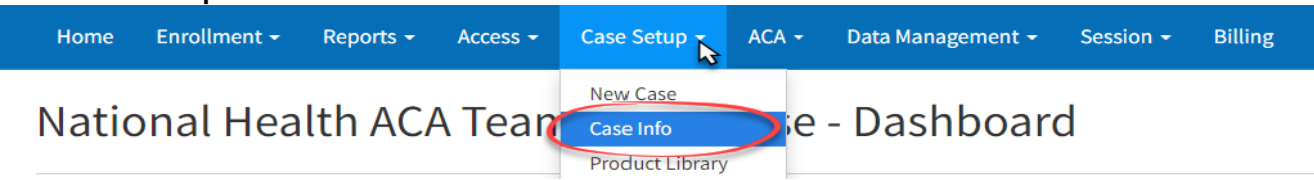
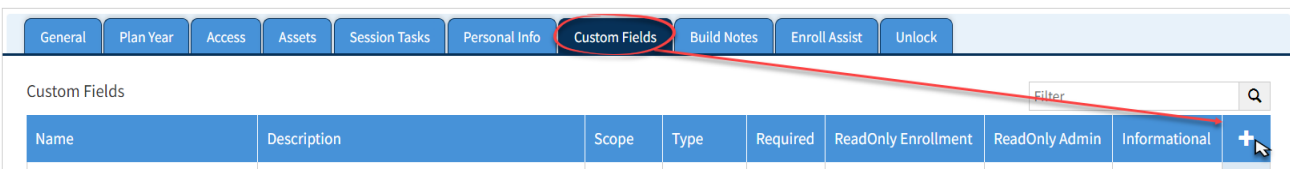
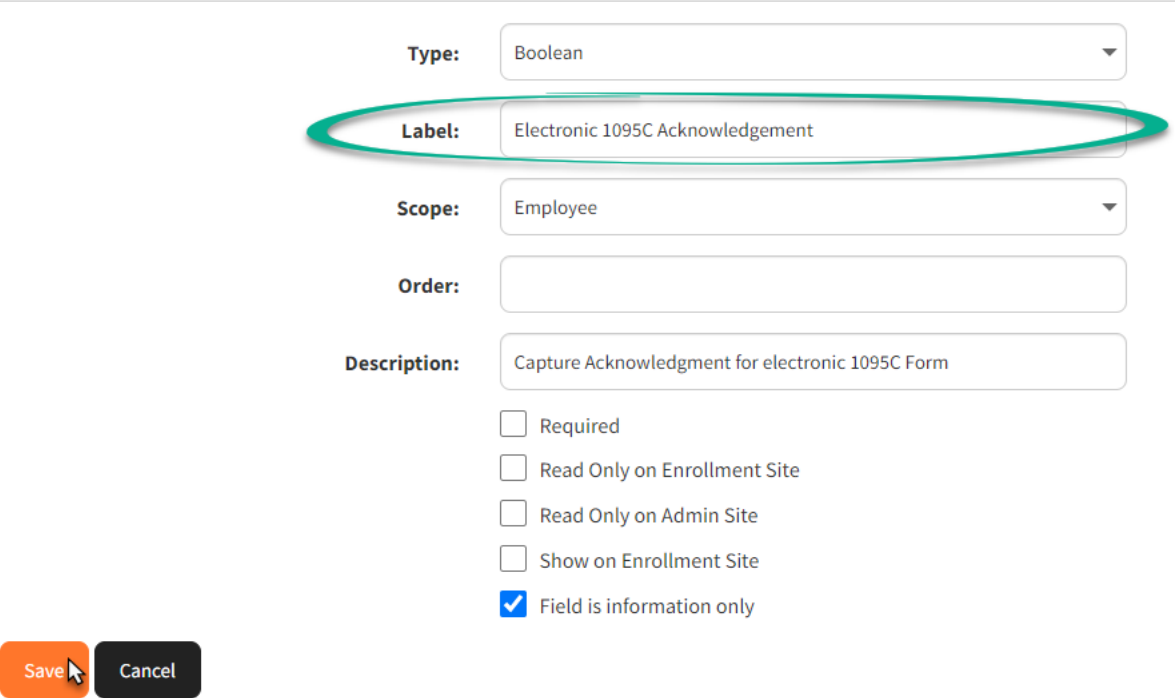


The case must be **UNLOCKED** to perform this action

Step	1095-C Acknowledgement Custom Field Setup
1.	<p>Go to Case Setup and select Case Info</p> 
2.	<p>Go to the Custom Fields Tab and click the “+” to create new Custom Field: Case Info</p> 
3.	<p>Under Case Setup>Case Info>Custom Fields complete the custom fields using the parameters outlined below. The Label naming convention MUST be set to: Electronic 1095C Acknowledgement.</p> <p>Custom Fields</p>  <p>Type: Boolean</p> <p>Label: Electronic 1095C Acknowledgement</p> <p>Scope: Employee</p> <p>Order:</p> <p>Description: Capture Acknowledgment for electronic 1095C Form</p> <p> <input type="checkbox"/> Required <input type="checkbox"/> Read Only on Enrollment Site <input type="checkbox"/> Read Only on Admin Site <input type="checkbox"/> Show on Enrollment Site <input checked="" type="checkbox"/> Field is information only </p> <p> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <p>To complete, click Save.</p> <p>This will now create the new Custom Field called “<u>Electronic 1095C Acknowledgement</u>”. The custom field can now be used to capture those employees who accept receiving the 1095-C Form electronically.</p>