

## Submitting ACA Summary Report Code Corrections

The most effective way to make code corrections is as follows:

1. Insert a blank row beneath the individual(s) in question.
2. Copy their name and SSN into the newly inserted row.
3. Manually add the codes that should appear in the relevant fields.

After that, highlight the newly inserted row and change any code that differs from the original row to red.

See the example below.

		Line 14 - Offer of Coverage												
Employee Name	Employee SSN	Line 14: All 12	Line 14: Jan	Line 14: Feb	Line 14: Mar	Line 14: Apr	Line 14: May	Line 14: June	Line 14: July	Line 14: Aug	Line 14: Sep	Line 14: Oct	Line 14: Nov	Line 14: Dec
Example Employee	123-45-6789	1E	1E	1E	1E	1E	1E	1E	1H	1H	1H	1H	1H	1H
Example Employee	123-45-6789	1E	1E	1E	1E	1E	1E	1H	1H	1H	1H	1H	1H	1H

Once you have finished, save the entire file and securely email it to your ACA Client Manager. The manager will then upload it and generate an updated report for your review.