

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 Office of Health Benefits (OHB) with any questions on how the Agency should use this page at ohb@dhrm.virginia.gov.

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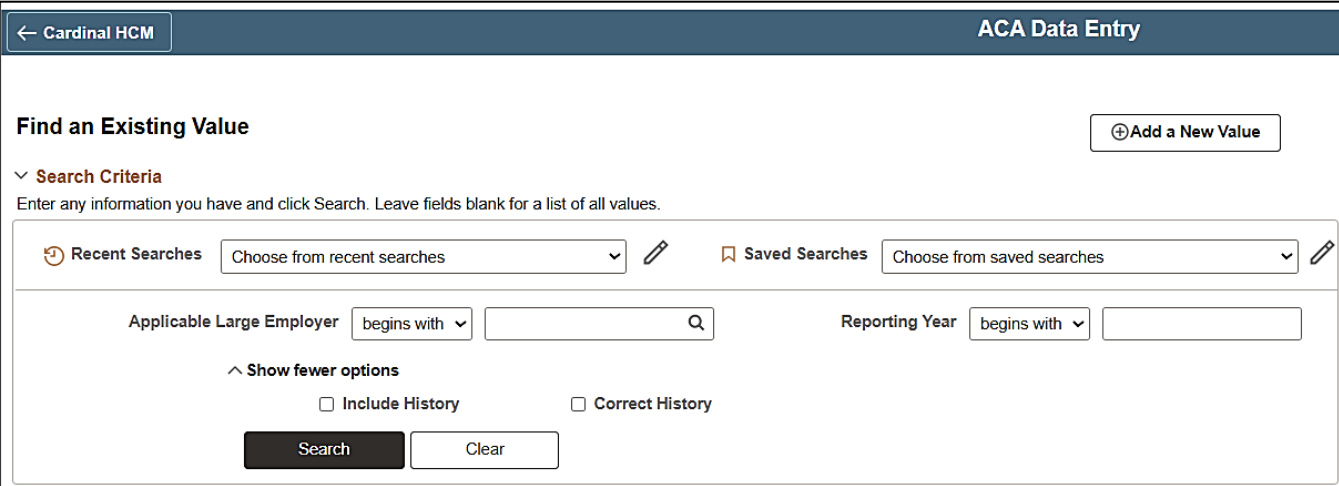
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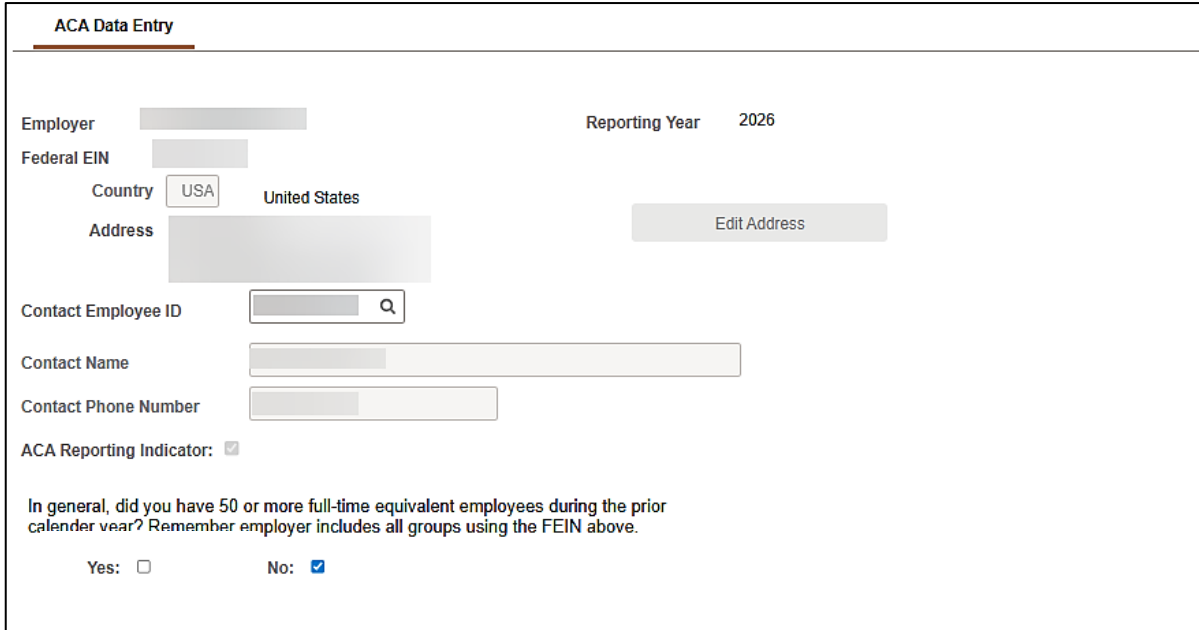
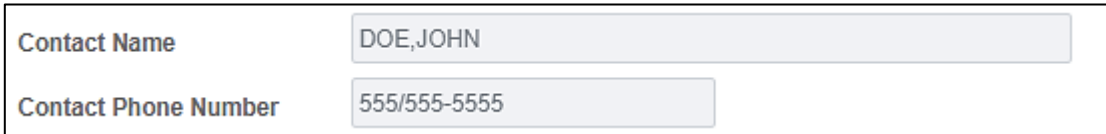


Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

ACA Data Entry

Step	Action
1.	Navigate to the ACA Data Entry page using the following path: NavBar > Menu > Benefits > Employer Information > ACA Data Entry The ACA Data Entry Find and Existing Value Search page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Enter/select the applicable Agency 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. 
	OHB runs a clone process to create a shell for each new Reporting Year for each Agency.
4.	Review the Address field for accuracy. Note: If an Agency address needs to be updated, a Help Desk ticket must be submitted. 
5.	Update the Agency Contact by clicking the Contact Employee ID Look up icon as needed. 
	The Contact Name and Contact Phone Number fields are read-only and will populate based on the Contact Employee ID entered/selected. 

Step	Action																																							
6.	Review the ACA Reporting Indicator checkbox option. This is set for the Agency by OHB and cannot be changed. ACA Reporting Indicator: ☒																																							
7.	Select the applicable Yes or No checkbox option to answer the “...did you have 50 or more full-time equivalent employees...” question. In general, did you have 50 or more full-time equivalent employees during the prior calendar year? Remember employer includes all groups using the FEIN above. Yes: ☐ No: ☒																																							
8.	Scroll down on the page as needed. 123456789101112 1-2 of 2 View All <table><thead><tr><th></th><th>January</th><th>February</th><th>March</th><th>April</th><th>May</th><th>June</th><th>July</th><th>August</th><th>September</th><th>October</th><th>November</th><th>December</th></tr></thead><tbody><tr><td>1 Total Full-Time</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>2 Total Employee Count</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table> 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 Save Return to Search Update/Display Include History		January	February	March	April	May	June	July	August	September	October	November	December	1 Total Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	2 Total Employee Count	0	0	0	0	0	0	0	0	0	0	0	0
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9.	Complete the Total Full-Time and Total Employee Count fields for each Month by entering in the applicable numeric value. 123456789101112 1-2 of 2 View All <table><tbody><tr><td>Total Full-Time</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Employee Count</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table>	Total Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	Total Employee Count	0	0	0	0	0	0	0	0	0	0	0	0													
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Total Employee Count	0	0	0	0	0	0	0	0	0	0	0	0																												
10.	Once the counts are entered for the entire Reporting Year, read the Employer Certification Statement and then select the I Agree checkbox option. 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: ☐																																							
11.	Click the Save button. Save Return to Search																																							

Step	Action
	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 2026-05-06 Save Return to Search