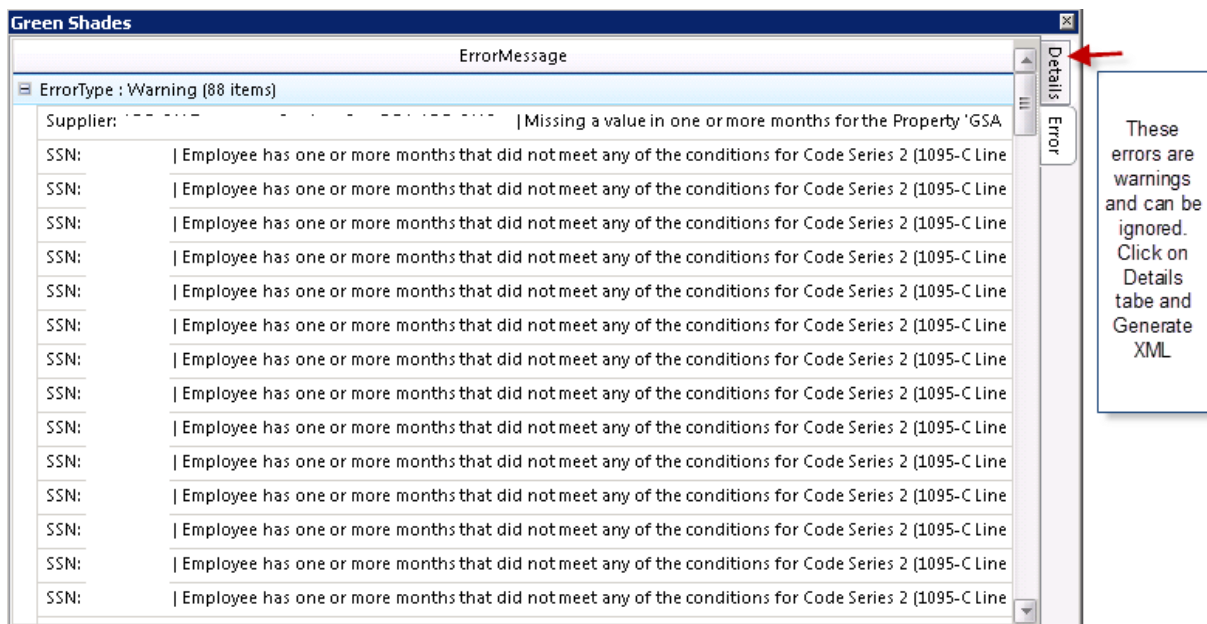
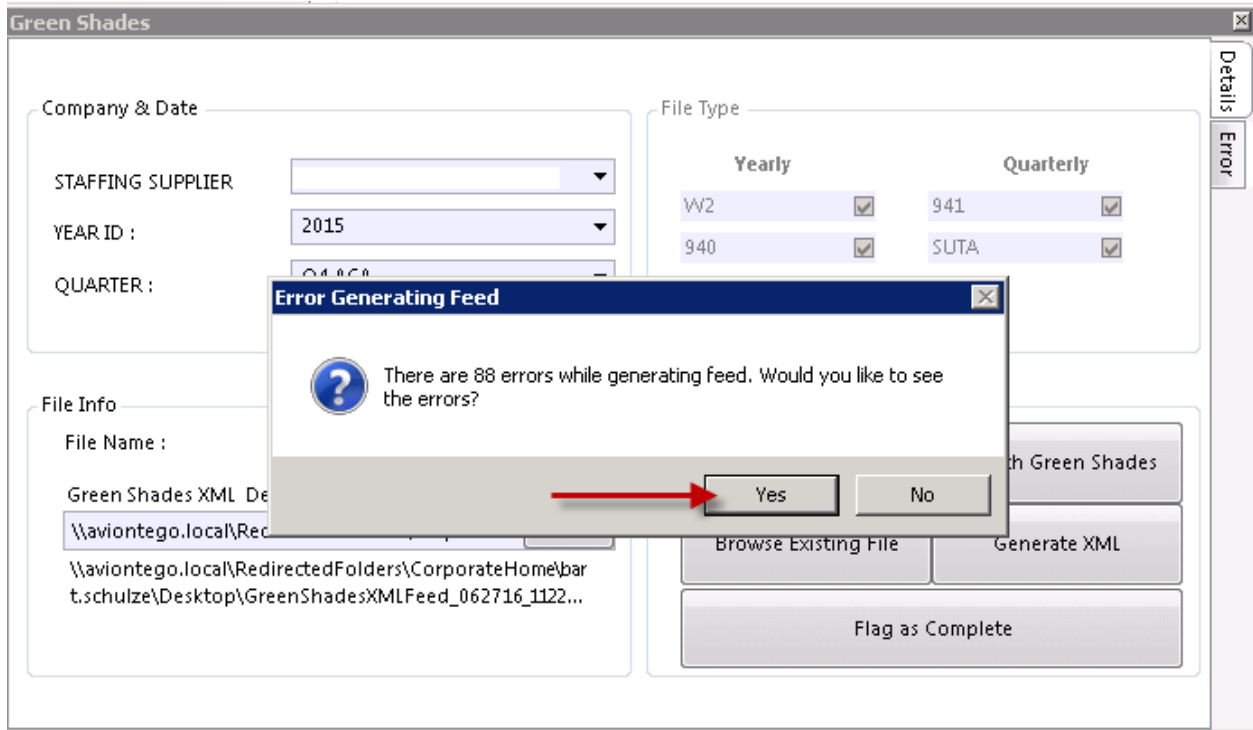


1095-C and 1094-C Filing Instructions

Start by going into the Weekly Process and Generate Greenshades. This will allow you to build the ACA Q4 feed and XML for the year. That feed will be used to build the 1095-C/1094-C for the IRS.

Many time you will get warnings. Below is a screenshot of those errors.



When you click on Details, you will click on Generate XML to ignore those warnings and build the file to Launch into Greenshades.

Next up you will see the screen below. Click on Create Efile Returns and you will see the 1095-C file to be built. Click on the build box and next.

Greenshades Tax Filing Center

Your Upcoming Deadlines

Create E-File Returns

View Filing History

View Recent Tax Changes

Create Year-End Forms

Create E-File Returns

Use this E-File wizard to create electronic tax returns or E-Files. This wizard will also aid you in submitting these returns to the correct federal, state, or local government agencies.

[Settings](#)

Select Returns to File

Check the Build box for each file you wish to create and click 'Next'.

Filter: 1095-C Select All

Electronic Return	Status	Method	Build?
US - 1095-C	Awaiting Creation	Internet	

Check the build box and Next

☐ Check here if you would like the ability to edit your data prior to creating your electronic file (Advanced).

[Quit](#) [< Back](#) [Next >](#)

If you have errors then you will see this screen. Click to view Errors and you will see the reason for it.

Greenshades Tax Filing Center

Your Upcoming Deadlines

Create E-File Returns

View Filing History

View Recent Tax Changes

Create Year-End Forms

Engage Your Workforce

GREENSHADES
LET US HANDLE THAT

[Settings](#)

Review Built Files

Select a built file below to submit or view errors.

Click on the link to either submit or view errors for each E-Filing.

Electronic Return	Status	Combined Summary
US - 1095-C	88 Error(s) Found	Click to View Errors

Click here to view the errors.

[Quit](#) [< Back](#) [Finish](#)

This error indicates that you need to update the contact phone number. It displays an error for each employee but this is just the company contact phone number. When you update that it will fix all the errors.

Submitter Wizard

View Errors

Please correct the errors listed below prior to submission.

[View Details](#) [Print Errors](#) [Save Errors](#)

displayed in this report for your information only.

ERRORS

- is an invalid phone number for company contact. Phone numbers must be between 10 and 15 digits (Error) (Validation) C:XU0W32IVAPVUX840
- is an invalid phone number for employee. Phone numbers must be between 10 and 15 digits (Error) (Validation) C:XU0W32IVAPVUX840 E:73405
- is an invalid phone number for employee. Phone numbers must be between 10 and 15 digits (Error) (Validation) C:XU0W32IVAPVUX840 E:73584
- is an invalid phone number for employee. Phone numbers must be between 10 and 15 digits (Error) (Validation) C:XU0W32IVAPVUX840 E:73756
- is an invalid phone number for employee. Phone numbers must be between 10 and 15 digits (Error) (Validation) C:XU0W32IVAPVUX840 E:73939
- is an invalid phone number for employee. Phone numbers must be between 10 and 15 digits

[?](#) [Quit](#) [< Back](#) [Next >](#)

You can click back and check the box for the ability to edit your data if you want to update it here.

Greenshades Tax Filing Center

Select Returns to File

Check the Build box for each file you wish to create and click 'Next'.

Filter: [Select None](#)

Electronic Return	Status	Method	Build?
US - 1095-C	88 Error(s) Found	<input type="text" value="Internet"/>	<input checked="" type="checkbox"/>

[Engage Your Workforce](#)

GREENSHADES
LET US HANDLE THAT

☒ Check here if you would like the ability to edit your data prior to creating your electronic file (Advanced).

[?](#) [Quit](#) [< Back](#) [Next >](#)

Edit your US - 1095-C information

Select a company: [Remove Company](#)

Company Information

Company Information Company Name: <input type="text"/> EIN: <input type="text"/> Submitter: <input checked="" type="checkbox"/> Address: <input type="text"/> City, State, Zip: <input type="text"/>	Contact Information Name: <input type="text"/> Avionte Title: <input type="text"/> Payroll Phone: <input type="text"/> Missing Phone is here and will flow to all Employees from here. Update it and Save and Close and you can File. Email: <input type="text"/> avionte.com Fax: <input type="text"/>
---	---

Additional Company Information

Corrected 1094: <input type="text"/>	98% Offer Method: <input type="checkbox"/>
Member of Aggregated ALE Group: <input type="checkbox"/>	Jurat Signature PIN: <input type="text"/>
Sec. 4980H Transition Relief: <input checked="" type="checkbox"/>	Min Exception Cover: <input type="text"/>
Corrected Submission ID: <input type="text"/>	ALE Total FTE Count: <input type="text"/>
Business Name Control Code: <input type="text"/>	Aggregated Group: <input type="text"/>
Country Code: <input type="text"/>	4980 H Relief Code: <input type="text"/>
Country Code: <input type="text"/>	Other ALE Member Name2: <input type="text"/>
Designated Government Entity (DGE): <input type="checkbox"/>	Other ALE Member EIN: <input type="text"/>
Qualifying Offer Method: <input type="checkbox"/>	Designated Entity Company Name: <input type="text"/>

Employee Information [Expand Section](#)

Once the file has been built then you will see 'click to begin filing' link. Click the link to open the window.

Greenshades Tax Filing Center

Your Upcoming Deadlines


[Create E-File Returns](#)

[View Filing History](#)

[View Recent Tax Changes](#)

[Create Year-End Forms](#)

Engage Your Workforce


 **GREENSHADES**
LET US HANDLE THAT


[Settings](#)

Review Built Files

Select a built file below to submit or view errors.

Click on the link to either submit or view errors for each E-Filing.

Electronic Return	Status	Combined Summary
 US - 1095-C	✓ Employees: 2141	Click to Begin Filing



This is your totals window that you can Save or Print for your records. Now you can click next to continue filing

Weekly Process

Submitter Wizard

View Totals

Please check the accuracy of the totals found below.

[Print Totals](#) [Save Totals](#) [Save E-File](#)

US - 1095-C

Overall Totals

Total 1095-Cs	87
Total Employees Month 1	121
Full-Time Employees Month 1	2
Full-Time Employees Offered Minimum Essential Coverage Month 1	0
Total Employees Month 2	143
Full-Time Employees Month 2	85

[Quit](#) [< Back](#) [Next >](#)

[Combined Summary](#)

[Click to Begin Filing](#)

[Generate Feed & XML](#) [Launch Green Shades](#)

[Browse Existing File](#) [Generate XML](#)

[Flag as Complete](#)

When you click next you will see a screen that asks for your BNC but it is blank. It is fine to click next to continue filing the forms.

Weekly Process

Submitter Wizard

Provide Business Name Control

Provide your IRS-issued Business Name Control(s) below.

In order to E-File your return, please provide your IRS issued 'Business Name Control' (BNC). The BNC is a four digit code that is used to identify you as a taxpayer. Typically, it is the first 4 letters of your company name without spaces. If your company name has more than 2 words, please also exclude 'The'. If you are unsure of your BNC, [click here](#) to view the IRS guidelines on determining your BNC.

This will be left blank and you can click next.

[Click here for Important Tax Information from the IRS](#)

[Quit](#) [< Back](#) [Next >](#)

[Combined Summary](#)

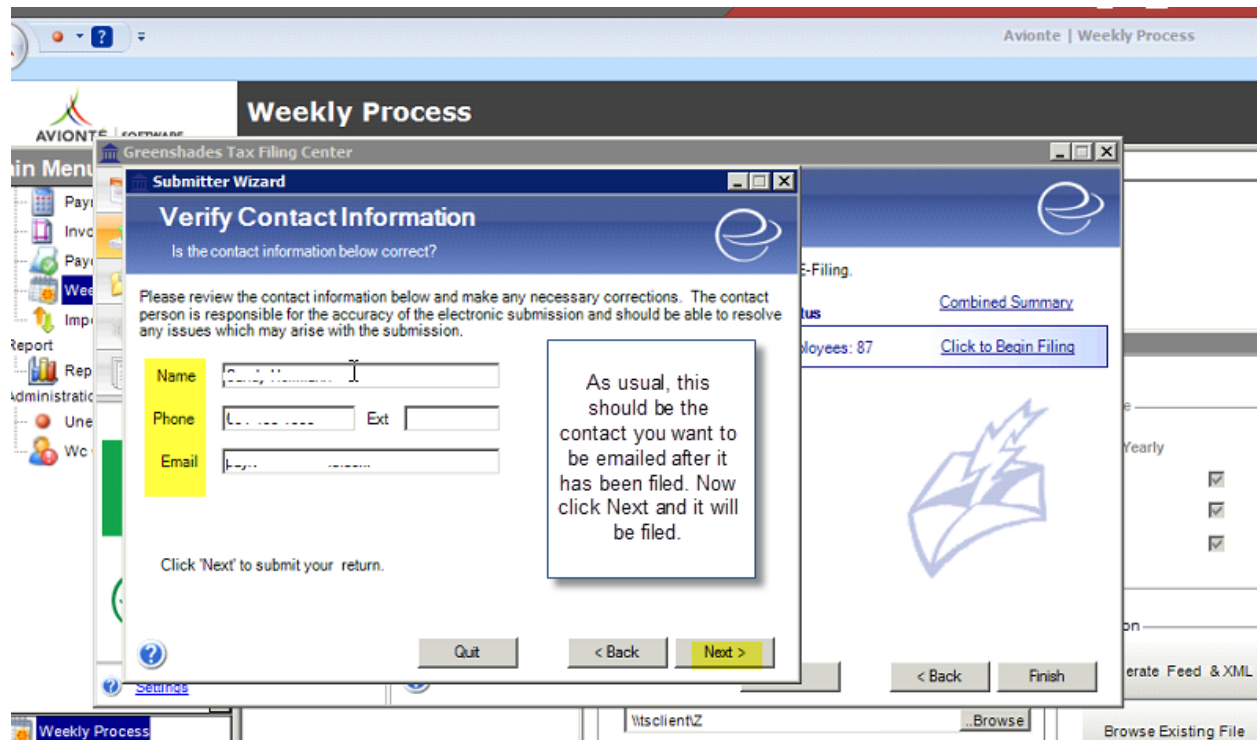
[Click to Begin Filing](#)

[Generate Feed & XML](#) [Launch Green Shades](#)

[Browse Existing File](#) [Generate XML](#)

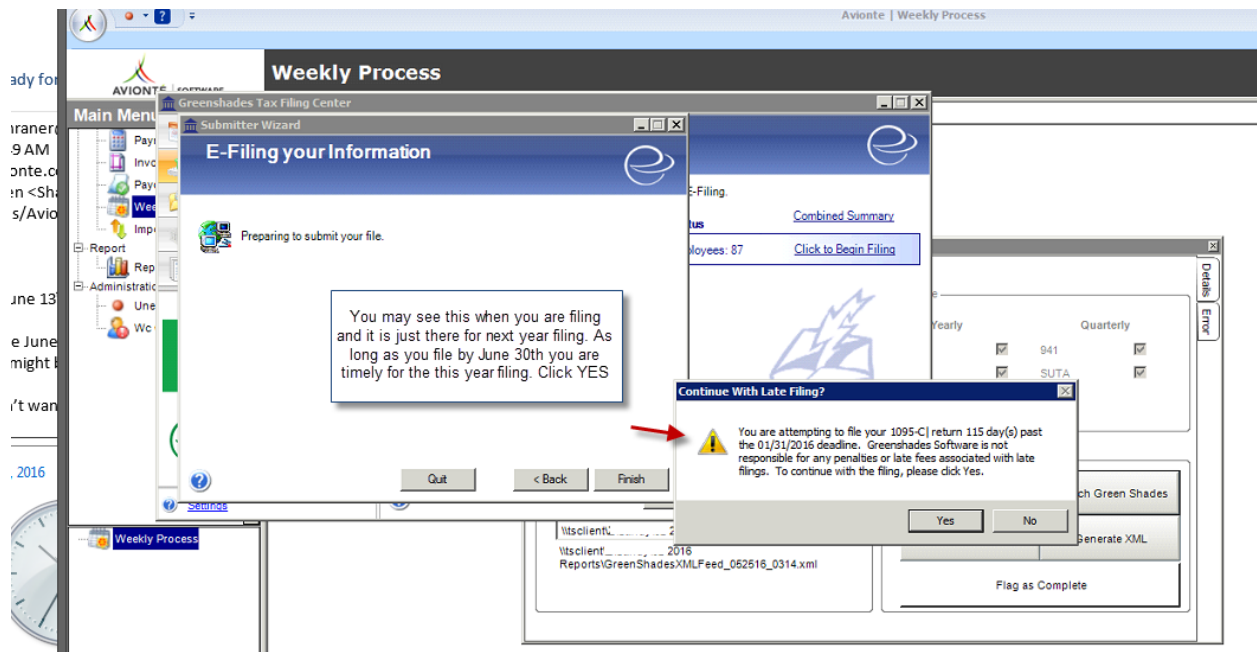
[Flag as Complete](#)

Now you will need to complete the information for Greenshades to contact after it has been filed.



When you click next Greenshades will attempt to file your 1095-C/1094-C forms.

You may see if the message below but this is for next year filings and that is just what is displaying. It is fine to click 'Yes to file'.



The next screen will indicate that you have filed with the IRS and waiting to get a confirmation.

