

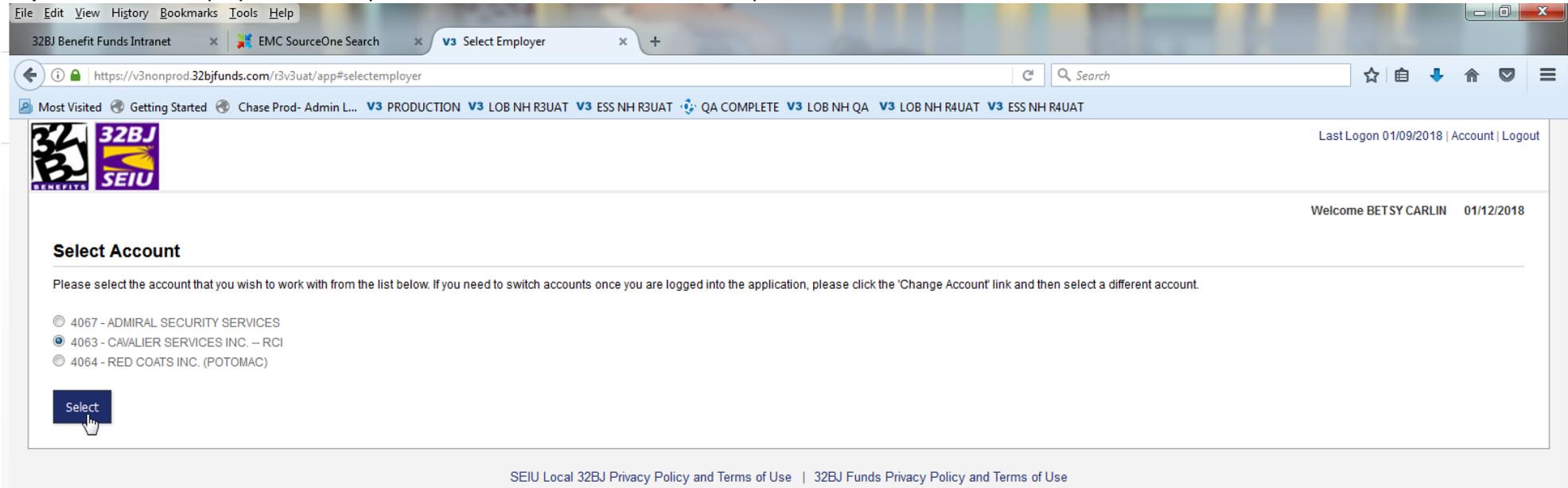
How to Run ACA 1095c Detail Report

PLEASE FOLLOW THE SAME STEPS REGARDLESS OF THE YEAR YOU ARE PROCESSING.

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Run Employer ACA 1095 c Detail Report*

Step 1: Select the employer for which you want to run the ACA 1095c Detail Report.



The screenshot shows a web browser window with the URL <https://v3nonprod.32bjfunds.com/r3v3uat/app#selectemployer>. The page features the 32BJ SEIU logo in the top left and navigation links for 'Last Logon 01/09/2018', 'Account', and 'Logout' in the top right. A welcome message reads 'Welcome BETSY CARLIN 01/12/2018'. The main content area is titled 'Select Account' and includes the instruction: 'Please select the account that you wish to work with from the list below. If you need to switch accounts once you are logged into the application, please click the 'Change Account' link and then select a different account.' Below this instruction is a list of three accounts with radio buttons: '4067 - ADMIRAL SECURITY SERVICES', '4063 - CAVALIER SERVICES INC. - RCI' (which is selected), and '4064 - RED COATS INC. (POTOMAC)'. A blue 'Select' button is positioned below the list, with a mouse cursor hovering over it. At the bottom of the page, there are links for 'SEIU Local 32BJ Privacy Policy and Terms of Use' and '32BJ Funds Privacy Policy and Terms of Use'.

*The report relies on the employer having entered all employee status changes in ESS by the time the report is run. Also, for those contracts that require the employer to report contributable hours, this information must be entered and saved in the invoice for every month of the calendar year including December, otherwise the report will not be accurate.

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Step 2: After you log in to ESS, you click on Reports tab found under the Menu list.

- Select “Employer ACA 1095 C Detail Report”
- Type in your Employer ID
- Type in your Reporting year (yyyy).
- Click “Show Report”

The screenshot shows a web browser window displaying the 'Reports' page of the 32BJ Benefit Funds Intranet. The browser's address bar shows the URL: <https://v3nonprod.32bjfunds.com/r3v3uat/app#tapestry/EmployerPages:ReportsViewer>. The page header includes the 32BJ and SEIU logos, the text '4063 - CAVALIER SERVICES INC. -- RCI [Change Employer]', and a welcome message 'Welcome BETSY CARLIN 01/12/2018'. The main content area is titled 'Reports' and features a dropdown menu set to 'Employer ACA1095C Detail Report'. Below this, the 'Select Parameters' section contains two input fields: 'Employer ID' with the value '4063' and 'Reporting Year' with the value '2017'. A 'Show Report' button is positioned below these fields. On the left side of the page, there is a navigation menu with 'Reports' highlighted. The footer of the page contains the text 'SEIU Local 32BJ Privacy Policy and Terms of Use | 32BJ Funds Privacy Policy and Terms of Use'.

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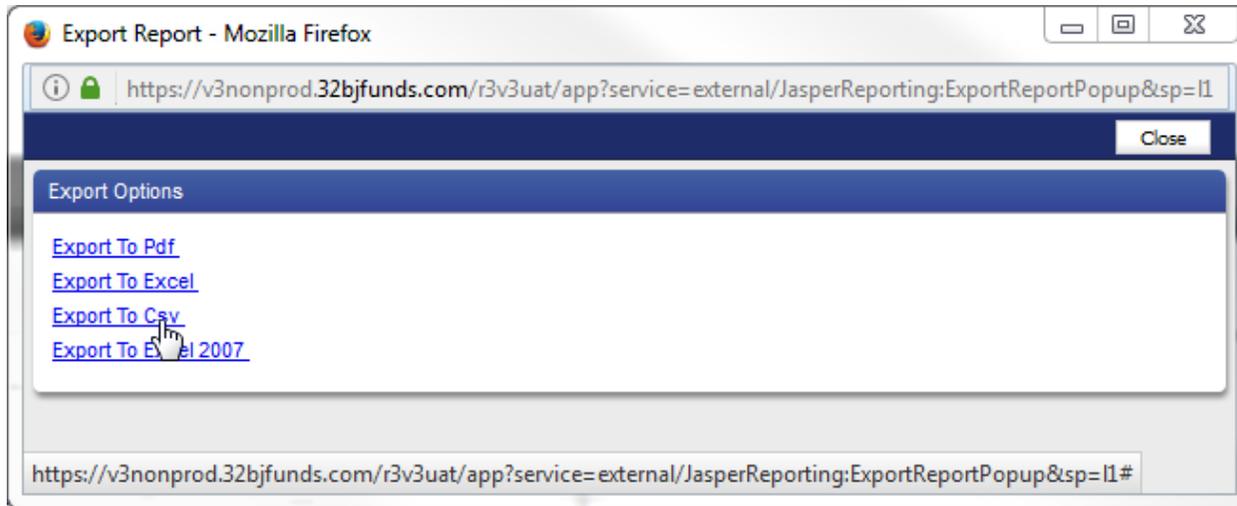
Step 3: Click on the Export tab

The screenshot shows a web browser window with the URL <https://v3nonprod.32bjfunds.com/r3v3uat/app#tapestry/EmployerPages:ReportsViewer>. The page title is "32BJ Benefit Funds Intranet" and the user is logged in as "BETSY CARLIN" on "01/12/2018". The main content area displays the "Employer ACA1095C Detail Report" for "4063 - CAVALIER SERVICES INC. -- RCI". The report includes a table with columns for Employee ID, Employee Name, Department, and various monthly data points from January 2017 to December 2017. An "Export" button is visible in the top right corner of the report area.

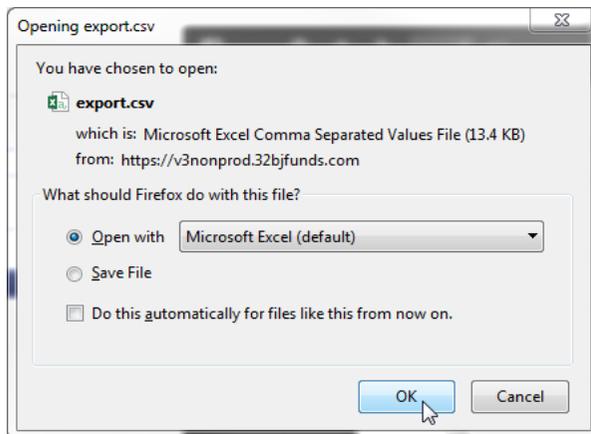
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Step 4: In the following window we highly suggest you select **Export to Csv** (Please select **Csv format ONLY**).



Step 5: You can open or save the file that you are exporting by checking off “Open with” or “Save File”



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Step 6: Your report data will appear in the following format.

Employer ID	Employer Name	Participant ID	Employee Last Name	Employee First Name	SSN	Address Line 1	Address Line 2	City	State	Zip	Country	Latest MEC Health Plan	COBRA rate for Latest MEC Health Plan	January - 2017 - Billed	February - 2017 - Billed	March - 2017 - Billed	April - 2017 - Billed	May - 2017 - Billed	June - 2017 - Billed	July - 2017 - Billed	August - 2017 - Billed	September - 2017 - Billed	October - 2017 - Billed	November - 2017 - Billed	December - 2017 - Billed
4063	CAVALIER SERVICES INC. -- RCI	992367	Lucero	Yaneth	219750192	7007 GREENVALE PKWY		HYATTSVILLE	MD	20784	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	1519214	Sorto	Elmer Alonso	578193781	5929 15TH AVE		HYATTSVILLE	MD	20782	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	1862935	Rivera De Callejas	Maritza	216858843	5708 30th Ave		HYATTSVILLE	MD	20782	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	824077	Trejo Martinez	Antonia	577174674	1220 12TH STREET, NW		WASHINGTON	DC	20005	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	3049534	Palacios Mendoza	Gema	498599040	3608 BARCROFT VIEW TER	APT 101	FALLS CHURCH	VA	22041	US	Kaiser Tri-State Health Plan	450.1	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	2001266	Reyes	Sandra	578251209	5908 14TH PL		HYATTSVILLE	MD	20782	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
4063	CAVALIER SERVICES INC. -- RCI	984985	Machado	Judith	231613049	3418 BURGUNDY RD		ALEXANDRIA	VA	22303	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	1011350	Menjivar	Marta	215619416	11214 VALLEY BEND DR		GERMANTOWN	MD	20876	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	815867	Guardado-Herrera	Maria	229572360	3027 Wayne Road		FALLS CHURCH	VA	22042	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
4063	CAVALIER SERVICES INC. -- RCI	1016568	Zelaya	Gerson	216875446	5902 31ST AVE APT 612		HYATTSVILLE	MD	20782	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
4063	CAVALIER SERVICES INC. -- RCI	1760250	Portillo	Robin	129674828	7208 23RD AVE		HYATTSVILLE	MD	20783	US	Kaiser Tri-State Health Plan	450.1	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES
4063	CAVALIER SERVICES INC. -- RCI	826993	RUCH	HORTENSIA	579213011	5926 N Kings Hwy		ALEXANDRIA	VA	22303	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	1211049	Yanez	Maricruz	578377849	8246 WYCLIFFE CT		MANASSAS	VA	20109	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
4063	CAVALIER SERVICES INC. -- RCI	1219152	Rivas Aparicio	Rene	98827317	7437 Rockeby Drive	Apt #11	MANASSAS	VA	20109	US	Kaiser Tri-State Health Plan	450.1	NO	NO	NO	YES	YES	NO	NO	NO	NO	NO	NO	NO
4063	CAVALIER SERVICES INC. -- RCI	3225923	REYNA	ABRIL	231977114	7225 BRADDOCK RD		SPRINGFIELD	VA	22151	US	Kaiser Tri-State Health Plan	450.1	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	YES
4063	CAVALIER SERVICES INC. -- RCI	780757	Alfaro	Adan	215617612	1309 Gladstone Dr		ROCKVILLE	MD	20851	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
4063	CAVALIER SERVICES INC. -- RCI	834218	Garcia	Dea	577216568	2701 16th St NW Apt 104		WASHINGTON	DC	20010	US	Kaiser Tri-State Health Plan	450.1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

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THANK YOU!

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