The ACA Reporting Tool

The ACA (Affordable Care Act) Reporting Tool allows you to review and modify your organization's ACA tax reporting data. The tool can also be used to authorize ADP TotalSource to furnish the completed 1095-C documents to your employees and electronically file the tax reporting data with the IRS. Please contact your Human Resources Business Partner with any questions about the ACA Reporting Tool and the annual ACA tax reporting process.
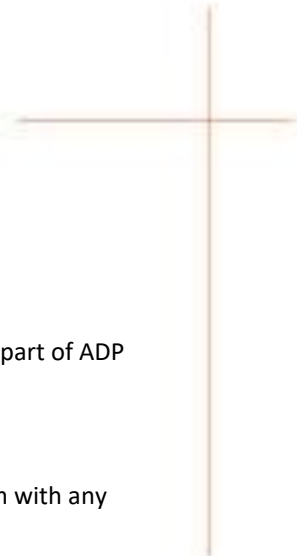
Accessing the ACA Reporting Tool

If you are an Applicable Large Employer (ALE), you may see a yellow banner at the top of your screen when you log in to MyTotalSource this autumn reminding you to review your Health Care Reform data and authorize ADP TotalSource to file on your behalf. To access the ACA Reporting Tool (ART), click the Start Now button on the banner or click on the "20XX ACA Reporting Tool (ART)" link as shown below:

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Confirmation of Information about the Reporting Entity

Confirm that the most recent calendar year is selected in the dropdown date indicator in the upper right portion of the page.

Confirm that all ALE Member(s) and FEIN(s) that require ACA Reporting for your group are listed. If you have member entities that are not part of ADP TotalSource, you will have the opportunity to add them later.

Be sure the ALE Member Name(s) and FEIN number(s) match with what the IRS has on file.

If the list is accurate, click "Confirm & Continue". If information is missing or inaccurate, click "Report Inaccuracies" and complete the form with any corrections so your Human Resources Business Partner can contact you to resolve the issue.

Answer the additional questions on page 2 to assure accurate reporting, and then click "Confirm & Continue". This will cause the system to gather your available data for reporting.

Reviewing 1094-C and 1095-C Reporting Information

1095-C Summary Tab

This page gives you the option to review the coding that will be submitted for your full-time employees.

ALE Member Information Tab

Review and verify that your information is correct. Complete or update as required and click "Save".

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ALE Monthly Member Information Tab

This information will be auto-populated based on data from ADP TotalSource's payroll system. If you were not with ADP TotalSource for the entire calendar year, months prior to starting may require review and updates.

Be sure to click "Save" if any modifications are made to the information on this page.

Minimum Essential Coverage (MEC) Offer Indicator will be checked for each month in which your organization met the requirement of offering at least 95% of your full-time employees MEC. If a month is missing a check, please be sure to review that months data on the ACA Dashboard in MyTotalSource.

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