

Client Training HQ

How to Download Forms 1094 and 1095

Overview

This document overviews how to download Forms 1094 and 1095 from prior years in Health e(fx)™.

Print Instructions

To download Forms 1094 and 1095 from previous years, follow these steps:

1. On Health e(fx), navigate to **Submissions**.
2. Select the **Submitted Batches** tab.
3. Select the **Tax Year** from the drop-down menu.
4. Select the **download icon** next to the submission to print.

Health e(fx) Enterprise

Group: Admin Welcome User One of Example Company

Dashboard | Employee Search | My Tasks | Alerts | Reports | Submissions

Submissions

Submission Approval Pre-Print Alerts **Submitted Batches** Pending Batches Filing Errors Batch Hold

Manual Forms

3 Tax Year Filter: 20XX

Print Submissions:

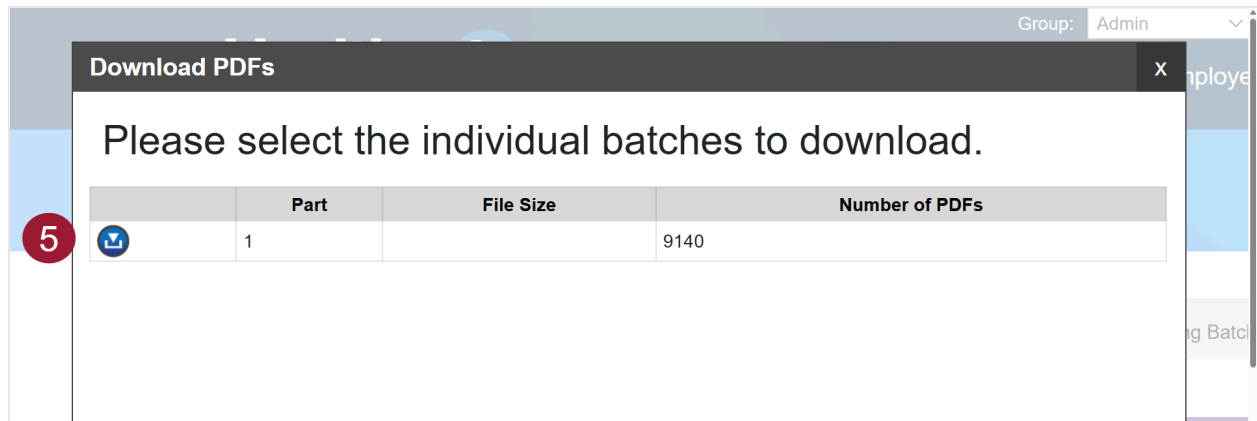
	Number of records in Batch	Submitted By	Submitted On	Sent To Print	Number of Forms Delivered Electronically	Number of Forms Sent to Printer	Snapshot Time Range	Batch Type	Batch Status
4	2	User One	1/29/20XX 11:15:46 AM		0	None	12/08/20XX - 12/10/20XX	Pending 1095-C Reprints	Client completed audit
	8050	User One	12/10/20XX 1:59:07 PM		0	None	07/08/20XX - 08/27/20XX	Federal 1095-C (Selective Print)	Client completed audit
	1091	User One	12/10/20XX 12:12:45 PM		0	None	07/08/20XX - 12/10/20XX	Federal 1095-C (Selective Print)	Client completed audit

IRS Submissions:

No data found.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

5. A window will open with a list of individual batches. Select the **download icon** next to the desired batch.
6. The download will begin and can be accessed from the Downloads section of your browser (not shown in image).



More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.