Completing ACA Forms

11/17/2026 4:45 pm CST

ACA Batch Tutorial Video

Upload ACA Data Tutorial

Your browser does not support HTML5 video.

Uploading ACA Data Instructions

To upload ACA data, you would go into any company and into the ACA module, selecting either the B or C series forms. Once in the module, you would click on the 'Samples & Schemas' link shown below to access the examples of the required upload format for that year. Please note that while you can add your own columns, the column headers in the template *must not* be modified. They are case sensitive and your file may not upload if there are any changes made to the column headers.

Additionally, it is important that you do not remove the Member_SSN column from the 1095 template, even if you are not a self-insured group. This column is necessary for the upload to work. Removing this column will cause all of your employees to be "skipped" on upload. Please see the templates for more instructions and tips on uploading.

You may also find the schemas included in this folder helpful, as they outline the contents of predetermined lists used

throughout the ACA software (U.S. states, foreign country codes, etc.).

Once you have completed your file, you will want to save it to your computer as a csv and click the Upload link located in the ACA Menu next to the Samples & Schemas link.

When uploading, you want to choose your file, select the correct type (1094 vs 1095) and enter the proper number of rows above the header row. For example, the sample file has several notes and a description row above the header. If left as is, you would enter 22 as the number of rows above the header since the header row is in line 23 and the first participant is listed in row 24. Finally, you will check the overwrite box unless you are uploading additional data to add to already existing data, and click the upload button.

My upload has errors. How do I correct them?

When your ACA file is finished uploading, click the 'OK' button. You'll then be shown a box indicating how many lines of your CSV file were processed and how many lines were skipped. If there are errors, you'll see more specific error messages listed line by line, corresponding with the lines in your CSV. Below you will find a file containing an outline of each error message and troubleshooting options.

ACA Upload Error Messages.xlsx

Important Notes to Remember When Creating a Batch

1. Each form type (e.g. B and C series) must be added to separate batches; you cannot include both form types within the same batch.

2. Batches are created by form year; for example, you cannot include a 2018 B series form in the same batch as a 2019 B series form.

3. In order to use ftwilliam.com's fulfillment service (print/mail or e-filing), your batch must be locked and in order to lock your batch, it *must* pass all edit checks. If any forms in your batch have "Error" edit checks present, these will need to be resolved prior to locking; "Warning" edit checks will allow your batch to be locked.

4. Corrected forms cannot be included in the same batch as original forms.

My batch has errors. How do I go about correcting?

1. Access the ACA Batch (Home screen-> Batches/Workflow-> ACA-> Form selection-> OK-> Batch ACA screen)

2. Click on your original batch name. Note: you WILL NOT need to create a separate batch to complete the correction.

3. Within the “Batch Options” box, click on “1094s” next to “Corrections” if you need to make a correction to a 1094. Note: dates will be reflected from your original batch submission (or if a correction was already completed, the most recent correction date); once your correction is processed, new dates will be reflected for your batch. We highly recommend taking a screenshot or making note of the original dates for your batch to maintain in your records.

4. Check the box next to the company(ies) that need to be corrected and click on “Enable Correction”.

5. Your batch will now reflect that it is in Correction Mode.

6. Click on your Company Name within the “Company Name” column.

7. A new window or tab (depending on your browser settings) will open up to the form, allowing you to make changes. Make your changes directly onto the draft form (Note: the changes you need to make to the form(s) in your batch are not able to be uploaded via CSV file).

8. After making your changes, close the window or tab, to return to the screen you were on when you clicked on your Company Name (#6, above). If you need to make changes to Employees (1095s), click on “1095s” within the “Batch Options” box.

9. Check the box(es) next to the Employee(s) you are needing to correct, then click on “Enable Correction”.

10. Click on your Company Name and when the new window or tab opens (as described in #7, above), choose your Employee(s) from the drop-down list to edit.
11. Once viewing your Employee’s form, the fields will be editable. Make your changes and close out of the window or tab when done. Note: if you attempt to edit an Employee’s form that was not selected in the batch to be corrected, you will need to return to the batch and select him/her before you may edit (see second screenshot, below).

12. After completing your changes, run edit checks within your batch by clicking on the red x in the “Error” column. Note: “warning” edit checks will allow your batch to be locked/submitted for filing or fulfillment.

13. Click on either the green check mark (or red check mark, depending on the status from your original batch) to submit your correction for e-filing and/or fulfillment.

14. Check the box(es) next to the option(s) you would like to select for your correction to be processed and click on

“Next”.

15. A screen will display with the total charges for your batch. Click on “Submit”. Your batch has now been submitted to ftwilliam.com