

TLC ACA Data Entry Certification Overview

This Job Aid provides instructions on how to complete the Affordable Care Act (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 your Locality should use this page at tlc@dhrm.virginia.gov.

Before completing the ACA Data Entry and Certification, we recommend you run the ACA Reconciliation Report. This report lists individual health benefit information for Localities to validate prior to ACA reporting, containing a line for each participant and dependent with coverage in the calendar year. Instructions for running this report can be found in the Job Aid titled **TLC Running the ACA Reconciliation Report** and can be found on the Cardinal website in **Job Aids** under **Learning** or on the [Locality Users](#) page.

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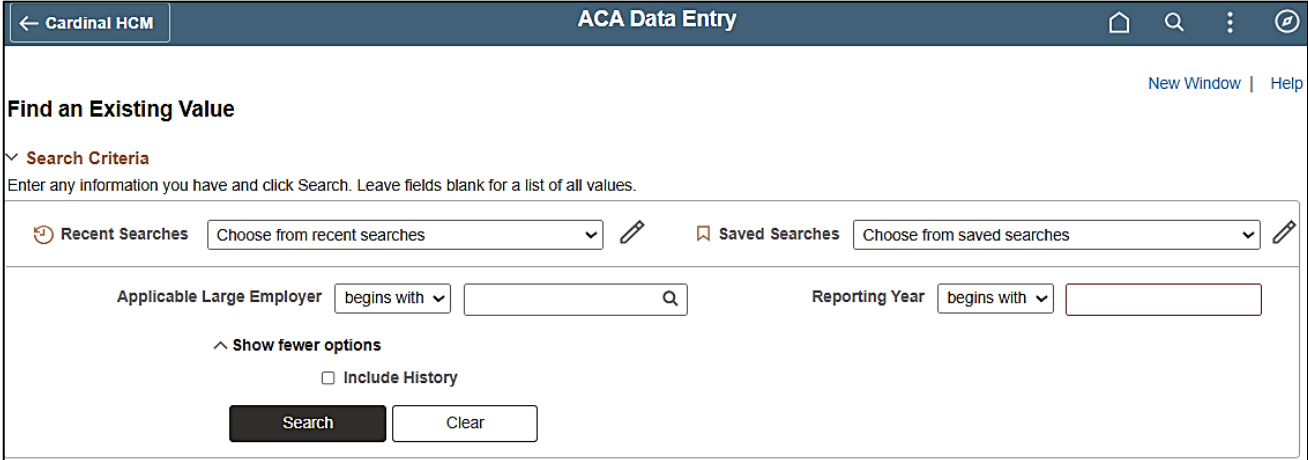
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Revision History

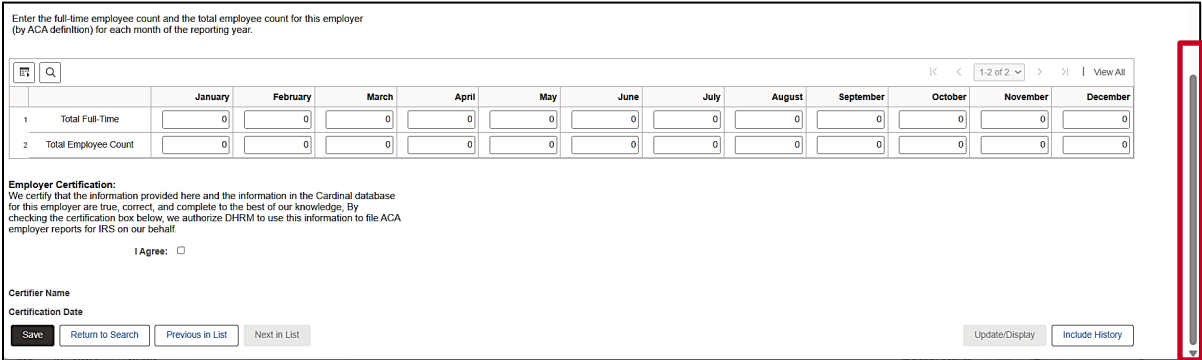
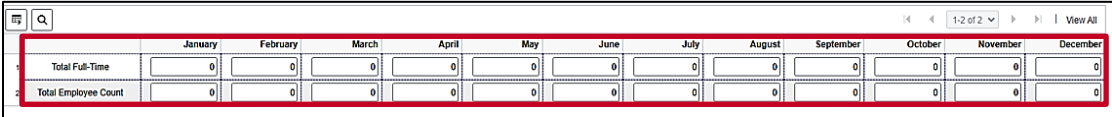
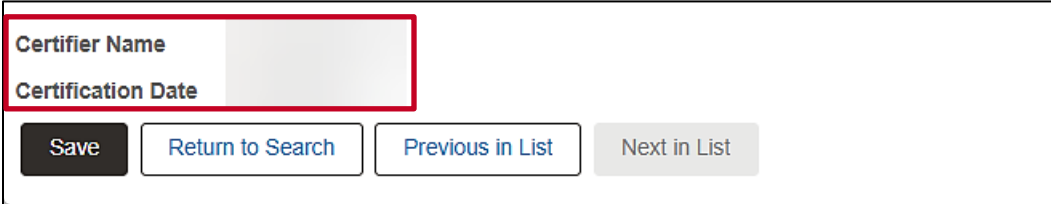
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/13/2026	Baseline.

TLC 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 Find an 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 your Locality's Department in the Applicable Large Employer field and enter the applicable Reporting Year in the Reporting Year field. 
	To find your Locality's Department code, see the Job Aid titled TLC Cardinal Locality – Company and Department Codes. This Job Aid is located on the Cardinal website in Job Aids under Learning or on the Locality Users page.
3.	Click the Search button. 

Step	Action
	The ACA Data Entry page displays. ACA Data Entry Employer Reporting Year 2025 Federal EIN Country USA United States Address 1111 E MAIN ST STE 1920 RICHMOND, VA 23219 Edit Address Contact Employee ID Q Contact Name DOE,JOHN Contact Phone Number 555/555-5555 ACA Reporting Indicator: ☒ 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: ☐ Safe Harbor Code Requested: ☐
	The data displayed is a copy of the previous year's information.
4.	Click the Edit Address button to update the address information as needed. Country USA United States Address Edit Address
5.	Click the Contact Employee ID Look up icon to update your Locality's Contact as needed. Contact Employee ID Q

Step	Action
	The Contact Name and Contact Phone Number fields are read-only and will populate based on the Contact Employee ID entered/selected. Contact Name DOE,JOHN Contact Phone Number 555/555-5555
6.	Review the ACA Reporting Indicator checkbox option. This is set for the TLC by OHB and cannot be changed. ACA Reporting Indicator: ☒
7.	Answer the "...did you have 50 or more full-time equivalent employees..." question by selecting the Yes or No checkbox option. 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.	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 the next step. If this checkbox option is not selected, skip to Step 14. Safe Harbor Code Requested: ☐
If the Safe Harbor Code Requested checkbox option is selected, the Safe Harbor Code field displays. Safe Harbor Code Requested: ☒ Based on an evaluation of the premium rates offered to your employees you did not pass the Federal Poverty Level test for ACA. Please provide an ACA Safe Harbor Code. Blank on 1095-C ▼	
9.	Click the Safe Harbor Code dropdown button and select the applicable list item. Blank on 1095-C ▼ 2F(From W-2) 2H(Rate of Pay) Blank on 1095-C

Step	Action
	TLC recommends following the IRS-published Q&A on Employer Shared Responsibility Provisions Under the ACA for guidance on which safe harbor option to choose for your Locality.
10.	Scroll down the page as needed using the Scroll Bar on the right hand side of the page. 
11.	Complete the Total Full-Time and Total Employee Count fields for each Month by entering in the applicable numeric value. Total Employee Count includes Full-Time, Part-Time, and Hourly Employees. Do not include Retirees. 
12.	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: ☒
	When the I Agree checkbox option is selected, the Certifier Name and Certification Date fields will auto-populate with the certifier's information. 

Step	Action
13.	Click the Save button. Save Return to Search Previous in List Next in List