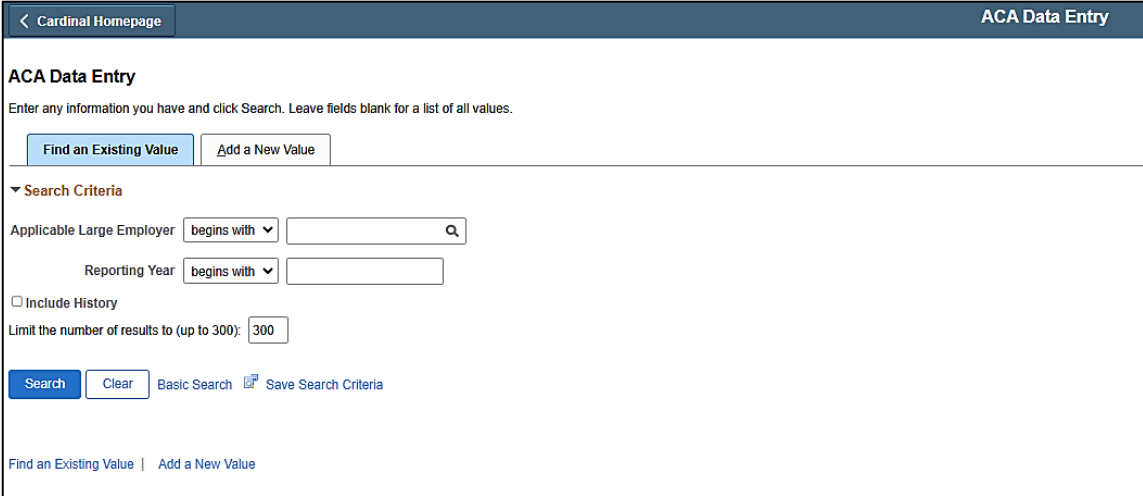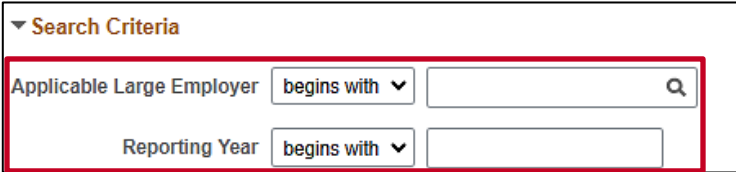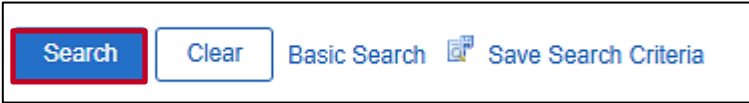## ACA Data Entry Certification Overview
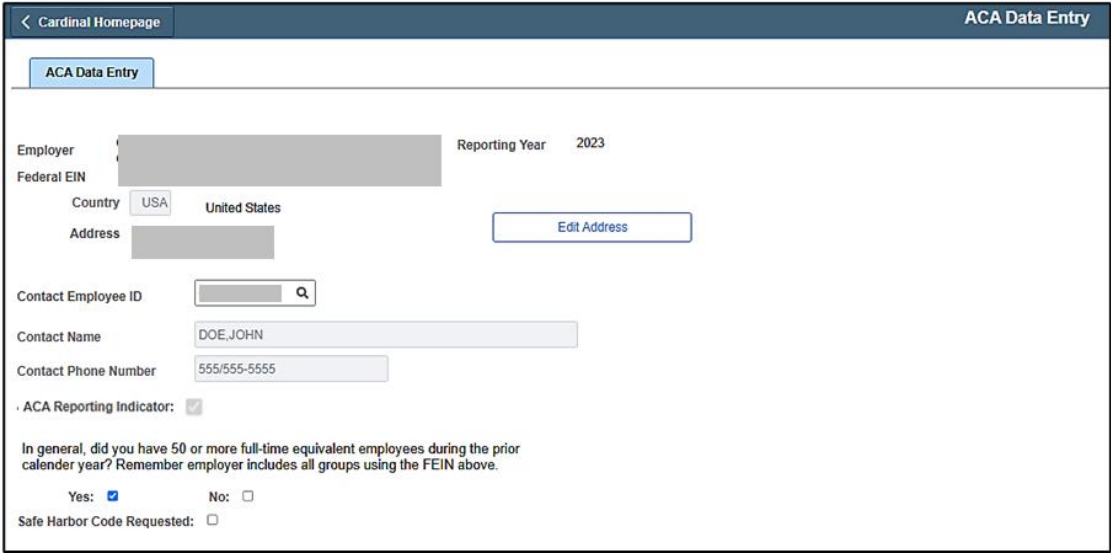
This Job Aid provides instructions on how to complete the ACA data entry certification in Cardinal. The ACA has provisions that are applicable depending on the size of the employer; this process certifies the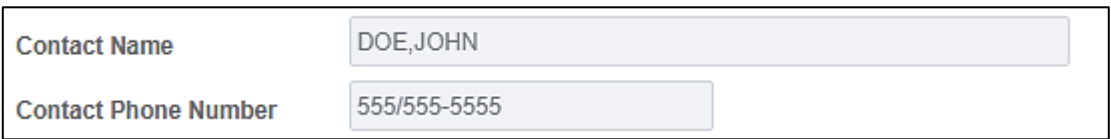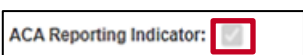 number of employees and provides an opportunity to update tax data (such as the address). Contact the TLC Group at the Office of Health Benefits (OHB) with any questions on how the TLC should use this page at ohb@dhrm.virginia.gov.

Table of Contents

ACA Data Entry

Step	Action
1.	Navigate to the **ACA Data Entry** page using the following path: **Menu > Benefits > Employer Information > ACA Data Entry**

The **ACA Data Entry Search** page displays.

Step	Action
2.	Enter/select the applicable TLC in the **Applicable Large Employer** field and/or enter the applicable Reporting Year in the **Reporting Year** field.
3.	Click the **Search** button.

Step	Action
	The **ACA Data Entry** page displays.
(i)	OHB runs a clone process to create a shell for each new Reporting Year for each TLC.
4.	Update the TLC address information using the **Edit Address** button as needed.
5.	Update the TLC Contact by clicking the **Contact Employee ID Look Up** icon as needed.
(i)	The **Contact Name** and **Contact Phone Number** fields are read-only and will populate based on the Contact Employee ID entered/selected.
6.	Review the **ACA Reporting Indicator** checkbox option. This is set for the TLC by OHB and cannot be changed.

Step	Action
6.	Answer the "…50 or more full-time equivalent employees…" question by clicking the **Yes** or **No** checkbox option (**Yes** checkbox option is selected by default). In general, did you have 50 or more full-time equivalent employees during the prior calender year? Remember employer includes all groups using the FEIN above. Yes: ☑ No: ☐
7.	Review the **Safe Harbor Code Requested** checkbox option. This is set for the TLC by OHB and cannot be changed by the TLC. If it is not accurate, contact the TLC Group at OHB. If this checkbox option is selected, proceed with Step 8. If this checkbox option is not selected, skip to Step 9. Safe Harbor Code Requested: ☐
	If the **Safe Harbor Code Requested** checkbox option is selected, the **Safe Harbor Code** field displays.
8.	Click the **Safe Harbor Code** dropdown button and select the applicable list item.

Step	Action
ℹ	The "Blank on 1095-C" option is selected when the group is instructing DHRM to leave the Safe Harbor blank on the 1095C forms for ACA Reporting.
9.	Scroll down on the page as needed.
10.	Complete the **Total Full-Time** and **Total Employee Count** fields for each Month by entering in the applicable numeric value.
11.	Once the counts are entered for the entire Reporting Year, read the Employer Certification Statement and then select the **I Agree** checkbox option.
12.	Click the **Save** button.

Step	Action
ℹ️	The **Certifier Name** and **Certification Date** fields will auto-populate with the certifier's information. **Employer Certification:** We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge, By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf. I Agree: ☑ Certifier Name �_____ Certification Date 2023-12-20