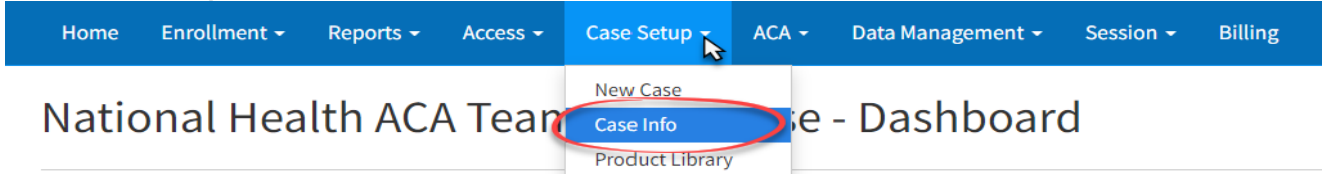


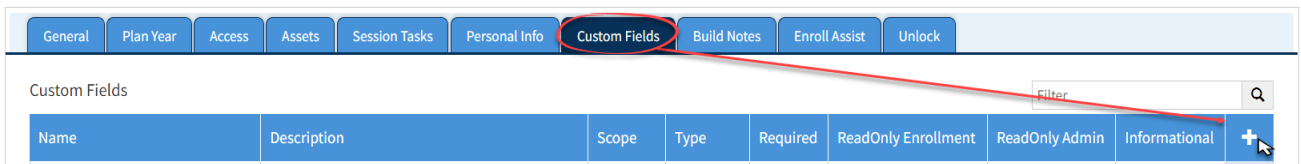
The case must be UNLOCKED to perform this action

Step 1095-C Acknowledgement Custom Field Setup

1. Go to **Case Setup** and select **Case Info**



2. Go to the **Custom Fields** Tab and click the “+” to create new Custom Field:
Case Info



3. Under **Case Setup>Case Info>Custom Fields** complete the custom fields using the parameters outlined below. The **Label** and **Description** naming convention **MUST** be set to: **ACA W2 Withholding**

Custom Fields

Type: String

Label: ACA W2 Withholding

Scope: Employee

Order: 8

Description: ACA W2 Withholding

Required
 Read Only on Enrollment Site
 Read Only on Admin Site
 Show on Enrollment Site
 Field is information only

Save Cancel

To complete, click **Save**.

This will now create the new Custom Field called “ACA W2 Withholding”. Once the employer provides the required file which should contain the employee’s SSN and Box 1, W2 Earnings as outlined in the example below. (Use the employee census tab only)

Employee SSN	ACA W2 Withholding
123-45-6789	65,200.50