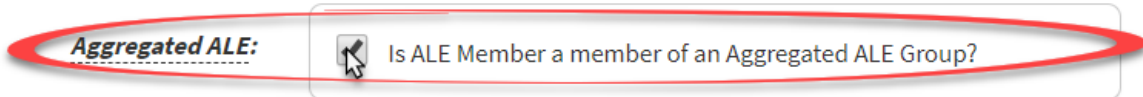


How-To upload additional aggregated employer information on the 1094-C Form using the ACA Summary Report "override" functionality. Use the following process would need to be performed.

**Did You Know**

The "override" functionality should be used with *caution*. Once the override is performed, the system will "lock in" the data sets included on the file when the override is performed. Any corrections/updates would require the "override" process be performed again or removed to capture any changes

1. Generate the ACA Summary report which MUST include the "Aggregated ALE" indicator.  
**Aggregated ALE:** An Aggregated ALE Group refers to a group of employers treated as a single employer under section 414(b), (c), (m) or (o).



2. Review the 1094-C Tab which indicates if during ANY MONTH of the calendar year the Employer (ALE) was a member of an Aggregated ALE Group. See example screenshot below:

Part II: AL					
CORRECTION	EMPLOYER NAME	EMPLOYER EIN	AGGREGATE YES	AGGREGATE NO	AUTHORITATIVE TRANSMITTAL
	National Health Care LLC	00-0001234	Yes		Yes

3. **IMPORTANT:** Delete ALL other tabs on the ACA Summary Report to leave just the 1094-C Tab ONLY
4. Column(s) "DB – FI" of the 1094-C Tab would be updated to include the information when the Employer is a member of an aggregated ALE group, the employer sibling organizations would be included under columns "DB -FI". It can include up to 30. Manually update the information as needed. See example screenshot below:

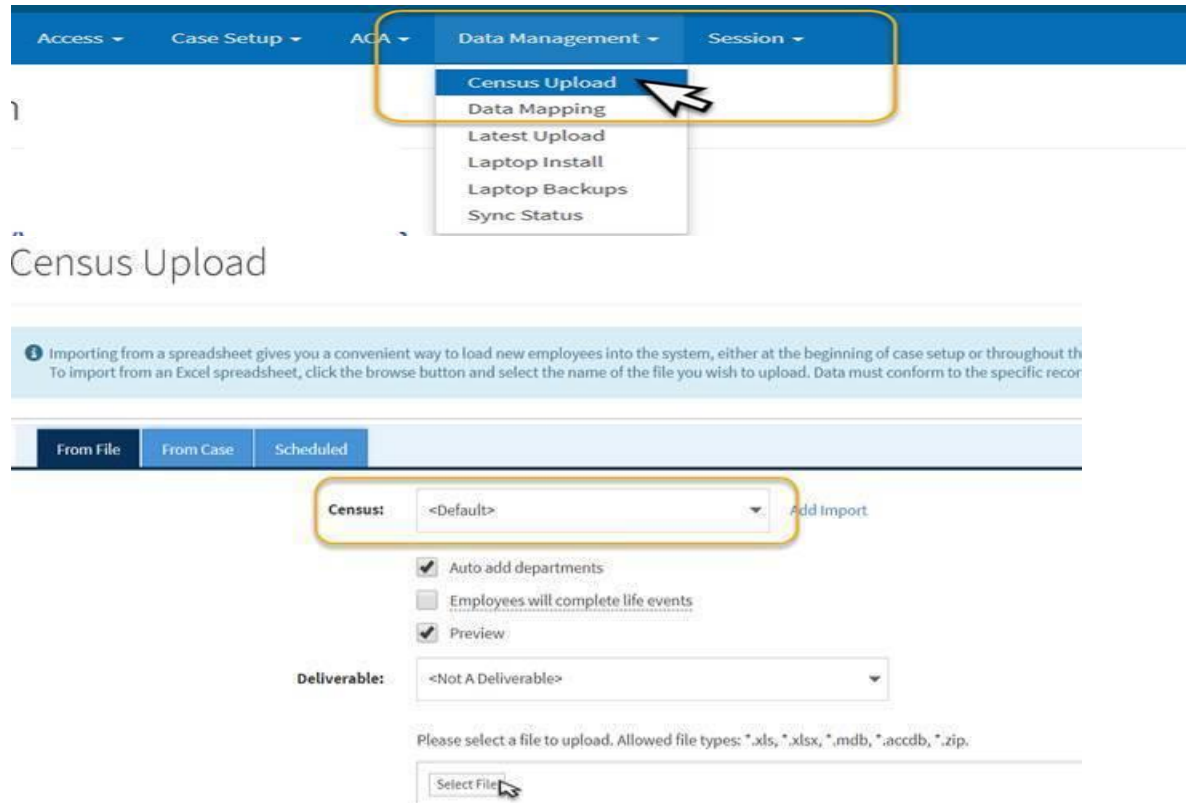
DB	DC	DD	DE	DF	DG
ER NAME 36	EIN 36	ER NAME 37	EIN 37	ER NAME 38	EIN 38
The INDUSTRIAL CONSTRUCTION LLC	274987688	ABC Construction Company	640429766	The Maintenance Company	640920057

5. Next, add "YES" under override indicator located under column "FJ" as shown below:

Members of Aggregated ALE Group									
EMPLOYER NAME	EMPLOYER EIN	ER NAME 50	EIN 50	ER NAME 51	EIN 51	ER NAME 52	EIN 52	EIN 65	Override
National Health Care LLC	00-0001234								YES

6. Save the file and then upload the saved file which should include ONLY the 1094-C TAB using the *Data Management* tool in the "default" mode. See upload instructions on page 2.

**Data Management upload process:**



7. Select your saved file and upload in *preview mode* first, to ensure uploads with no errors, then finalize upload.

This process will “lock-in” all the data elements included on the file and now include the additional “Aggregated ALE” information included.

8. Regenerate the ACA Summary report which MUST include the “Aggregated ALE” indicator.  
**Aggregated ALE:** An Aggregated ALE Group refers to a group of employers treated as a single employer under section 414(b), (c), (m) or (o).

The revised report should now include the additional information included on the override file.

Should there be any additional questions or concerns, please contact the Selerix Support Team.