

# body

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This utility is used to import a comma-delimited text (.txt) file to insert insurance data to the Maintenance > ACA 1095 YTD Data > 1095-B and 1095-C pages.

You must be logged on to a current year pay frequency to access this utility.

Additional import notes:

If **Insert new records from import file.** is selected, one of the following occurs:

- If 1095-B or 1095-C employee records exist without 1095-B or 1095-C coverage data, new 1095-B or 1095-C coverage rows are inserted.
- If 1095-B or 1095-C employee records exist with 1095-B or 1095-C coverage data, no new 1095-B or 1095-C coverage rows are inserted.

If **ACA 1095-C Covered Individuals** is selected, then the **Self-Insured** indicator is set to *Y* for processed employees.

Click here to view the Covered Individuals Data and the 1095-C Offers of Coverage Import Data file record layouts.

#### Insert new records:

Under **Import Option**, select one of the following options:

- Insert new records from import file.
- Delete all existing records and insert all records from import file.

Under **Employees Identifier**, select one of the following options to include as the first identifying column in the record layout:

- Employee Number
- Staff ID/SSN

Under **Record Type**, select one of the following options:

- ACA 1095-B Covered Individuals (selected by default)
- ACA 1095-C Employee Offer and Coverage
- ACA 1095-C Covered Individuals

If **ACA 1095-B Covered Individuals** is selected, enter data in the following fields:

Field	Description
Calendar Year (YYYY)	Type the calendar year for which you want to import data.

Field	Description
Coverage Type	Click * to select the coverage type
	A - Small business health options program (SHOP) B - Employer-sponsored coverage C - Government-sponsored program D - Individual market insurance E - Multiemployer plan F - Miscellaneous minimum essential coverage

### If ACA 1095-C Employee Offer and Coverage or ACA 1095-C Covered Individuals is selected:

Calendar Year (YYYY)	Type the calendar year for which you want to import data.
Import Path	Click <b>Choose File</b> . The File Upload dialog box is displayed.
	Select the desired file to upload, and click <b>Open</b> . The file name is displayed.
	Click <b>Cancel</b> to close the dialog box without selecting a file.

Click **Execute** to start the import. If any errors are encountered during the import process, the Extract ACA 1095-B/1095-C Data Error Report is displayed.

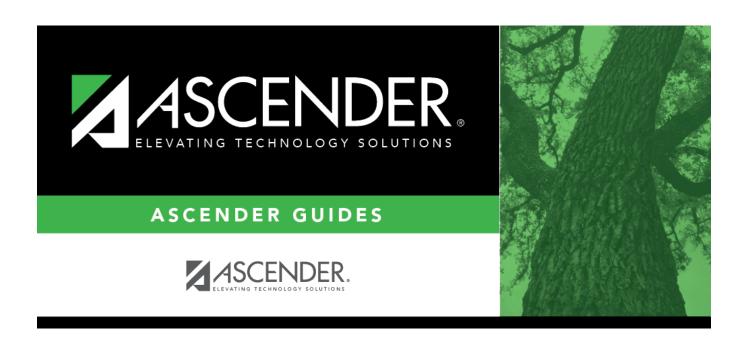
### Review the report.

Click **Process**. Or, click **Cancel** to return to the Import ACA 1095-B/1095-C Data page.

### Create a backup.

A message is displayed indicating that the process was successful.

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