

**Command "ACA1095C".** SkilMatch documentation for (1) preliminary SkilMatch and "PC preparation" steps for Greenshades uploads and processing (2) creating one or more 1095-C files required for Greenshades processing, (3) creating an up-to-date "Report 4" "total EE count" required for Greenshades 1094-C reporting, (4) hints and requirements during Greenshades processing.

**INCLUDES AN UPDATE FOR 2019 AND FUTURE YEAR PROCESSING.**

**UPDATE IS HIGHLIGHTED IN YELLOW ON PAGE 13.**

**Abbreviations that may be used in this documentation:**

- **ACA** = **A**ffordable **C**are **A**ct
- **ALE** = **A**pplicable **L**arge **E**mployer (ACA defined)
- **EE** = **E**mploy**E**
- **FT** = **F**ull-**T**ime (ACA defined)
- **FTE** = **F**ull-**T**ime **E**mployee designation in SkilMatch
- **HCI** = **H**ealth **C**are **I**nsurance
- **IMP** = **I**nitial **M**easurement **P**eriod (ACA defined)
- **LBR** = **L**ook **B**ack **R**eporting (SkilMatch SMP and/or IMP reporting)
- **MEC** = **M**inimum **E**ssential **C**overage (ACA defined)
- **MVC** = **M**inimum **V**alue **C**overage (ACA defined)
- **SMP** = **S**tandard **M**easurement **P**eriod (ACA defined)
- **TC** = **T**racking **C**odes (ACA defined and/or SkilMatch-defined)
- **VH** = **V**ariable-**H**our (ACA defined)

**Important notes:**

- **READING AND UNDERSTANDING THE ENTIRETY OF THIS DOCUMENTATION AND ITS EXAMPLES BEFORE RUNNING THE ACAEDIT COMMAND WILL PROVIDE THE BEST UNDERSTANDING OF THE PROCESS.**
- The ACA1095CT command **must be run separately for temp and staff** because the databases are completely separate. When running for staff, you **must** be signed on to the staff payroll library.
- For 1095-C processing, **an EE with a temp file and a staff file must be reviewed... then manually combined into only one "ACADATUPD TC entry" file...** either temp or staff.
- To be able to process this ACA1095C command, your SkilMatch user ID **must** have "SKPAYROLL" or "SKMANAGE" security authority.

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## Two preliminary setup steps for Greenshades file creation:

### (1) SkilMatch system setup to access a created 1095-C file: **Either...**

#### A. **If you are a web-based (SME) customer (using a SkilMatch-owned shared-server):**

The file will be auto-emailed to you when file creation is complete... but **you must first setup a new email address for "1095-Cs" in your SkilMatch system.** The documentation for this EMAILMAINT process is here: <http://www.skilmatch.com/documentation/SM2/PBLIBR/PBEOYR02Emailmaint.htm>

(The EMAILMAINT process expedites the transfer of information to you from SkilMatch servers. It enables you to receive SkilMatch created files via automatic email without notification to, or assistance from, SkilMatch support. **Staff payroll:** Someone with staff payroll authority must process these setup steps **separately** for the staff payroll system... while signed-onto the staff payroll system. Different email addresses can be designated for the staff payroll system vs. the temp payroll system. The EMAILMAINT setup in temp payroll has **no effect** on staff payroll and vice-versa.)

#### B. **If you are a Platinum customer (using your own IBM SkilMatch server):**

No "email" setup is needed. (After you have created a file, you will find the file on your SkilMatch PC file server at path: "smtrans\Federal\ACAtemp (or ACAstaff)\employees.csv".)

### (2) "PC" directory/folder setup for your created files:

You must create a permanent location ("PC" folder with subfolders) to help organize your downloaded-from-SkilMatch 1095-C file(s). You will use this location to store .csv files downloaded from SkilMatch and those files converted to .xls for uploading to Greenshades. **Note:** These instructions use "desktop" as a starting directory/folder location. If you are very "PC/directory/folder/copy/paste/etc. knowledgeable" and "get" the process described in these instructions, the directory/folder/sub-folder location can **actually** be setup in **any** "PC" (network) location desired. SkilMatch "support" will assume "desktop" unless told otherwise.

#### A. **Create your ACA desktop directory/folder:**

On your PC desktop, **right-click** your mouse, **click [New]**, then **click [Folder]**. Key the name of the new folder as "ACA1095C" (without quotes).

#### B. **Create "Company" and "Temp/Staff" sub-folder(s):**

**Double-click** on the "ACA1095C" folder to open it. When the folder is open, **right-click** your mouse in the file area, then **click [New]**, then **click [Folder]**. Key the name of the new sub-folder as "CompanyXX" (without quotes) (XX=your G/L company number). (Repeat these steps to create a new sub-folder for each of your G/L companies that will have 1095-C files.)

**If you will be creating Temp and Staff 1095-C files:** **Double-click** on the first "CompanyXX" sub-folder to open it. When the sub-folder is open, **right-click** your mouse in the file area, then **click [New]**, then **click [Folder]**. Key the name of the new sub-folder as "Temp" (without quotes). Repeat these steps to create a new sub-folder "Staff" (without quotes) within the same "CompanyXX" sub-folder. Repeat these "Temp and Staff" steps for each "CompanyXX" sub-folder so that each "CompanyXX" sub-folder will have a "Temp" subfolder and a "Staff" sub-folder.

## **TWO IMPORTANT NOTICES:**

### **(1) Processing sequence... !!! CRITICAL !!! ...to keep your file and upload process "logical" and organized:**

SkilMatch **recommends (pleads)** that you work with **one** company at a time and **one** file at a time before you proceed to the next company and its files: (Additional details provided later in this document.)

**First:** Create a file for company AA/**Temp**... convert the file to .xls... upload the file to Greenshades... review Greenshades' edit... follow all Greenshades processing for this temp file.

**Second:** Create a file for company AA/**Staff**... convert the file to .xls, upload the file and **!!! APPEND !!!** the file to the existing Greenshades (AA/Temp) file... review Greenshades' edit and follow all Greenshades processing for this (now) **Temp+Staff** file for company AA.

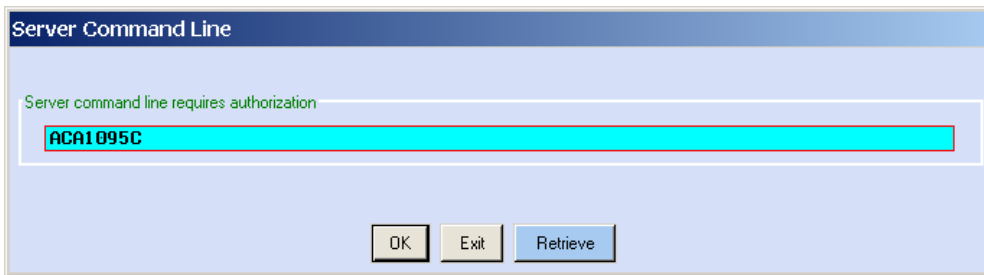
**Third:** If you have additional SkilMatch/Greenshades companies to process... follow the two sequences, above, again for company BB, CC, etc.

### **(2) Save yourself time and \$\$\$ MONEY \$\$\$:**

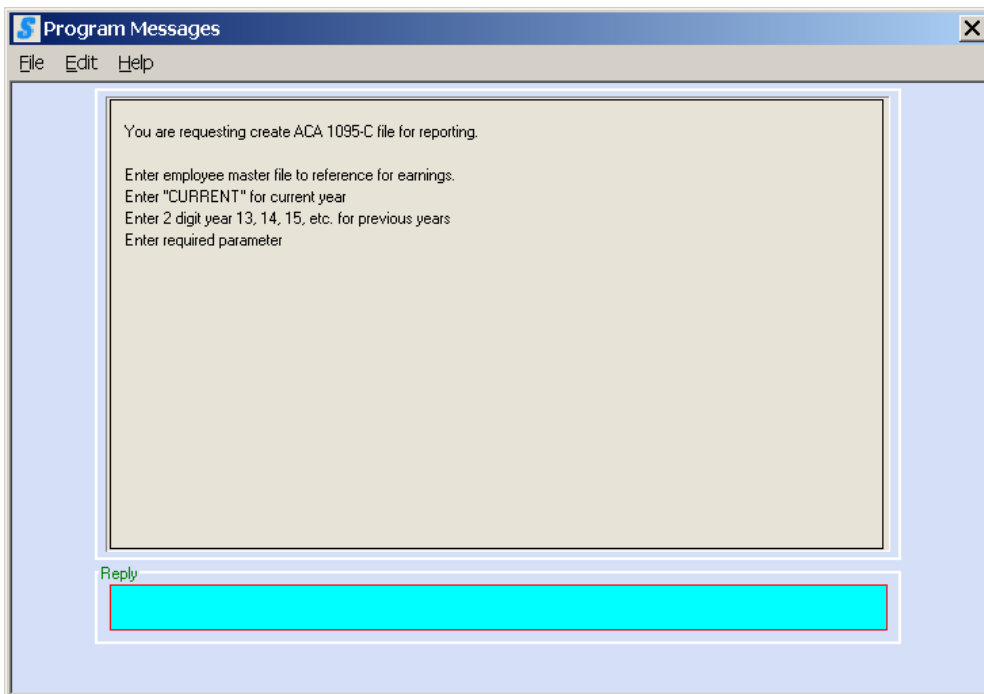
**Have as many EE email addresses entered as possible** (on screen 2 of SkilMatch EE data entry) **before** running the 1095-C file creation process. Each EE's email address you submit (automatically, as part of this 1095-C file creation process in SkilMatch) will be used by Greenshades to email a notification to the EE that their 1095-C form is available online... with instructions on how to retrieve it. Every EE who retrieves the 1095-C online will be tracked by Greenshades. (This is a free service when using Greenshades.) Any EE who does not retrieve the 1095-C online will need to have it printed, stuffed, stamped and mailed... by Greenshades (optional... saving hassle... but extra cost)... or by you (a hassle and extra cost). **Having email addresses in SkilMatch before file creation will reduce your 1095-C processing time and costs.**

**Creating a 1095-C file: (After all ACAEDIT corrections have been made and you have a "clean" Report 1.)**

From any menu, **click** . The following screen will display:



Key **ACA1095C** and **click [OK]** or **press [Enter]** to continue. The following screen will display:



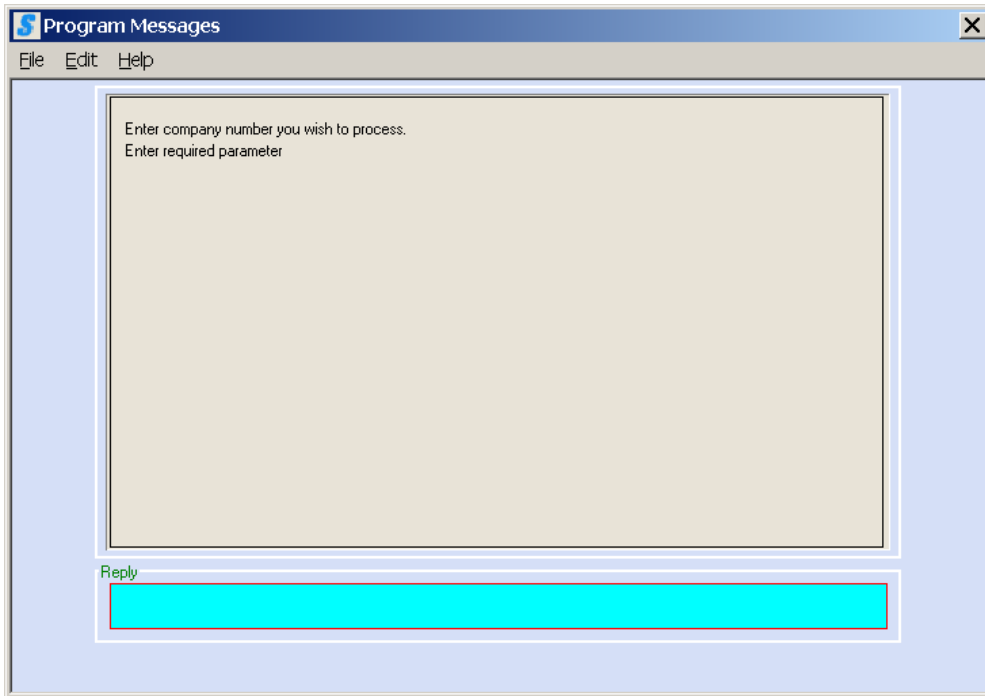
**(Usually\*)** Key a **2-digit year** to use EE earnings and hours from an **archived previous year...** (like "15" [without quotes] for 2015 EE information), then **press [Enter]** to continue.

**Or, (not usually\*)** key "CURRENT" [without quotes] to use EE earnings and hours from the "current year", then **press [Enter]** to continue.

**Or,** key nothing, then **press [Enter]** to cancel the program and return to a menu.

\* When you "zero and close" a payroll year during EOY SkillMatch processing, EE earnings, hours and other information for the year being closed is "archived" in a file separate from "current year" information. This archiving allows selective processing of "old" information after an EOY closing... when or if needed for W2s, 1095-Cs, etc. A file named "EMPMAS" is always the name of the "current year" file. Files named "EMASxx" (xx=2-digit year of closed files) are the names of "closed" and archived data for previous years. (For example, "EMAS15" is the name of the "closed" and archived data for 2015.) **Since these edits will likely be run after EOY, you will, typically, use the previous year EMASxx file for processing these edits... similar to W2 processing.**

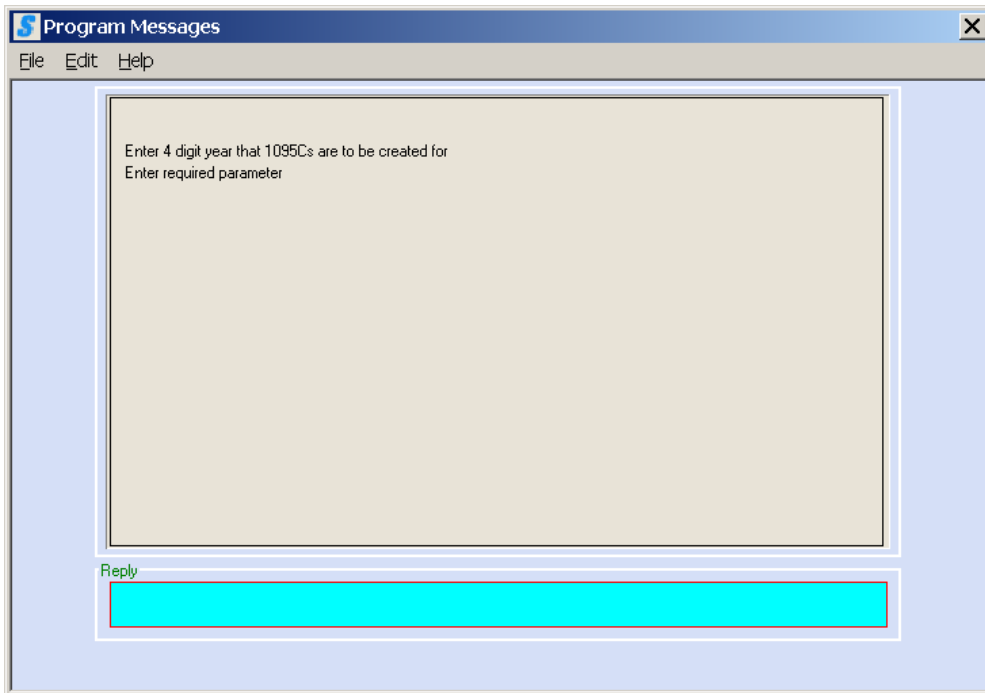
If you keyed **CURRENT** or a **2-digit year** and then **pressed [Enter]** to continue, your screen will display:



Key a **2-digit company** number to process **one** payroll G/L company... then **press [Enter]** to continue...

**Note:** Only one company at a time can be processed. "00" (usually meaning "all companies") is not valid.

After you keyed a **2-digit company** number and then **pressed [Enter]** to continue, the screen will display:

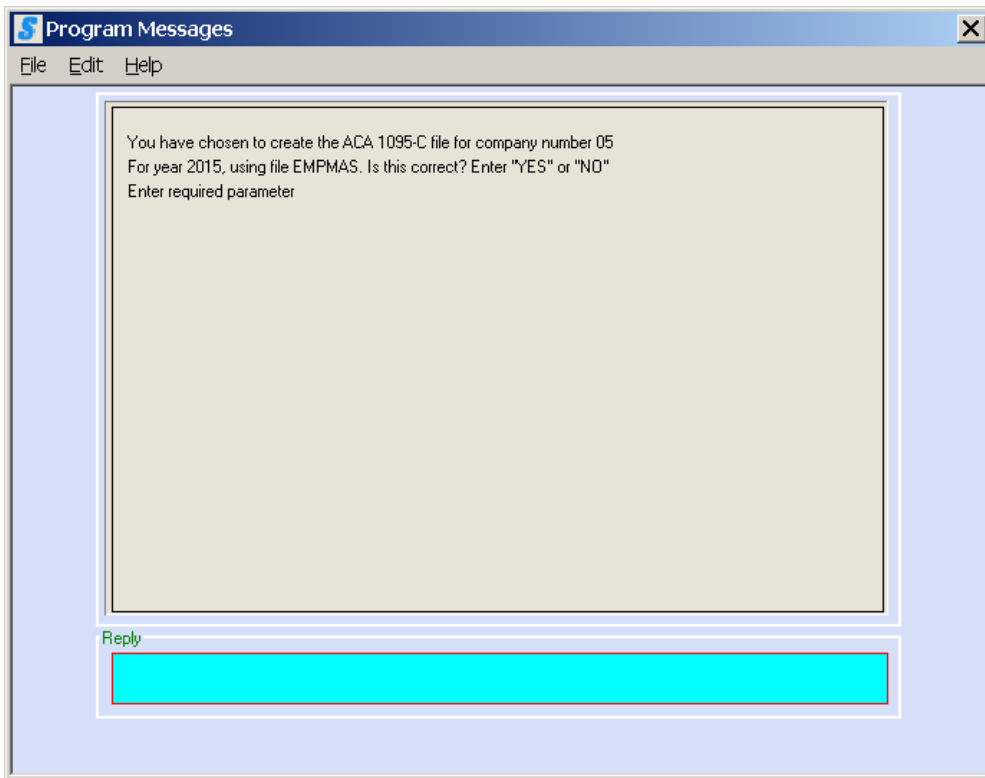


Key the **4-digit\*\* reporting year** you are processing. (For example, key "2015" [without quotes] for year 2015).

**\*\* This is the "IRS year" for 1094/1095-C reporting. This 4-digit reporting year MUST BE THE SAME YEAR as the 2-digit year keyed on the first screen of this processing. Using two different years will produce unpredictable results.**

When the **4-digit reporting year** has been keyed, **press [Enter]** to continue.

After you keyed a **4-digit year** and then **pressed [Enter]** to continue, the screen will display:  
(This is a sample: Your screen will contain data based on your input on the previous screens.)



**Verify (1) the company number, (2) the 4-digit year and (3) the EMASxx file name** (or EMPMAS if "current" year is used). **The 4-digit year and the "xx" of an EMASxx file MUST BE THE SAME YEAR.**

Key **"YES"** [without quotes], if the information is correct, then **press [Enter]** to continue.

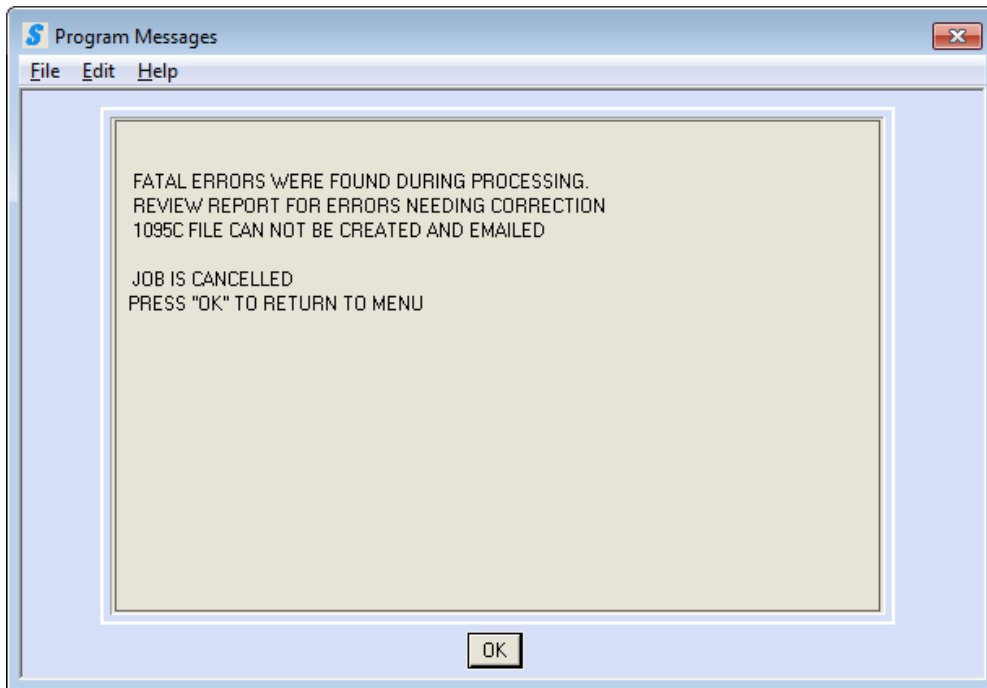
**Or**, key **"NO"** [without quotes] if the information is not correct, then **press [Enter]** to cancel processing and return to a menu.

If you keyed "YES" and then **pressed [Enter]** to continue...

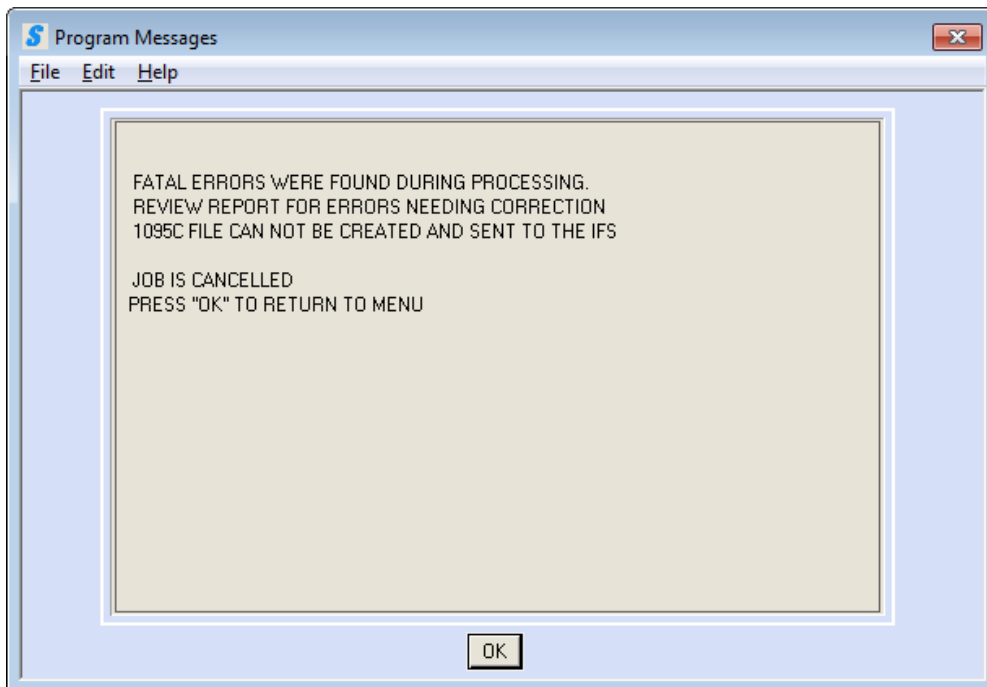
...and **FATAL ERRORS** are found...

**!!! A 1095-C FILE WAS NOT CREATED !!!**

**If you are a WEB-BASED (SME) customer (using a SkillMatch-owned shared-server)... this screen will display:**



**If you are a PLATINUM customer (using your own IBM SkillMatch server)... this screen will display:**



**In either case, "fatal errors" were found and !!! A 1095-C FILE WAS NOT CREATED !!!**

Four edit reports... PB688P, PB688AP2, PB688AP1 and PB689P... will be available in your spool file.

(These are the same reports produced when processing the ACAEDIT command.)

**Review Report PB688P (Report 1) to determine changes required.**

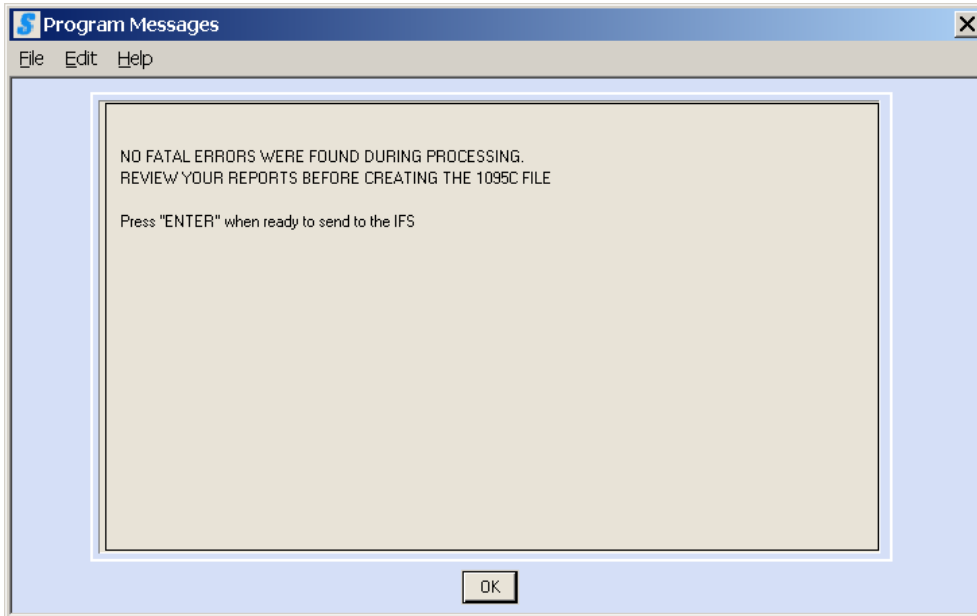


**THIS PAGE IS ONLY FOR WEB-BASED (SME) CUSTOMERS (USING A SkilMatch-OWNED SHARED-SERVER)...**

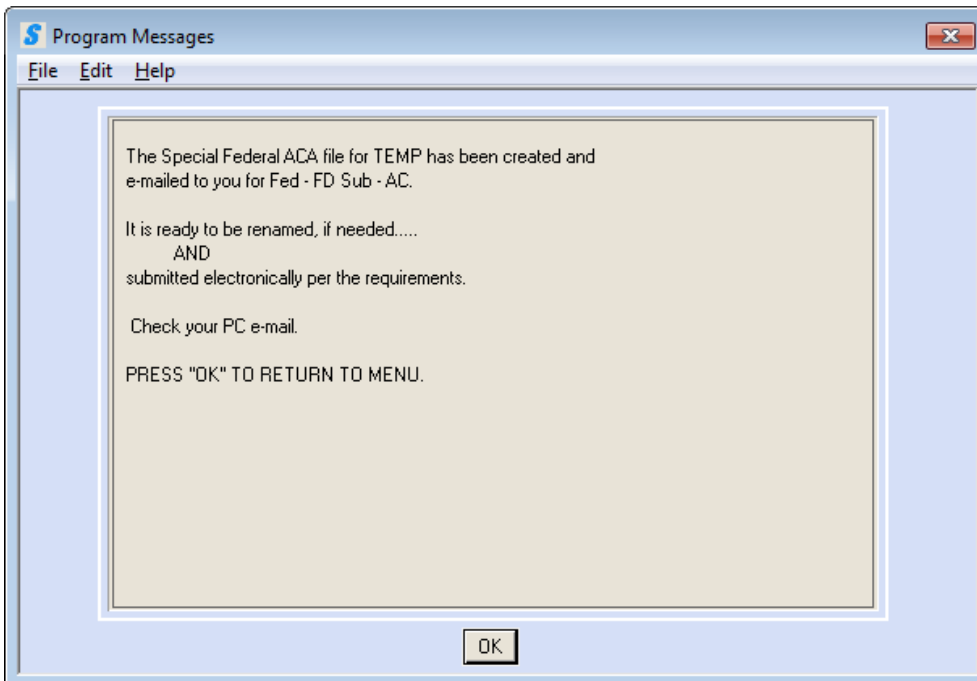
Or, if you keyed "YES" and then pressed **[Enter]** to continue...

...and **NO FATAL ERRORS are found... !!! A 1095-C FILE WAS CREATED !!!**

**First, this** screen will display:



**Then, this** screen (with **TEMP** or **STAFF**) will display... after you **click [OK]** or **press [Enter]** to acknowledge:



**!!! A 1095-C FILE WAS CREATED !!! and it has been auto-emailed to you.**

Your four "**final**" edit reports... PB688P, PB688AP2, PB688AP1 and PB689P... are in your spool file and should be printed and archived. (These are the same reports produced when processing the ACAEDIT command.)

**Report PB689P (Report 4) will be needed for the Greenshades 1094-C "total employee count by month".**

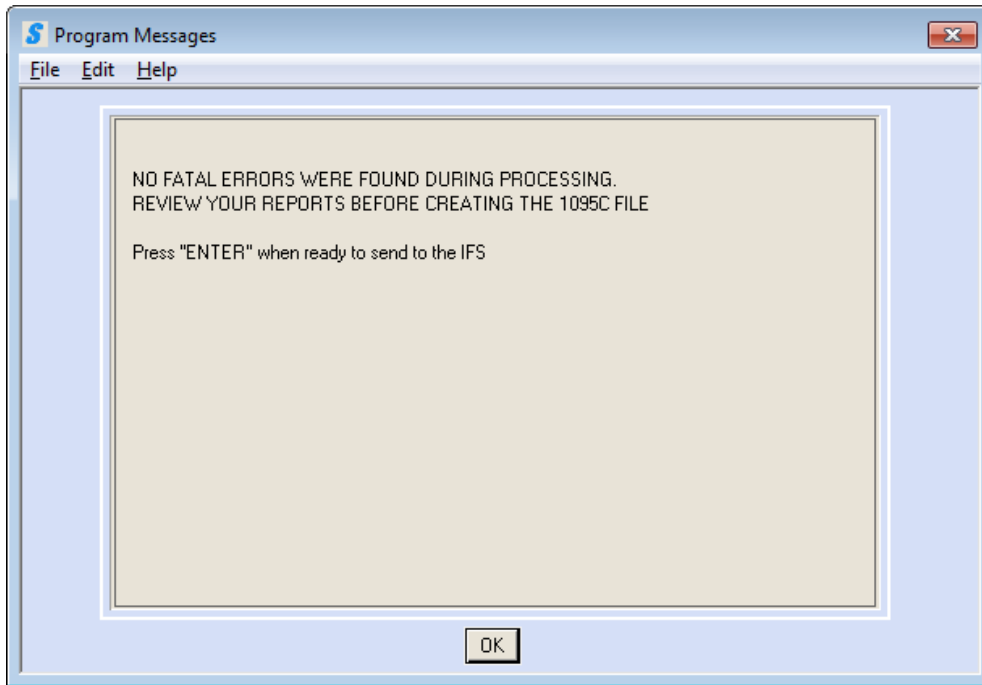
**Click [OK]** or **press [Enter]** to acknowledge and return to a menu.

**THIS PAGE AND THE NEXT PAGE ARE ONLY FOR PLATINUM CUSTOMERS (USING YOUR OWN SkillMatch SERVER)...**

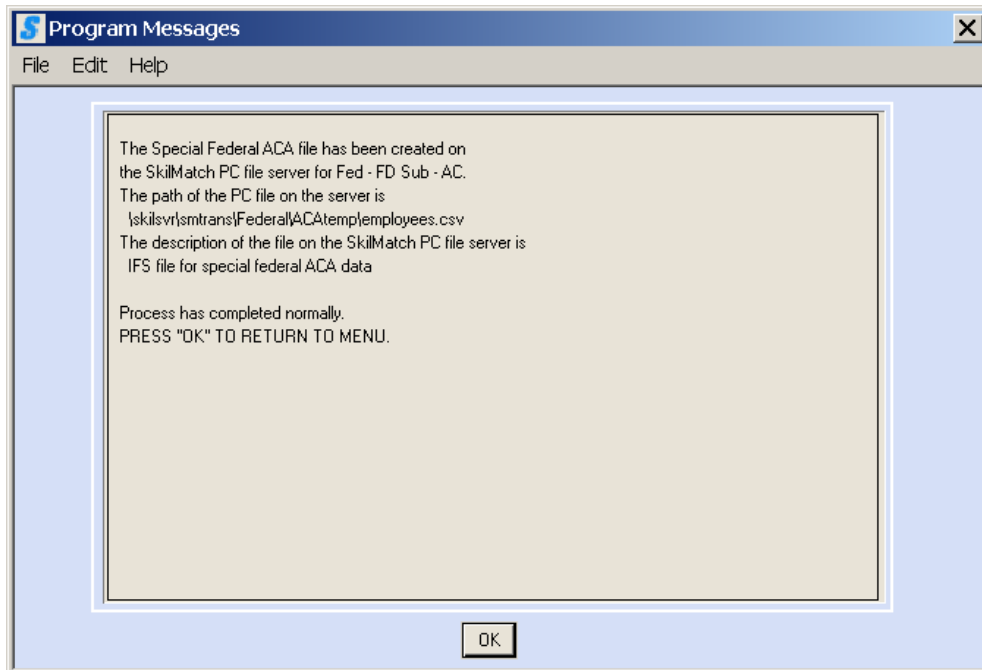
Or, if you keyed "YES" and then **pressed [Enter]** to continue...

...and **NO FATAL ERRORS are found... !!! A 1095-C FILE WAS CREATED !!!**

**First, this** screen will display:



**Then, this** screen (with **ACAtemp** or **ACAstaff**) will display... after you **click [OK]** or **press [Enter]** to acknowledge:



**(Next page)...**

**CONTINUED... ONLY FOR PLATINUM CUSTOMERS (USING YOUR OWN SkilMatch SERVER)...**

**!!! A 1095-C FILE WAS CREATED !!! and it has been saved to your SkilMatch PC file server.**

Your four "final" edit reports... PB688P, PB688AP2, PB688AP1 and PB689P... are in your spool file and should be printed and archived. (These are the same reports produced when processing the ACAEDIT command.)

**Report PB689P (Report 4) will be needed for the Greenshades 1094-C "total employee count by month".**

The second screen shows the path to find the file on your SkilMatch PC file server and will be either:

**\skilsvr\smtrans\Federal\ACAtemp\employees.csv**

**\skilsvr\smtrans\Federal\ACAstaff\employees.csv**

**Process a print screen or write down the path noting \ACAtemp or \ACAstaff:**

Click **[OK]** or press **[Enter]** to acknowledge and return to a menu.

The next page explains how to save a 1095-C file to your "PC" (network) sub-folders (described on page 2).

**!!! DO NOT CREATE ANOTHER FILE UNTIL YOU HAVE SAVED THE LAST-CREATED FILE !!!**

How to save a 1095-C file to your "PC" (network) sub-folders (described on page 2):

**!!! DO NOT CREATE ANOTHER FILE UNTIL YOU HAVE SAVED THE LAST-CREATED FILE !!!**

**Important CAUTION to Platinum customers (using your own IBM SkilMatch server):** Each time you run a file creation process, the system **REPLACES** the last file created for **ANY** company... **whether or not** you have saved a copy of the last file created to your "PC" (network). (**Note:** A new Temp file created does not replace an old existing Staff file or vice-versa.) **If you run the file creation process without saving a copy of the last created file**, the new employees.csv file will contain **only** the file contents created by the last file creation process... and the other file will be **GONE...** and will need to be re-created. **Bottom line: A new Temp file creation for any company will always replace the last Temp file creation for any company and a new Staff file creation for any company will always replace the last Staff file creation for any company.**

**Follow all steps carefully to be sure you save files to the correct ACA1095C sub-folders.**

Now that you have created your 1095-C file, it must be saved for additional processing.

**Copy (or save) the "employees.csv" file...** from your email or your SkilMatch PC file server to the appropriate "Temp" sub-folder or "Staff" sub-folder (within the appropriate "CompanyXX" sub-folder... that is within the "ACA1095C" folder) on your "PC" (network). You will go to this sub-folder to process and upload the file for Greenshades.

**DURING ANY OF THE PROCESSES TO SAVE, OPEN, CONVERT OR WORK WITH THE FILE, NEVER CHANGE THE DATA IN THE FILE OR MAKE ANY CHANGES TO SORT OR FORMAT IN THE FILE.**

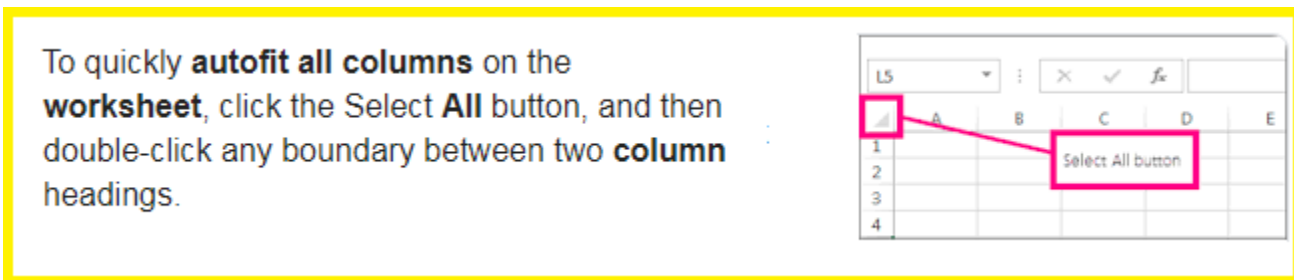
How to convert a "SkilMatch 1095-C file ("employees.csv") to a Greenshades 1095-C file ("employees.xls"):

**EVERY SkilMatch "EMPLOYEES.CSV" FILE MUST BE CONVERTED TO AN EXCEL ("EMPLOYEES.XLS") FORMAT BEFORE IT CAN BE PROCESSED BY GREENSHADES.**

**Excel software must be installed for the PC where the "employees.csv" files will be "converted".**

After an "employees.csv" file has been saved to its appropriate sub-folder it can be processed for conversion to the Excel .xls format.

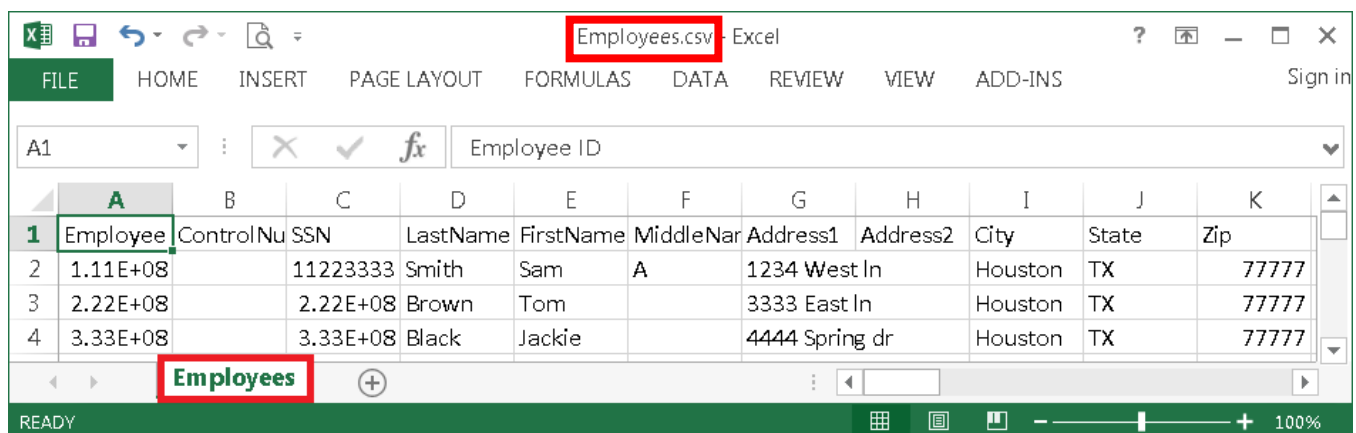
1. Open the sub-folder containing the "employees.csv" file to be converted.
2. **Double-click** on the "employees.csv" file and it will open in Excel (as a .csv file). (Note [below in a **red** box] that the name of the file at the very top of the Excel screen is "employees.csv".) The file must be named "employees.csv" when it is opened by Excel or it will not convert correctly.
3. **UPDATE FOR PROCESSING 2019 AND FUTURE YEAR FILES:** When the file is opened, **NEVER CHANGE THE DATA IN THE FILE OR MAKE ANY CHANGES TO SORT OR FORMAT. HOWEVER, DUE TO CHANGES IN SOME/NEWER VERSIONS OF EXCEL, YOU MUST "AUTOFIT ALL COLUMNS" ON THE WORKSHEET BEFORE PROCEEDING TO THE NEXT STEP [4.] BELOW. HERE IS HOW YOU DO THIS:**



**(Note: Before you "autofit all columns" you will see that full column heading names may not display. [For instance, column B may not fully display column heading "ControlNumber" but will, instead, display a partial column heading name like "ControlNu".] However, after you have "autofit all columns", the full column heading name will display.) IF YOU ARE CONCERNED ABOUT YOUR ABILITY TO DO THIS, CONTACT YOUR EXCEL EXPERT OR CONTACT SKILMATCH SUPPORT AND WE WILL HELP TO WALK YOU THROUGH THE PROCESS.**

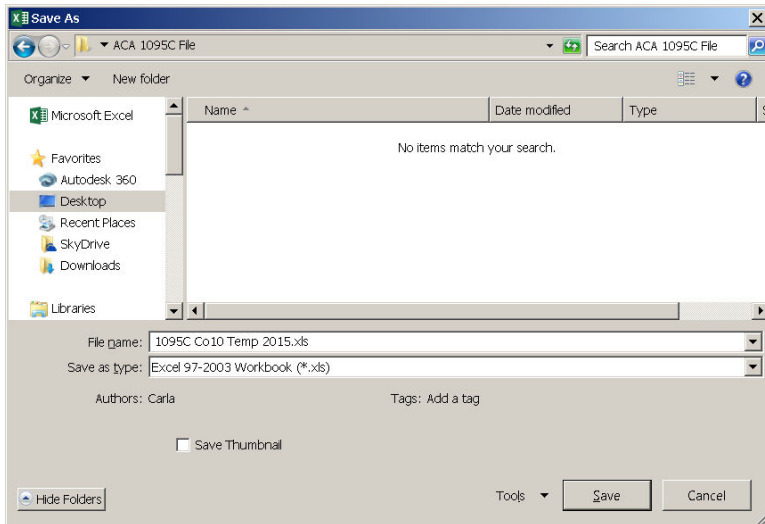
4. **Verify** the worksheet name tab (bottom left) shows "**Employees**" (without quotes). If **not**, contact SkilMatch.

**(Note: Every Excel version looks slightly different.)**



5. From the Excel menu options **click [FILE]**.

6. Click **[Save As]...** and the Excel "Save As" dialog box will open. Be sure the dialog box is set to save the file to the **same** sub-folder where the "employees.csv" file was located.

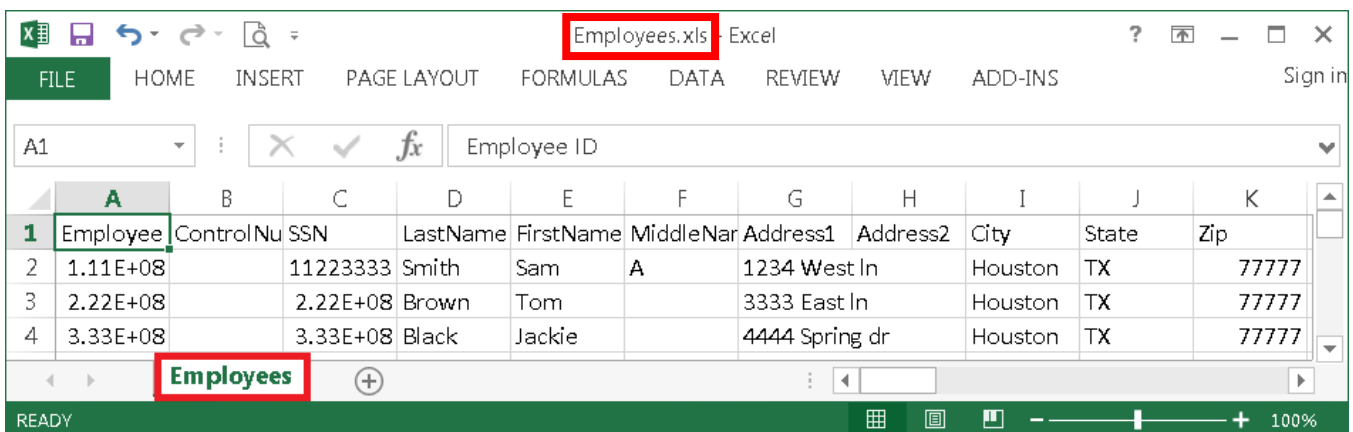


7. **"Save as type"** should be **changed** to **"Excel 97-2003 Workbook (\*.xls)"** (using the right-side drop-down arrow).

**Note1:** After you change the "Save as type" to "Excel 97-2003 Workbook (\*.xls)"... if your PC displays "file extensions" (like .csv or .xls) on the "File name"... the file extension will be now be **.xls** instead of **.csv**.

**Note2:** Some PCs do not show a file extension when displaying files in a folder. As a result, it is sometimes hard to discern the difference between two files with the same name but different file extensions (like "employees.csv" vs. "employees.xls" in the same folder. Therefore, if desired, when using Excel to convert the file from the .csv to the .xls extension, the "File name" can also be changed from "employees.xls" to something like "Temp-employees-2015.xls" to represent the file contents and to distinguish it from the "employees.csv" file when are uploading to Greenshades and you cannot see file extensions. It is OK to upload a file name other than "employees" to Greenshades as long as the file extension was changed to .xls using Excel. Greenshades cannot accept .csv files... only .xls files, regardless of file name.

8. Click the **[Save]** button.
9. After saving, the spreadsheet is still open. (Note [below in a **red** box] that the name of the file at the very top of the Excel screen is now "employees.xls".) **Close the file/spreadsheet.** (**Note:** Every Excel version looks slightly different.) The file is now ready to be uploaded to Greenshades using **their** upload/import documentation.



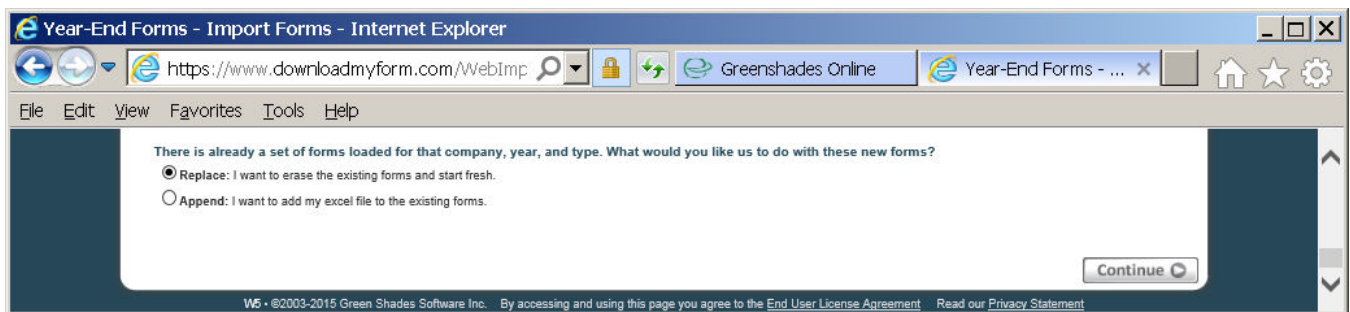
The next section contains "SkillMatch" hints and requirement reminders for Greenshades processing.

## Greenshades processing: Hints and Requirements

**Note:** Screenshots and instructions may not exactly match Greenshades version changes.

### **HINT: Replace or Append...**

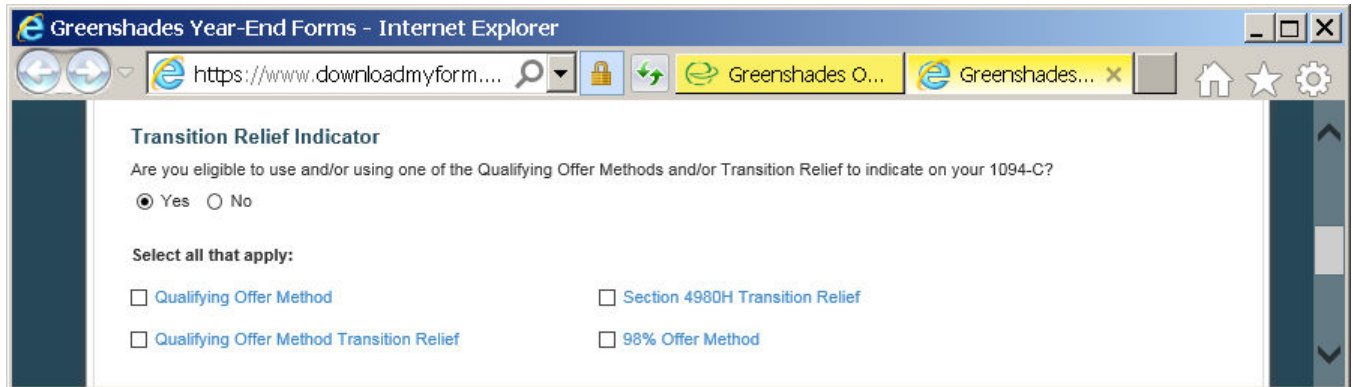
- Most SkilMatch customers will upload 2 files per "company XX" for Greenshades processing: **temp** and **staff**.
- Upload your **temp** file first.
- The **first time your temp file for a "company" is uploaded to Greenshades**, the options for "replace" or "append" (example, below) will not appear.
- **If you need to upload the temp file a second time (for whatever reason)** you would select "**Replace**" to replace the previously uploaded temp file.
- But... for a subsequent **staff file upload** for the same company, you **want** to combine it with the temp file for that company and should select the "**Append**" option file... to **add** your **staff** file to your existing **temp** file.



**HINT: Transition Relief Indicator...**

When you get to this section, you must select "Yes" (first) to "see" the selections. If you selected yes, select one, or more than one, of the selections appropriate for the company.

**SkilMatch and Greenshades CANNOT advise you on selections.**



The screenshot shows a web browser window titled "Greenshades Year-End Forms - Internet Explorer". The address bar displays "https://www.downloadmyform...". The page content includes the following:

**Transition Relief Indicator**  
Are you eligible to use and/or using one of the Qualifying Offer Methods and/or Transition Relief to indicate on your 1094-C?  
 Yes  No

Select all that apply:

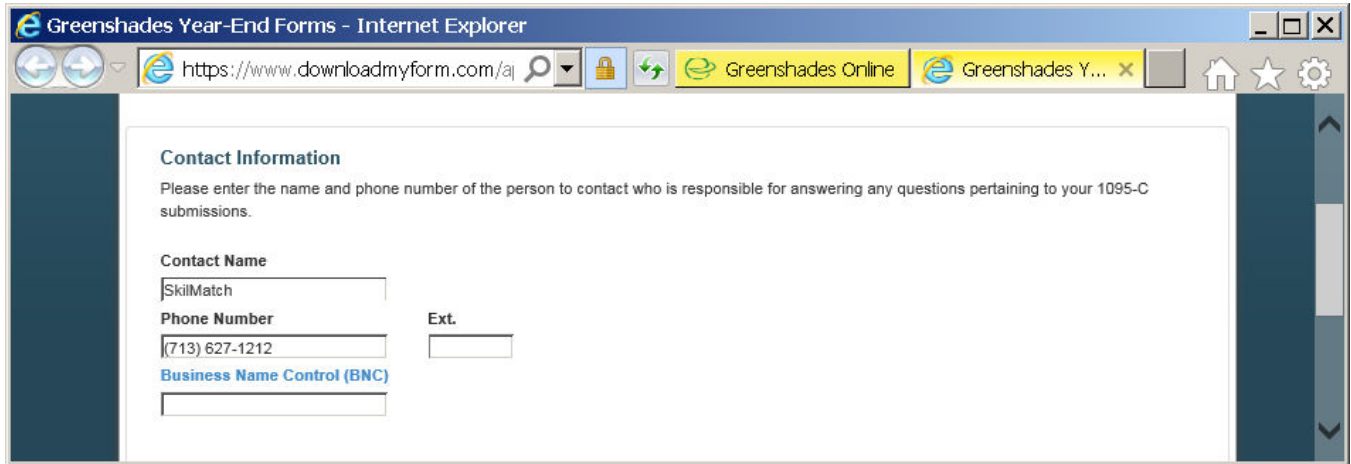
<input type="checkbox"/> Qualifying Offer Method	<input type="checkbox"/> Section 4980H Transition Relief
<input type="checkbox"/> Qualifying Offer Method Transition Relief	<input type="checkbox"/> 98% Offer Method



**HINT: Business Name Control (BNC)...**

A BNC is a sequence of characters derived from a taxpayer's (employer's) name... and is used by the IRS in processing tax returns filed by the taxpayer. A Business Name Control was established by the IRS when the taxpayer requested an Employer Identification Number (EIN).

Entry of your BNC should be entered here... even though it is optional on this screen... because it **will** be required on a later screen for Greenshades to be able to file electronically for you with the IRS.



The screenshot shows a web browser window titled "Greenshades Year-End Forms - Internet Explorer". The address bar displays "https://www.downloadmyform.com/aj". The page content is titled "Contact Information" and includes the following text: "Please enter the name and phone number of the person to contact who is responsible for answering any questions pertaining to your 1095-C submissions." The form fields are: "Contact Name" with the value "SkillMatch"; "Phone Number" with the value "(713) 627-1212" and an empty "Ext." field; and "Business Name Control (BNC)" with an empty text box.

**HINT: Total Employee Count...**

Designate "12th Day of Each Month" as your option.

SkilMatch report PB689P, produced during 1095-C file creation, provides the count required.

(Note: The PB689P temp report count is separate from the PB689P staff report count.)

Key the totals from the PB689P temp report when you upload the temp 1095-C file. When you upload and **append** the staff 1095-C file, you will **replace** the original temp figures that were keyed with **new** figures... that will be your **temp and staff PB689P totals added together**.

Greenshades Year-End Forms - Internet Explorer

https://www.downloadmyform.com

Year-End Forms 98: Test 1 2015 1095-C Tax Forms SkillMatch

### Welcome Wizard

Transition Relief Aggregated ALE Group Self-Insured Indicator Contact Information **Employee Count**

#### Employee Count

Designate one of the options below as the consistent determination for the total number of employees reported for each month.

12th Day of Each Month

*NOTE: Changing your determination designation above will not recalculate your employee totals. It is your responsibility to accurately record your employee count consistently based on your selection.*

Enter the total number of employees, including full-time employees and non-full-time employees and employees in a Limited Non-Assessment Period, for each calendar month.

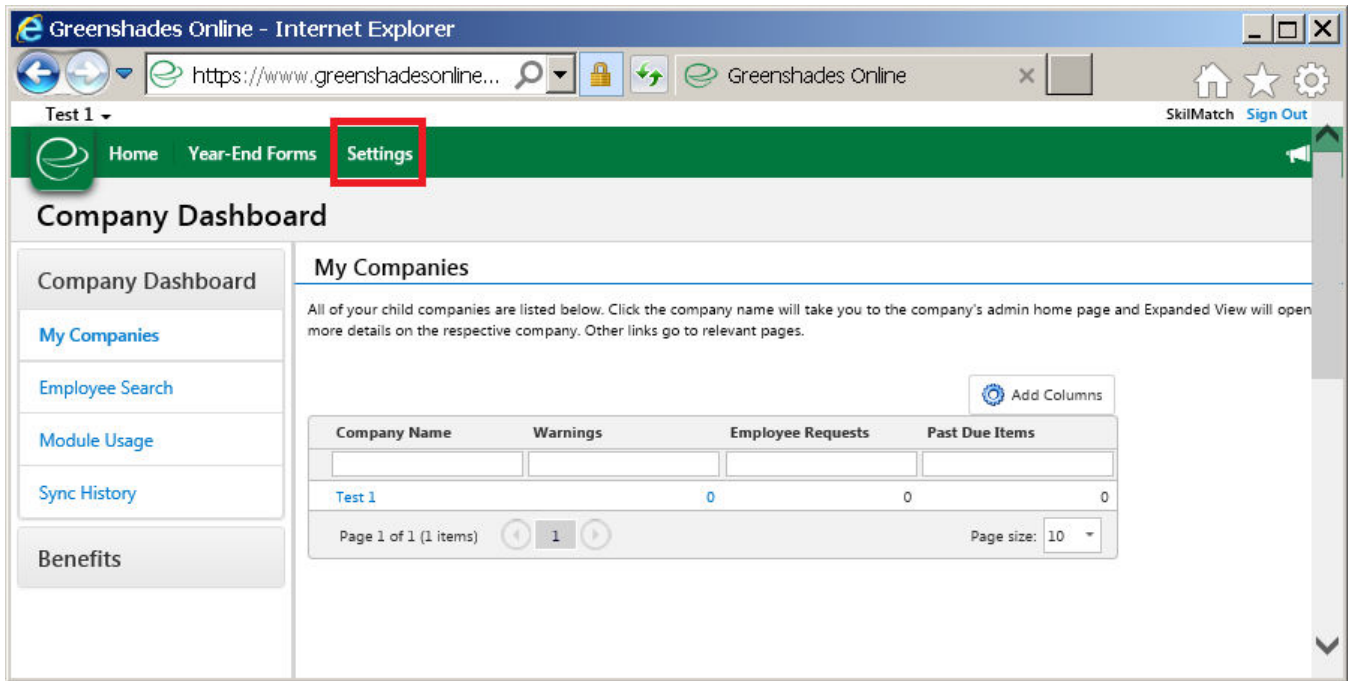
Total Employee Count		Total Employee Count	
Jan	Employee Count	July	Employee Count
Feb	Employee Count	Aug	Employee Count
Mar	Employee Count	Sept	Employee Count
Apr	Employee Count	Oct	Employee Count
May	Employee Count	Nov	Employee Count
Jun	Employee Count	Dec	Employee Count

Back Next

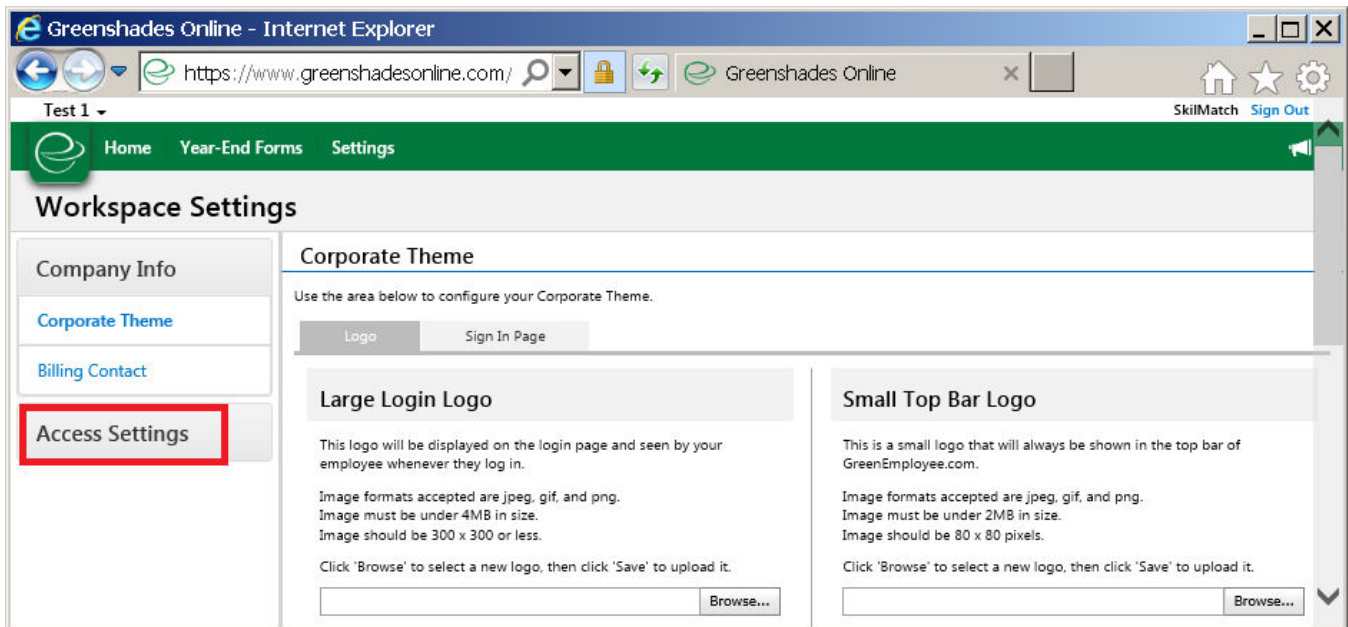
D2W2:2016882 - ©2003-2015 Green Shades Software Inc. By accessing and using this page you agree to the End User License Agreement Read our Privacy Statement

**REQUIREMENT: Customize your company account and EE access...**

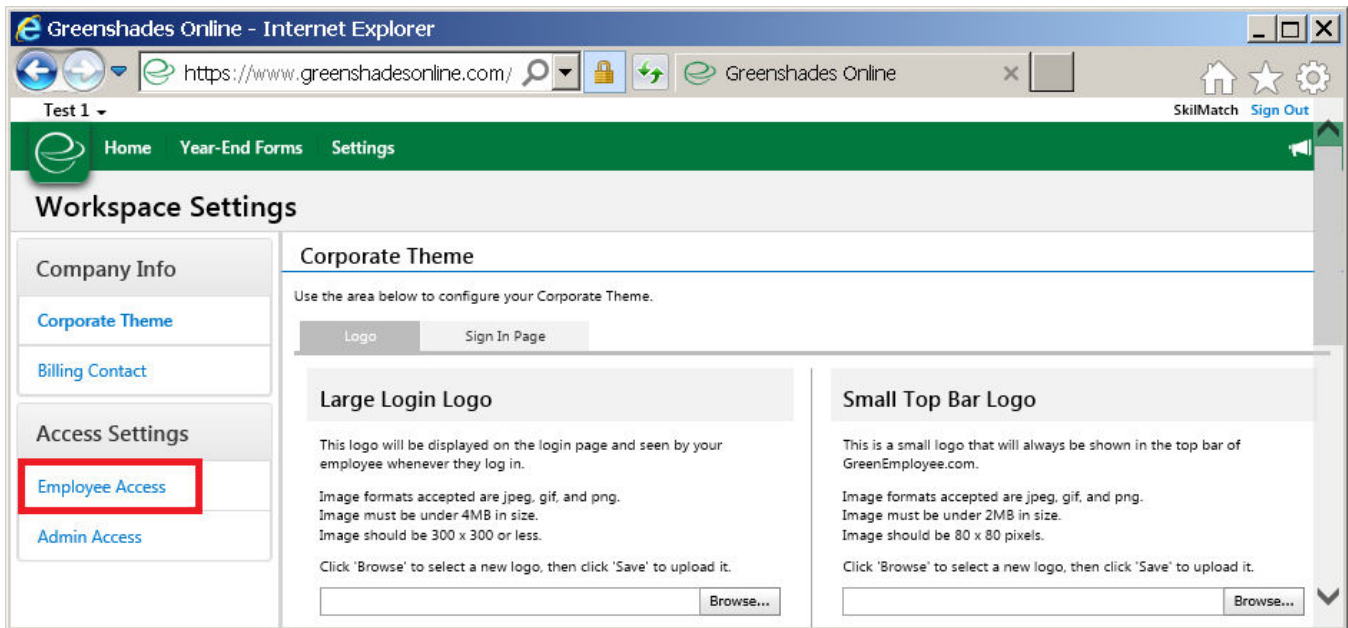
After you have signed into your Greenshades account and have completed the **first** file upload for a company, this screen will display:



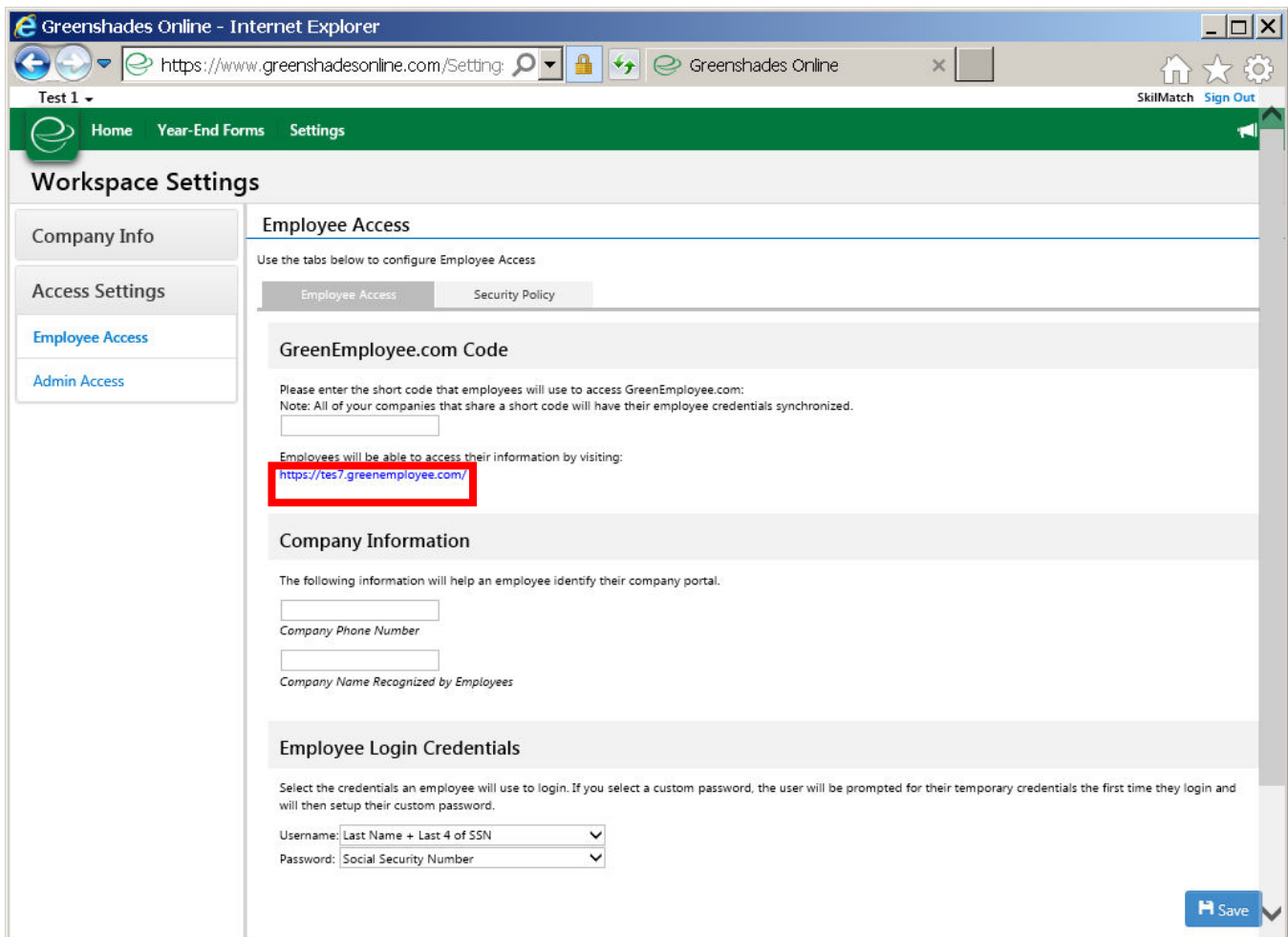
Click **[Settings]** and the screen will display:



Click [\[Access Settings\]](#) and the screen will display:



Click [\[Employee Access\]](#) and the screen will display:



### "GreenEmployee.com Code"...

Determine, then key, a "short code" for your company. This allows Greenshades to create a unique "portal" for your EEs to go to access their 1095-C forms. It needs to be less than 30 letters, numbers or dashes **only** (no spaces or special characters). Greenshades will "attach" your "short code" to the front of their "greenemployee.com" generic website to create your unique portal. (Your short code will either be approved or rejected as "already used" after you key it and press the **[Tab]** key.)

Examples for **Resource Development Staffing** and **Act Industrial Staffing** might be:

**"resourcedevelopment"** (i.e., **resourcedevelopment.greenemployee.com**) and **"actindustrial"** (i.e., **actindustrial.greenemployee.com**.) Note that **your** unique portal will be displayed in blue on the screen after it has been approved.

### "Company Information"...

Key a "formatted" version of your phone number... like "(713) 627-0011"... (not "7136270011") and an identifiable version of your company name... like "Resource Development" or "Act Industrial"... for Greenshades to use to help your EEs find your unique "xxxxx.greenemployee.com" website (from the "generic" "greenemployee.com" website)... when they cannot remember your specific unique website.

### "Employee Login Credentials"...

**!!! CRITICAL !!! The following two areas MUST display EXACTLY like this...**

**Username:** Select "Last Name + Last 4 of SSN"

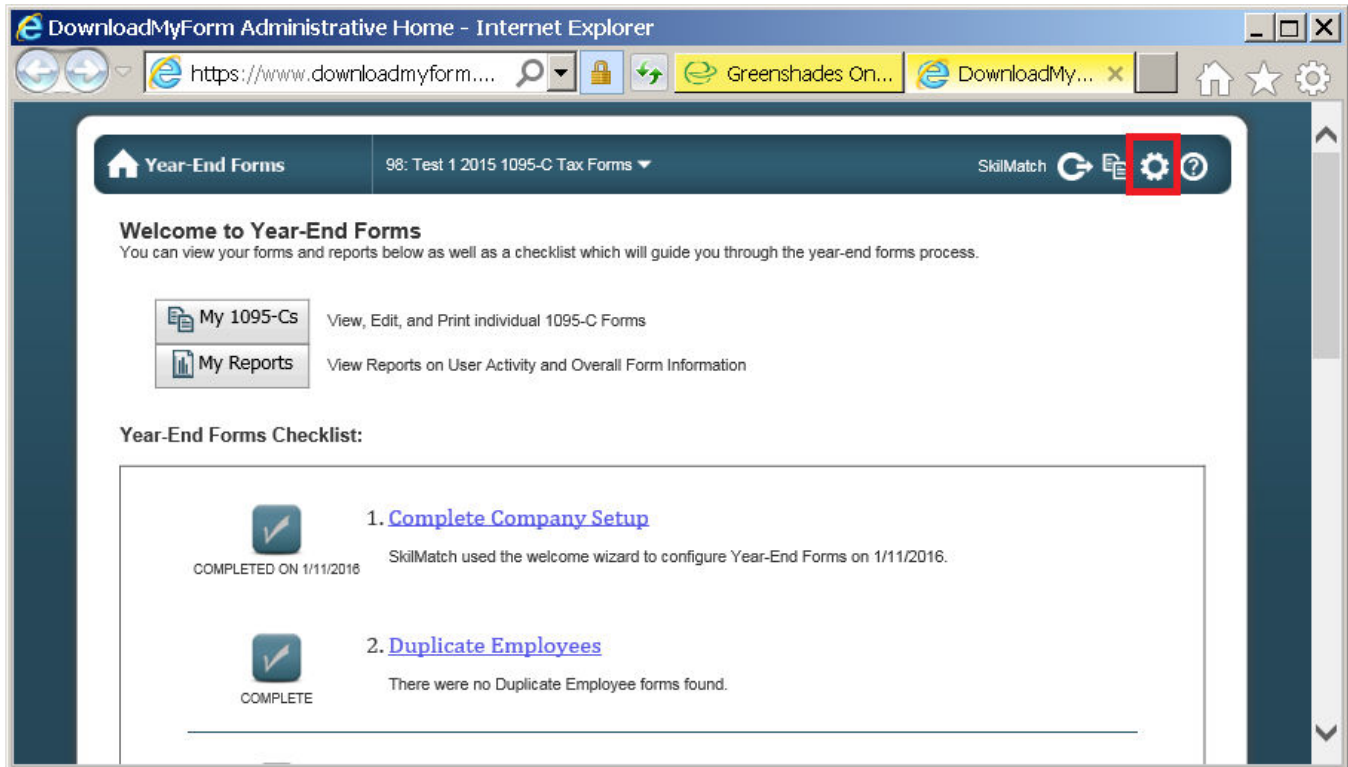
**Password:** Select "Social Security Number"

Click **[Save]** at bottom right corner. A save message will display at the top of the screen: **"Success! Your selections have been saved"**.

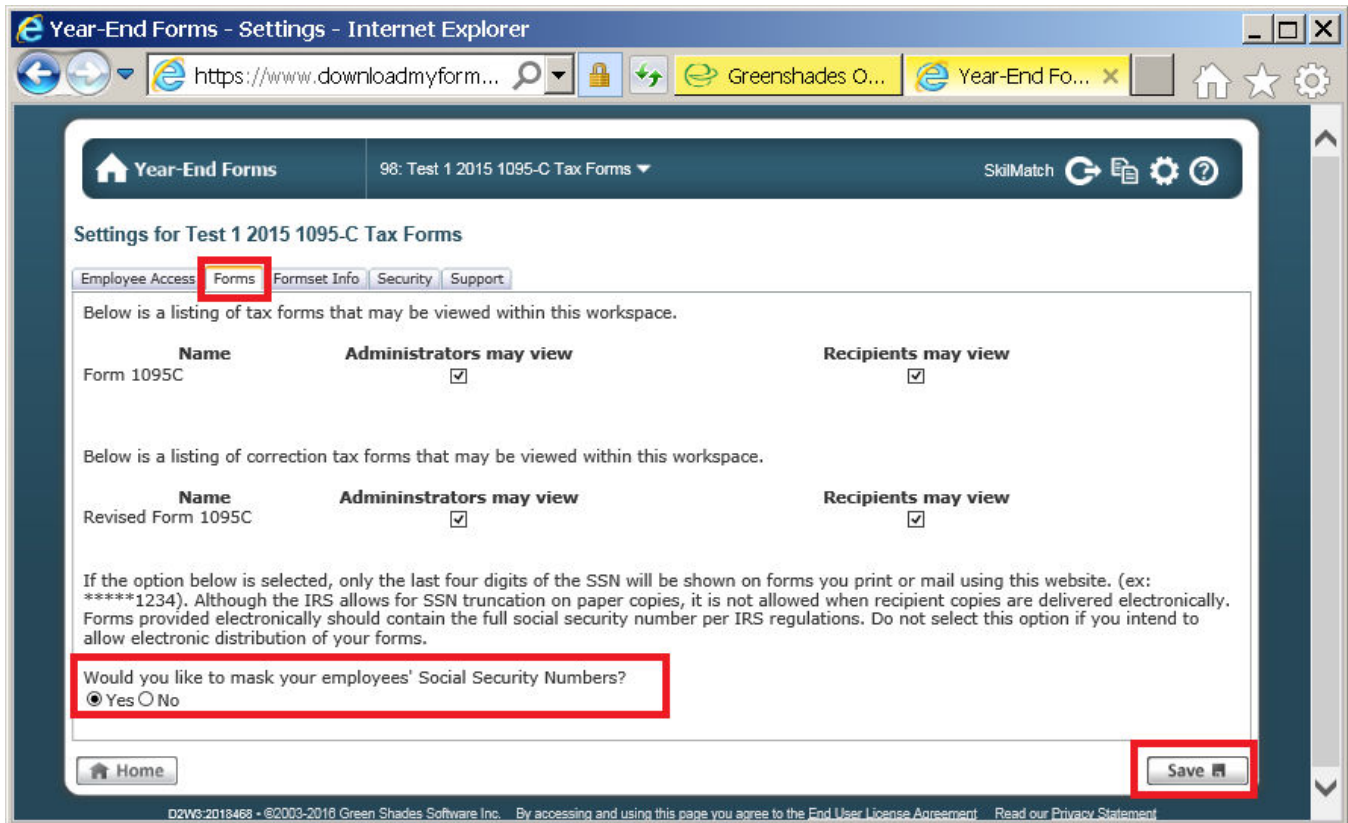
**HINT... "Mask Employee Social Security Numbers on 1095-C form"**

If you want to "truncate" (hide) SSNs printed on EE 1095-Cs (\*\*-\*\*-6789 instead of 123-45-6789)...

On the "Welcome to Year-End Forms" screen, **click** the "**Settings icon**" in the upper right hand corner.



Click the **[Forms]** tab at the top. The screen will display:



At the bottom of the page is the question, "Would you like to mask your employees' Social Security Numbers?" Select [Yes] or [No]. If you select "Yes", SSNs will be truncated (masked) to print as \*\*\*-\*\*-6789 on 1095-C forms. Example, below.

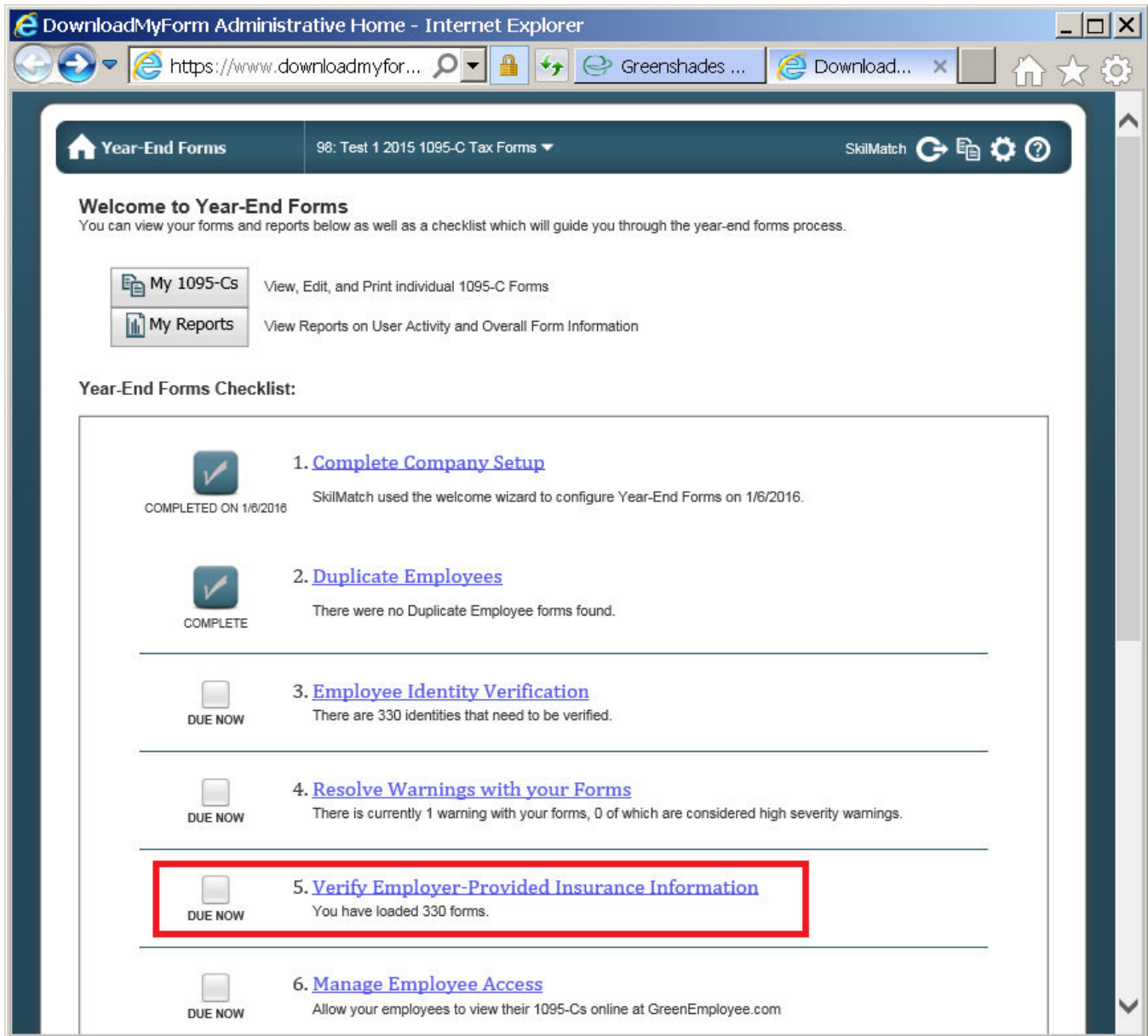
The screenshot shows a web browser window with the URL <https://www.downloadmyform.com/TaxForm.pdf?c=MzI2MzI%6253d-ixumVhottDBE5QA%2fx9f02...>. The browser's address bar also shows <https://www.downloadm...>. The browser's toolbar includes navigation buttons, a search icon, and several extension icons, including 'Greenshades...' and 'downloa...'. The main content area displays a PDF form titled 'Employer-Provided Health Insurance Offer and Coverage' for Form 1095-C, year 2015. The form is divided into several sections:

<b>PART I:</b> <b>Applicable Large Employer Member (Employer)</b> (Boxes 7, 9-13) EMPLOYER'S name, street address, city, state, country, ZIP or foreign postal code, and contact telephone number SKILMATCH STAFFING SYSTEMS 3000 WESLAYAN #340 HOUSTON, TX 77027 (713) 627-1212		Form <b>1095-C</b> <b>Employer-Provided Health Insurance Offer and Coverage</b> OMB No. 1545-2251 <b>2015</b>	
<b>Employee</b> (Boxes 1, 3-6) EMPLOYEE'S name, street address, city, state, country, and ZIP or foreign postal code		<b>8</b> EMPLOYER'S Identification Number (EIN) 11-1234567	<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED
		<b>2</b> EMPLOYEE'S Social Security Number (SSN) ***-**-7551	<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED
		Plan Start Month (Enter 2-digit number) 10	For Privacy Act and Paperwork Reduction Act notice, see separate instructions.

At the bottom of the form, there is a footer with the text: VBA (keep for your records) www.irs.gov/form1095c Department of the Treasury - Internal Revenue Service.

**REQUIREMENT, "Verify Employer-Provided Insurance Information"...**

**You must VERIFY the data or MANUALLY EDIT data in Option 5 of the "Year-End Forms Checklist" ("Verify Employer-Provided Insurance Information").**



On the "Year-End Forms Checklist", click option 5.



The screen will display:

**Year-End Forms** 98: Test 1 2015 1095-C Tax Forms SkillMatch

**Employer-Provided Insurance Information Verification**  
 The following information was gathered based on your collective 1095-C form data and contains information populated for the 1094-C form (Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns). [Email Report](#)

Please review the information below and verify that it is correct.

**Applicable Large Employer (ALE) Member**

<b>Company Name</b>	SkillMatch Staffing Systems	<b>EIN</b>	11-1234567
<b>Address</b>	3000 Wesleyan #340	<b>Contact Name</b>	SkillMatch
<b>City</b>	Houston	<b>Contact Phone #</b>	(713) 627-1212 Ext.
<b>State</b>	TX		
<b>ZIP</b>	77027		

**Total # of 1095-C Forms being Submitted:** 330

**ALE Member Information**

Are you a member of an Aggregated ALE Group?  Yes  No [Edit](#)

**Certifications of Eligibility (all checked apply):**  Qualifying Offer Method  Section 4980H Transition Relief  Qualifying Offer Method Transition Relief  98% Offer Method [Edit](#)

**ALE Member Information - Monthly**

**Important Note:** The following monthly information displayed below is based on your individual 1095-C form data and company setup provided upon import. Any data added, edited, or removed within the grid below will not update or recalculate your individual 1095-C form data. Please edit with caution, as this information is translated directly to your 1094-C Transmittal Form and included with your eFile.

	Minimum Essential Coverage Offer	Full-Time Employee Count	Total Employee Count <a href="#">Edit</a>	Aggregated Group Indicator	Section 4980H Transition Relief Indicator
All 12 Months	No <input type="checkbox"/>			No <input type="checkbox"/>	N/A <input type="checkbox"/>
Jan	No <input type="checkbox"/>	159	656	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Feb	No <input type="checkbox"/>	173	677	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Mar	No <input type="checkbox"/>	165	678	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Apr	No <input type="checkbox"/>	166	679	No <input type="checkbox"/>	N/A <input type="checkbox"/>
May	No <input type="checkbox"/>	183	713	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Jun	No <input type="checkbox"/>	187	720	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Jul	No <input type="checkbox"/>	188	702	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Aug	No <input type="checkbox"/>	196	735	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Sep	No <input type="checkbox"/>	201	904	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Oct	No <input type="checkbox"/>	211	775	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Nov	No <input type="checkbox"/>	220	809	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Dec	No <input type="checkbox"/>	221	800	No <input type="checkbox"/>	N/A <input type="checkbox"/>

**Verify Information and Totals**

I have reviewed the information and totals on this screen. I verify that the information and any changes I have made are true, correct, and complete.

[Back](#) [Save](#)

**Review everything on this screen to verify or edit the information to be submitted to the IRS.**

**SkillMatch and Greenshades CANNOT advise you on selections.**

**(Next page)**

**SkilMatch and Greenshades CANNOT advise you on selections.**

**"Total # of 1095-C Forms being Submitted"...** Should match your edit Report 1 counts... temp + staff together.

**"Are you a member of an Aggregated ALE Group?"...** Are you?

**"Certifications of Eligibility"...** Select appropriate certifications.

**"Minimum Essential Coverage Offer" column...** Refer to IRS publication "2015 Instructions for Forms 1094-C and 1095-C" (<https://www.irs.gov/pub/irs-pdf/i109495c.pdf>), page 8, Part III - ALE Member Information - Monthly.

**"Full-Time Employee Count" column...** These counts are calculated by Greenshades based on details from your 1095-C submissions.

**"Total Employee Count" column...** These are figures keyed by you using SkilMatch temp and staff report(s) PB689P... produced during 1095-C file creation(s)... and should be totals of **temp and staff added together**.

**"Aggregated Group Indicator" column...** Refer to IRS publication "2015 Instructions for Forms 1094-C and 1095-C" (<https://www.irs.gov/pub/irs-pdf/i109495c.pdf>), page 8, right side, Column (d).

**"Section 4980H Transition Relief Indicator" column...** Refer to IRS publication "2015 Instructions for Forms 1094-C and 1095-C" (<https://www.irs.gov/pub/irs-pdf/i109495c.pdf>), page 8, right side, Column (e).

**"Verify Information and Totals"...** Check the box to indicate your confirmation and validation of all information.

Click **[Save]** to complete this page.