

ACAMS Selective Printing

Overview

Due to the passage of the Paperwork Burden Reduction Act, employers are no longer required to distribute Forms 1095 to employees provided they adhere to the Alternative Method of Furnishment requirements. To provide flexible form distribution options to application users, the Selective Printing feature can be used. Users have the ability to choose to print all, a subset, or none of the Forms 1095 in ACAMS. This document walks through the process of selective print options.

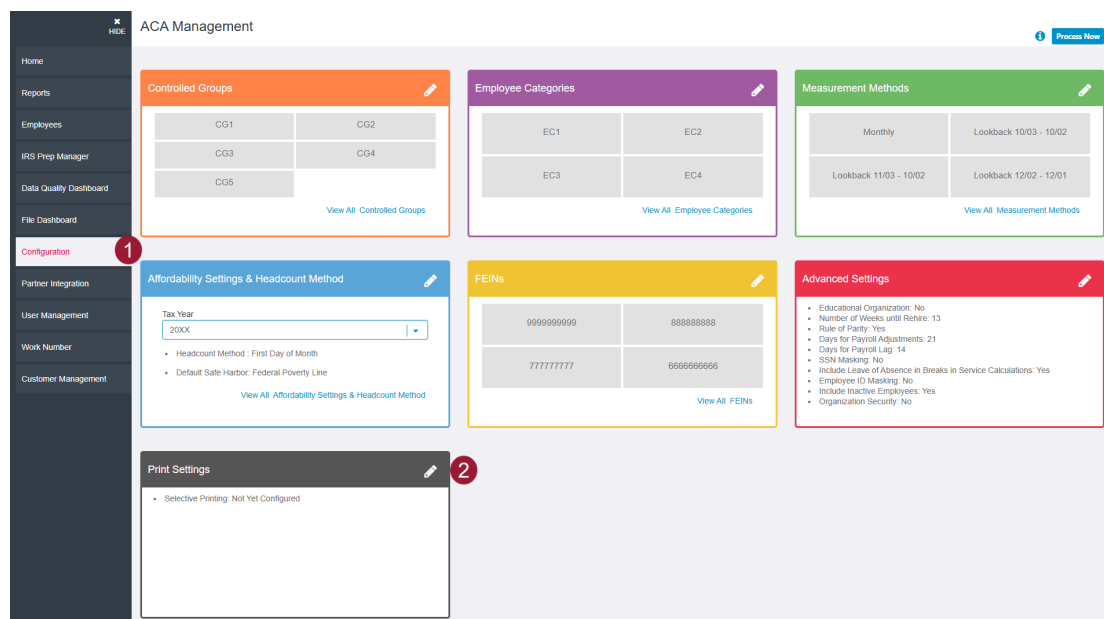
Selective Printing Process

Updates to Configuration

Note: Customers have **'View Only'** access to the Print Settings Configuration screen. To update your print settings, please contact a member of the customer support team.

To begin, access ACAMS.

1. To view Print Settings, from the left navigation menu, select **Configuration**.
2. Then, locate the Print Settings tile.
 - If no selection has been made, the tile will state Not Yet Configured.
 - If a selection has been made, the tile will reflect the chosen setting.



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

Updates to IRS Prep Manager

The IRS Prep Manager will update to reflect the Print Selections made. If changes are not reflected, select the **Process Now** button at the top of the page.

Note: If Print All is selected, there will be no changes to the IRS Prep Manager process.

Begin by navigating to the IRS Prep Manager. The changes will be reflected on the Validate 1095-Cs step of the approval process. You will then continue through the IRS Prep Manager as normal.

If Selective Printing is enabled...

In the Validate 1095-Cs section, you will note the Selective Printing filter at the top of the Unsent 1095-Cs table. This displays the selected print settings. You can select the box to filter forms by group.

Note: If you are not contracted for State Reporting but have state forms, you will see the state displayed but will be unable to select it.

You can also select to mail certain forms by selecting the relevant forms from the **Mail?** column (formerly displayed as Do Not Mail).

The screenshot shows the Equifax ACA Management interface. The top navigation bar includes the Equifax logo, the company name '99999 Example Company', and a 'Process Now' button. The sidebar on the left lists navigation options: Home, Reports, Employees, IRS Prep Manager, Data Quality Dashboard, File Dashboard, Configuration, Partner Integration, User Management, Work Number, and Customer Management. The main content area is titled 'ACA Management' and shows the 'Validate 1095-Cs' step. It includes filters for Employee (Name, SSN, Employee ID), Compliance Risk (Show All), Select FEINs (All FEINs), and Reviewed (Show All). Below these are statistics for Unsent, Original, Corrected, Excluded, and Validation Errors. A 'Selective Printing' section shows filters for District of Columbia, Rhode Island, New Jersey, and Inactive Employees. A table of 'Unsent 1095-Cs' is displayed with columns for Exclude, Mail?, Last Name, First Name, SSN, Employee ID, FEIN, Employer Name, Affordability Safe Harbor, Compliance Risk, Action, and Reviewed. Red arrows point to the 'Mail?' column and the 'Inactive Employees' filter.

Exclude	Mail?	Last Name	First Name	SSN	Employee ID	FEIN	Employer Name	Affordability Safe Harbor	Compliance Risk	Action	Reviewed
☐	☐	User	User	999-99-9999	111111111	999999999	Test	Federal Poverty Line	No	View Form 1095-C	No
☐	☐	Two	User	888-88-8888	222222222	888888888	Test	Federal Poverty Line	No	View Form 1095-C	No
☐	☐	Three	User	777-77-7777	333333333	777777777	Test	Federal Poverty Line	No	View Form 1095-C	No
☐	☐	Four	User	666-66-6666	444444444	990000001	Test	Federal Poverty Line	No	View Form 1095-C	No

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If Print None is enabled...

In the Validate 1095-Cs section, you can also select to mail certain forms by selecting the relevant forms from the **Mail?** column (formerly displayed as Do Not Mail).

The screenshot shows the Equifax ACA Management interface. The 'Validate 1095-Cs' section is active, displaying a table of employees with various columns including 'Exclude', 'Mail?', 'Last Name', 'First Name', 'SSN', 'Employee ID', 'FEIN', 'Employer Name', 'Affordability Safe Harbor', 'Compliance Risk', 'Action', and 'Reviewed'. A red box highlights the 'Mail?' column, and a red arrow points to the first row's checkbox. The table contains four rows of data, each with a 'View Form 1095-C' button in the 'Action' column.

Exclude	Mail?	Last Name	First Name	SSN	Employee ID	FEIN	Employer Name	Affordability Safe Harbor	Compliance Risk	Action	Reviewed
☐	☐	Two	User	999-99-9999	111111111	999999999	Test	Federal Poverty Line	No	View Form 1095-C	No
☐	☐	Two	User	888-88-8888	222222222	888888888	Test	Federal Poverty Line	No	View Form 1095-C	No
☐	☐	Three	User	777-77-7777	333333333	777777777	Test	Federal Poverty Line	No	View Form 1095-C	No
☐	☐	Four	User	666-66-6666	444444444	990000001	Test	Federal Poverty Line	No	View Form 1095-C	No

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.