MarketLink if the employee was notified of their opportunity to enroll.

- If you have completed, go to Milestone 5!....almost there!
- If you did not complete, please view the following documentation for instructions: [Approving Medical Offers of Coverage](#)

Milestone 5: Provide Safe Harbor Data for Pay Rate and W-2

If your Safe Harbor is either W-2, Box 1 or Pay Rate, a data file load is required with the information to support the affordability of your Safe Harbor selection.

- If you have completed or this does not apply to you, go to Milestone 4!
- If you did not complete, please contact your MarketLink Client Team to see if this is needed

For additional information on how to generate and load the worksheet, view our documentation: [Safe Harbor: Pay Rate and W-2 Data Requirements](#)

Milestone 6: ACA Monitoring (Penalty Report) Review

Now that Medical Offers are up to date and all necessary information has been loaded as described above, you will want to review the ACA Monitoring Report. The Monitoring Report identifies any POTENTIAL penalty situations that you would like to correct prior to approving the forms.

- If you have completed this step...You can now move on to approving the Forms!
- If you did not complete, please view our eLearning for instructions: [How to run a Monitoring \(Possible Penalty\) Report](#)

All Steps Completed??? CONGRATUATIONS! You are now ready to Review and Approve Forms!

The MarketLink team has put together an e-Learning on how to review and approve the forms in the MarketLink system.

[MarketLink: How to Approve ACA Forms e-Learning](#)