## Q2d: How does a user select the options for Federal E-File after Fulfillment has already been selected?

12/03/2024 4:49 pm CST

If the user submitted the batch first for Fulfillment, then the user does have the option to click on the check box within the batch to submit for Federal E-File if no changes are necessary to the 1094, then "Next to continue

## through the process.

Batch:	ACA-C	Count: 2		1095 Cnt:	28	Batch Options		
	2019	Error:	0	Lock:		Edit Filenames: Le		
Batch Nam	e: StateTest	E-File:		Fulfillment:	03/23/2020	Corrections: 1094		
atch ID:	110341	E-File & Fulfi	Ilment: S	tateTest	(i) x	Select States for E	-File: ??	
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Cor	npany Name	State E-Fil	e: Selec	t States For St	ate E-File First	1095 Cnt	Error	E-File
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However, if the user needs to make changes to the 1094 before submitting the Federal E-File, then the user will need to click on the 1094 hyperlink that appears under the **Batch Options** box for *Corrections*, even though it may not be a correction if it's the first time being E-Filed.

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ear: 2019	Error:	0	Lock:		Edit Filenames: Le	
atch Name: StateTest	E-File:		Fulfillment:	☑ 03/23/2020	) Corrections: 1094	
atch ID: 110341	Correct 1094s		ঞ্জি			
dd Companies	Compan	ý.	· ·	EIN	Company ID	
Company Name	Compan	ıy		EIN	Company ID	
Company Name	ACA Sta	ate Testing Com	pany K	20-8	989898	
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Once the 1094 has been placed in correction mode, the user is then able to go to the draft 1094 to make manual updates to the form. Note: The 1094 will have the "Corrected" box checked by default.



After the user had updated the 1094 information and returned back to the batch, edit checks must be run again, and passed with the green check mark. Once the E-File box has been enabled, the user should select "Submit for E-File" and click on "Next" to proceed to the next screen where they will need to "Submit" for Federal E-File.

Count:	2	1095 Cnt:	28	Batch Options
Error:		Lock:		Edit Filenames: Level 1   Level 2   Level 3
E-File:		Fulfilment:	03/23/2020	Corrections: 1094s   1095s   Currently Selected
State:		Complete:		Select States for E-File: 77
Print:				
				-
E-File & Fulfillr	ment: StateT	est		0 x
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