



Electronic Filing Guide

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Summary

Ease has partnered with Nelco to provide electronic filing for 1094-C and 1095-C data. If you are required to file 250 or more 1095-C returns, you must file electronically. If the e-filing feature is activated in Ease, a .csv file can be exported in the ACA module and imported into Nelco's portal. The 1095-C data will be used by Nelco to e-file on behalf of the employer. Nelco also provides recipient mailing and employee online 1095-C retrieval services.

Nelco Services

- E-File 1095-C/1095-B forms to IRS
- E-File 1095-C/1095-B forms to applicable states
- Mail 1095-C/1095-B forms to Recipient and post forms for online retrieval
- 1095-C/1095-B file copies in PDF format

Employer Responsibilities

- Track status of returns from Your Filing Home / Form Filing History
- Retain Payer Copies for 3 years
- Print Local Copies and mail to agency when applicable

Pricing

Electronic filing costs are outlined [here](#). The bundled package includes 1095-C E-filing and mailing/delivery services directly to employees. Electronic filing and delivery services can also be purchased separately.

Electronic Filing

Ease Reporting

- Complete Ease ACA module setup steps from the [ACA Quick Start Checklist](#).
- Review and verify 1095 data and codes are accurate. Verify all available email addresses are entered into employee profiles in Ease and enter missing email addresses.
- Enter the Company name in the **Company > Profile** page exactly as the IRS has on file.
- Select **Generate ACA Reports** in the **REPORTING** tab to generate the 1094 pdf and 1095 csv file.

The screenshot displays the Ease Reporting interface for Image Makers, Inc. The top navigation bar includes 'Home', 'To-Dos', and 'Reports'. The main navigation menu has 'ACA' selected, with sub-tabs for 'EaseHR', 'Payroll', 'Logins', 'Marketplace', and 'Settings'. The 'Reporting' sub-tab is active, showing a 'Year' dropdown set to '2021' and a 'Missing Information Report' button. The 'ACA Administrator Details' section contains the following information:

| | |
|------------|---------------|
| First Name | Juan |
| Last Name | Rodriguez |
| Title | Administrator |
| Work Phone | 617-444-9999 |

- ❑ Save .csv file from the Reports menu. Do not edit or manipulate the file once it is exported. The file will need to remain in it's exported format.

Create a Nelco Account

- ❑ Access the Nelco Reporting Center: <https://ease.nelcoportal.com/Account/Logon>
- ❑ Create an account and complete the **USER INFORMATION**. Once completed click **CONFIRM**.



USER INFORMATION

* Required Field

| | | | |
|------------------|----------------------|-------------------------|----------------------|
| * First Name | <input type="text"/> | * Email Address | <input type="text"/> |
| * Last Name | <input type="text"/> | * Confirm Email Address | <input type="text"/> |
| Company Name | <input type="text"/> | * Password | <input type="text"/> |
| * Type of Filer | <input type="text"/> | * Confirm Password | <input type="text"/> |
| * Address Line 1 | <input type="text"/> | | |
| Address Line 2 | <input type="text"/> | | |
| * City | <input type="text"/> | * State | <input type="text"/> |
| * Zip Code | <input type="text"/> | | |
| * Phone Number | <input type="text"/> | Ext. | <input type="text"/> |
| Fax Number | <input type="text"/> | | |

CANCEL ✕ CONFIRM ▶

Browser Error Message

If you are using an older version of Internet Explorer or a browser not supporting a protocol of TLS 1.1 and higher, a message similar to the one below will display when connecting.

This page can't be displayed

Turn on TLS 1.0, TLS 1.1, and TLS 1.2 in Advanced settings and try connecting to **https://sdkdev.nelcoportal.com** again. If this error persists, it is possible that this site uses an unsupported protocol or cipher suite such as RC4 ([link for the details](#)), which is not considered secure. Please contact your site administrator.

[Change settings](#)

Data Import

- Select the exported .csv file to import and click **IMPORT**.



[Filing Home](#) [How It Works](#) [Help](#) [Manage Account](#) [Import Data](#) [Log Out](#)

DATA IMPORT

How to Upload Your Data File:

- Search and select your data file
- Click Import to upload the file and finish the process

File to Import:

No file chosen

If there are errors on the file please contact the Ease support team. If the file was manipulated after it was exported please re-generate the file in the **ACA > Reporting** page and re-import into the Nelco portal.

If changes are required to the file, make the updates to the Ease ACA module and then re-generate the 1095-C report.

Service Options

- Select Service Type located on the left hand column.

ease Filing Home How It Works Help Manage Account Import Data Log Out

FORMS IN PROGRESS [Delete All Forms](#)

Choose services (left) and affected Recipient (below) to add to cart. **NEXT ▶**

Choose one of the following filing bundles

BUNDLES

- Federal E-filing, Recipient Mail, & Online Retrieval

OR any service option(s)

A LA CARTE SERVICES

- Federal E-Filing
- Recipient Mail & Online Retrieval

SUBTOTAL: \$49.95
[Price List](#)

LEGEND:

- ✓ Selected for Service
- 📁 Previously Filed
- 🖨 Selected for Reprint

Import Company

| 1095-C (4 records) | Federal Filing | Recipient Copy |
|--|-----------------------------|-----------------------------|
| <input checked="" type="checkbox"/> Doe, John A Jr | ✓ | ✓ |
| <input checked="" type="checkbox"/> Johnson, Jim P | ✓ | ✓ |
| <input checked="" type="checkbox"/> Smith, Jane F | ✓ | ✓ |
| <input checked="" type="checkbox"/> West, Pam J | ✓ | ✓ |
| UNSELECT ALL | 4 record(s) selected | 4 record(s) selected |

Sample Company

| 1095-C (5 records) | Federal Filing | Recipient Copy |
|--|-----------------------------|-----------------------------|
| <input checked="" type="checkbox"/> Away, Sam J | ✓ | ✓ |
| <input checked="" type="checkbox"/> Doe, Jane W | ✓ | ✓ |
| <input checked="" type="checkbox"/> Home, Fred J | ✓ | ✓ |
| <input checked="" type="checkbox"/> Jones, Sally A | ✓ | ✓ |
| <input checked="" type="checkbox"/> Win, Joe P | ✓ | ✓ |
| UNSELECT ALL | 5 record(s) selected | 5 record(s) selected |

NEXT ▶

For service, the default is all three options; **Federal e-file, Recipient Mail, and Online Retrieval**. This will meet IRS requirements by electronically filing the 1094-C and 1095-C forms to the IRS and delivering the 1095-C forms to employees via mail, and allowing recipients to access the 1095-C form in a secure portal. There is also an a la carte option for Recipient Delivery or Federal E-file only.

Note: For Aggregated Large Employers (ALE) if there is more than one .csv file, each file must be uploaded one at a time by using the same login. Users must log out of the portal and log back in to upload the subsequent file. All files that were uploaded will appear on the Forms In Progress page.

- Click **NEXT** to continue

1094-C Data

- 1094-C Data Entry:** Employers are required to complete the 1094 information in the Nelco portal. The EaseCentral **ACA > 1094-C** page may be used as a reference. The fields in red are mandatory fields. Click on the blue questions icons if you have any questions about the fields and this will direct you to supporting information on the IRS instruction page.
- Authoritative 1094-C:** In line 19, you will be required to indicate if this is the Authoritative 1094-C for this ALE. Each EIN is required to file one (and ONLY one) Authoritative 1094-C. If the employees in this filing represent all of the forms you will be filing, this should be your Authoritative 1094-C. If you are splitting your filings into multiple groups, one of those submissions should be marked as authoritative, the others should be marked as 'No'.



[Filing Home](#) [How It Works](#) [Help](#) [Manage Account](#) [Import Data](#) [Log Out](#)

1094-C Data Entry

NEXT ▶

Applicable Large Employer Member (Employer)
*(Lines 1-19) * is a required field*

EIN 35-2147587
Name 1 Import Company
Name 2
Address 1 123 Street
Address 2 Country* US
City Grand Rapids State* MI Zip Code + Extension* 49501-1157
1094 Contact Name* Tom Davis Suffix Sr
1094 Contact Telephone* (111) 222-3333 Extension 12345

Check if you are a designated government entity filing on behalf of the employer ?

18. Total Number of Forms 1095-C submitted with this transmittal: 4

19. Is this the authoritative transmittal for this ALE Member? If 'Yes', check the box and continue. If 'No', see instructions. * Yes No ?

ALE Member Information
(Lines 20-22)

20. Total number of Forms 1095-C filed by and/or on behalf of ALE Member ?

21. Is ALE Member a member of an Aggregated ALE Group? Yes No ?

22. Certifications of Eligibility (select all that apply): ?

- A. Qualifying Offer Method
- D. 98% Offer Method



ALE Member Information
(Lines 20-22)



20. Total number of Forms 1095-C filed by and/or on behalf of ALE Member ?
21. Is ALE Member a member of an Aggregated ALE Group? Yes No ?
22. Certifications of Eligibility (select all that apply): ?
- A. Qualifying Offer Method
- D. 98% Offer Method



ALE Member Information - Monthly
(Lines 23-35)



| | Minimum Essential Coverage Offer Indicator (check if yes) ? | Section 4980H Full-Time Employee Count for ALE Member ? | Total Employee Count for ALE Member ? | Aggregated Group Indicator (check if yes) ? |
|---------------|---|---|---------------------------------------|---|
| All 12 Months | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Jan | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Feb | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Mar | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Apr | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| May | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Jun | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Jul | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Aug | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Sep | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Oct | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Nov | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |
| Dec | <input type="checkbox"/> | <input type="text" value=""/> ? | <input type="text" value=""/> ? | <input type="checkbox"/> |

- ❑ Note: The Nelco system will not accept any type of character other than plain text, so when entering the 1094 details, including the company name, there cannot be any special characters, symbols, or commas (e.g., ABC Company, INC - the ", " needs to be removed). If anything other than plain text is entered, the user cannot proceed.
- ❑ Once the 1094 information is completed click **Next** to continue.



SUBMIT FORMS



Review Cart



Payment Details



Complete

NEXT >

PREVIEW FORMS 🔍

SUMMARY REPORT

DETAIL REPORT 📄

REMOVE ALL PAYERS 🗑️

| Import Company (4 Recipients) | | | | |
|-------------------------------|--------------------------------------|--------------|----------------|----------|
| 1095-C / 1094-C | Federal Filing | State Filing | Recipient Copy | Subtotal |
| Doe, John A Jr | ✓ | | ✓ | \$5.55 |
| Johnson, Jim P | ✓ | | ✓ | \$5.55 |
| Smith, Jane F | ✓ | | ✓ | \$5.55 |
| West, Pam J | ✓ | | ✓ | \$5.55 |
| Federal 1094-C: | Complete Transmittal | | | \$22.20 |

REMOVE PAYER 🗑️

ADD/EDIT EMAILS 📧

| Sample Company (5 Recipients) | | | | |
|-------------------------------|--------------------------------------|--------------|----------------|----------|
| 1095-C / 1094-C | Federal Filing | State Filing | Recipient Copy | Subtotal |
| Away, Sam J | ✓ | | ✓ | \$5.55 |
| Doe, Jane W | ✓ | | ✓ | \$5.55 |
| Home, Fred J | ✓ | | ✓ | \$5.55 |
| Jones, Sally A | ✓ | | ✓ | \$5.55 |
| Win, Joe P | ✓ | | ✓ | \$5.55 |
| Federal 1094-C: | Complete Transmittal | | | \$27.75 |

REMOVE PAYER 🗑️

ADD/EDIT EMAILS 📧

SUBTOTAL:\$49.95

Promo Code:

APPLY CODES

TOTAL:\$49.95

LEGEND ✓ Selected for Service 📄 Selected for Reprint 📁 Previously filed

NEXT >

Recipient Emails

- ❑ Review **ADD/EDIT RECIPIENT EMAILS**. The email addresses will be automatically generated from the Ease 1095-C .csv file. It is not required for email addresses to be added before electronically filing. However, electronic versions of the 1095-C will not be accessible to recipients with missing emails. Printed 1095-C printed forms will be accessible by mail only.



ADD/EDIT RECIPIENT EMAILS

Enter new email addresses, or edit previously entered addresses, for recipients. Once complete, click "Next" to proceed with Checkout. All fields left empty will not receive an email notification.

Please Note: Work-in-progress additions or edits will be lost when you click the "Back" button.

NEXT ▶

| Import Company | |
|----------------|---|
| Doe, John A Jr | <input type="text" value="john.doe@ease.com"/> |
| Johnson, Jim P | <input type="text" value="jim.johnson@ease.com"/> |
| Smith, Jane F | <input type="text" value="jane.smith@ease.com"/> |
| West, Pam J | <input type="text" value="pam.west@ease.com"/> |

BACK **NEXT ▶**

Submit Forms

- ❑ 1095-C forms: The Preview Forms option will display version of the 1094-C and 1095-C with a watermark. We recommend reviewing and validating the 1094-C and 1095-C generated forms. There is also the options save the .csv file. *Nelco will electronically file the 1095-C data in the IRS required .xml file format.*

SUBMIT FORMS



Review Cart



Payment Details



Complete

NEXT ▶

PREVIEW FORMS 🔍

SUMMARY REPORT

DETAIL REPORT 📄

REMOVE ALL PAYERS ✕

Import Company (4 Recipients) -

| 1095-C / 1094-C | Federal Filing | State Filing | Recipient Copy | Subtotal |
|------------------------|-----------------------------|--------------|----------------|----------------|
| Doe, John A Jr | ✓ | | ✓ | \$5.55 |
| Johnson, Jim P | ✓ | | ✓ | \$5.55 |
| Smith, Jane F | ✓ | | ✓ | \$5.55 |
| West, Pam J | ✓ | | ✓ | \$5.55 |
| Federal 1094-C: | Complete Transmittal | | | \$22.20 |

REMOVE PAYER ✕

ADD/EDIT EMAILS ✉

Sample Company (5 Recipients) -

| 1095-C / 1094-C | Federal Filing | State Filing | Recipient Copy | Subtotal |
|------------------------|-----------------------------|--------------|----------------|----------------|
| Away, Sam J | ✓ | | ✓ | \$5.55 |
| Doe, Jane W | ✓ | | ✓ | \$5.55 |
| Home, Fred J | ✓ | | ✓ | \$5.55 |
| Jones, Sally A | ✓ | | ✓ | \$5.55 |
| Win, Joe P | ✓ | | ✓ | \$5.55 |
| Federal 1094-C: | Complete Transmittal | | | \$27.75 |

REMOVE PAYER ✕

ADD/EDIT EMAILS ✉

- Users can delete a payer or all payers from Submit Forms by clicking on Remove Payer.
- Review all information displayed. Once submitted through the Nelco portal, the files are immediately sent electronically to the IRS. Employees will receive an email with a link to access their 1095-C IRS form online.

-
- Provide payment details. Nelco accepts Visa, MasterCard, Discover, and American Express.
 - Click **Next**.

Billing Information

* Required field

First Name *

Last Name *

Address *

City *

State/Province *

Zip/Postal Code *

Payment Details

Card Type *

 Visa
  Amex

 Mastercard
  Discover

Card Number *

Expiration Date *

CVN *

This code is a three or four digit number printed on the back or front of credit cards.

Cancel

Save

- Review data, payment details, and terms and conditions.
- Click **PAY & SUBMIT** to continue.



SUBMIT FORMS



Select Credit Card

Visa [Edit](#) [Delete](#)
*****7044
John Smith
Expires: 03/21

[+ Add a Card](#)

Prepaid Filing Code: [APPLY CODE](#)

Total: \$62.76

By Clicking "Confirm & Submit" below you agree to the following terms: [Electronic Filing Terms & Conditions](#)

[REVIEW CART](#) [PAY & SUBMIT](#)

- Once successfully submitted print your confirmation to track the status of your filing.

Review Cart Payment Details Review & Confirm **Complete**

CONGRATULATIONS!
You have successfully filed your returns.

| Payer Name | Form Type | Confirmation # | Federal E-file | State E-file | Recipient Copy |
|----------------|-----------|----------------|----------------|--------------|----------------|
| Import Company | 1095 | 65379 | ✓ | | ✓ |

Submitted: 1/8/2016 1:35:00 PM

What We Do For You:
FEDERAL: E-file 1095 forms to IRS - [More Info](#)
RECIPIENT COPIES: Mail 1095 forms to Recipient - [More Info](#)
 Recipient Copies: Post 1095 forms to Online Retrieval - [More Info](#)
PAYER COPIES: 1095 forms on PDF - [More Info](#)

What You Are Responsible For:

- Track status of your returns from Your Filing Home
- 1095 forms:** IRS updates status within 24 hours of submission.
- Retain Payer Copies for 3 years
- Print Local Copies and mail to agency when applicable

PRINT PAGE PRINT FORMS PRINT RECEIPT **RETURN TO YOUR FILING HOME**

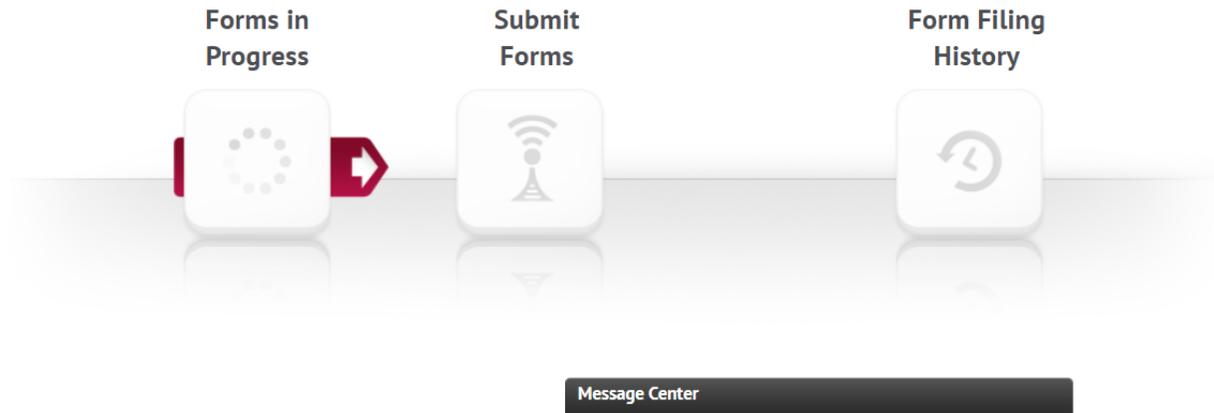
Submission Status

Nelco has provided the ability to check status, view and print forms, email recipients, or make corrections after the forms have been submitted.

To perform any of these tasks mentioned:

- Click **FILING HOME**
- Click **Form Filing History**

YOUR FILING HOME



☐ Click the icon next to the confirmation number to perform a task or make updates.

LEGEND:

- Check Status
- View & Print Forms
- Email Recipients
- Make Corrections

| 2015 | | | | |
|------------------------------|-----------------------|-----------|--|--|
| DOMESTIC PAYER NAME LINE ONE | | | | |
| Confirmation # 54823 | Submitted: 12/16/2015 | 1099-MISC | | |
| DOMESTIC PAYER NAME LINE ONE | | | | |
| Confirmation # 65027 | Submitted: 12/29/2015 | 1099-MISC | | |
| Confirmation # 65026 | Submitted: 12/29/2015 | 1099-MISC | | |
| Import Company | | | | |
| Confirmation # 65770 | Submitted: 1/21/2016 | 1095-C | | |
| Confirmation # 65768 | Submitted: 1/21/2016 | 1095-C | | |
| Confirmation # 65767 | Submitted: 1/21/2016 | 1095-C | | |
| Confirmation # 65765 | Submitted: 1/21/2016 | 1095-C | | |
| Confirmation # 65602 | Submitted: 1/12/2016 | 1095-C | | |
| Confirmation # 65601 | Submitted: 1/12/2016 | 1095-C | | |
| Confirmation # 65550 | Submitted: 1/11/2016 | 1095-C | | |
| Confirmation # 65379 | Submitted: 1/8/2016 | 1095-C | | |
| Confirmation # 65374 | Submitted: 1/8/2016 | 1095-C | | |
| Confirmation # 54861 | Submitted: 12/17/2015 | 1095-C | | |
| Confirmation # 54761 | Submitted: 12/15/2015 | 1095-C | | |

Check Status

The status of the electronic filing can be verified. The current status will be displayed in black.

[Return to Form Filing History](#)

Check Status

| Import Company | | | |
|-----------------------|---------------------|--|-----------|
| Confirmation #: 65379 | Submitted: 1/8/2016 | Service: Federal E-filing, Recipient Mail, & Online Retrieval | |
| Services | Date | Status | Form Type |
| Online Retrieval | 1/8/2016 | Online Retrieval Forms Posted - Not Yet Complete Online Retrieval Order Confirmed | 1095-C |
| Recipient Mailing | 1/8/2016 | Recipient Mailing Sent - Not Yet Complete Recipient Mailing Order Confirmed | 1095-C |
| Federal Filing | 1/8/2016 | Federal Filing Accepted - Not Yet Complete Federal Filing Sent to Agency - Not Yet Complete Federal Filing Order Confirmed | 1095-C |

NAMES:

1095-C
Jane F Smith
Jim P Johnson

View and Print Forms

1094-C forms, 1095-C forms, and reports can be printed for various employees for reference or verification purposes.

[Return to View and Print Forms](#)

Print Forms

| Form/Report | Description | Format |
|--|---|--------|
| <input checked="" type="checkbox"/> Recipient Copy | Recipient copy with instructions | PDF |
| <input type="checkbox"/> 1094-C | Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns (Do not file. Record copy only.) | PDF |
| <input type="checkbox"/> Detail Report | Detailed listing of all fields for selected forms, with totals by form type. | CSV |
| <input type="checkbox"/> Receipt | Receipt for the entire batch. | PDF |

PDF will also include any applicable state reconciliation forms.

[DOWNLOAD](#)

[Return to Form Filing History](#)

View and Print Forms

Search by TIN or Payee Name

| Import Company | |
|---|---------------------|
| Confirmation #: 65379 | Submitted: 1/8/2016 |
| Service: Federal E-Filing, Recipient Mail, & Online Retrieval | |
| Name | Form Type |
| <input checked="" type="checkbox"/> Jane F Smith | 1095-C |
| <input checked="" type="checkbox"/> Jim P Johnson | 1095-C |

[UNSELECT ALL](#) [NEXT](#)

Email Recipient

Employees will automatically receive an email with secure access to their forms when the forms are submitted. If the email needs to be resent, access to the form can be sent by re-entering the email address and clicking **Send Email**. Access to the 1095-C forms are available for one year.

Return to Form Filing History

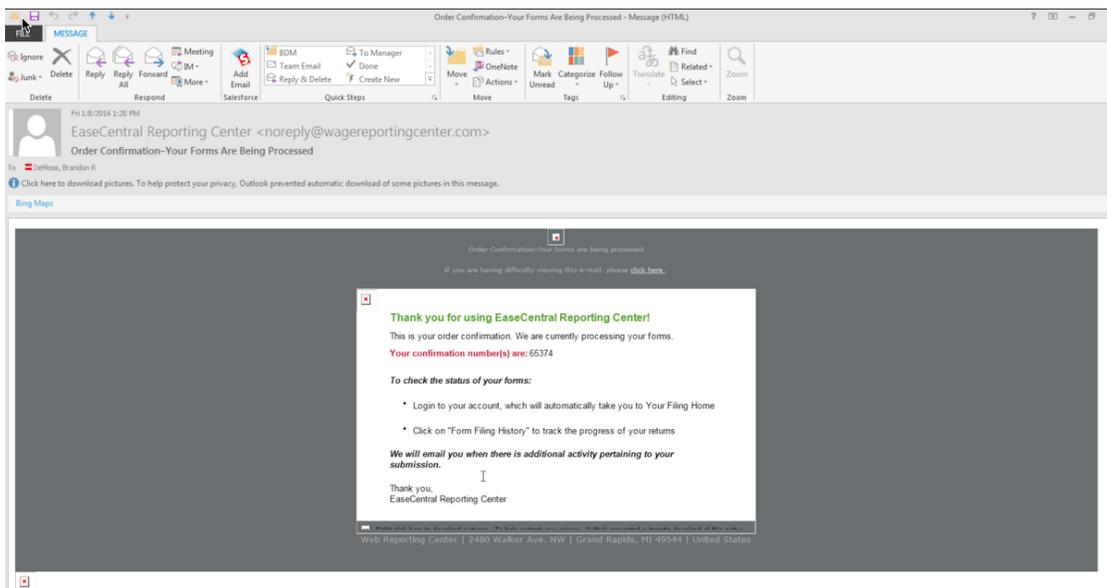
Email Recipients

Enter new email addresses, or edit previously entered addresses, for recipients.
Once complete, click "Send Email" to send the recipient notification with instructions for obtaining their form online.

Import Company

Confirmation #: 65170 Submitted: 1/21/2016 Service: Federal ID, 999, Recipient Mail, & Online Helpdesk

| Name | Form Type | Email Address |
|---------------|-----------|----------------------|
| Jane F Smith | 1095-C | <input type="text"/> |
| Jim P Johnson | 1095-C | <input type="text"/> |
| Rae-J West | 1095-C | <input type="text"/> |



Make a Correction

Corrections can be made, if needed, after electronically submitting the 1094-C and 1095-C forms. Select **Correct** in the type of update that needs to be adjusted and enter the appropriate information.

[Return To Form Filing History](#)

Select Correction Type

Confirmation # - 65379

Wrong 1095-C Information

Select this correction type if you need to correct any of the following:

- Incorrect Employee
- Incorrect Employee Offer and Coverage
- Incorrect Covered Individuals

CORRECT

Wrong Payer Information

Select this correction type if you need to correct any of the following:

- Incorrect Payer TIN
- Incorrect Payer Name
- Incorrect Payer Address

CORRECT

Wrong 1094-C Information

Select this correction type if you need to correct any of the following:

- Incorrect Applicable Large Employer Member (**ALE Member**)
- Incorrect ALE Member Information
- Incorrect ALE Member Information - Monthly
- Incorrect Other ALE Members of Aggregated ALE Group

CORRECT

Support

Please contact Ease Support via the Help Center for any questions about electronically filing your 1094-C/1094-B and 1095-C/1095-B IRS returns.