

THE ACA PROCESS AT-A-GLANCE

BenefitScape® THE LEADING ACA COMPLIANCE SPECIALISTS

ADVISOR/BROKER PROCESS TY2018



BenefitScape's end-to-end ACA Compliance process is flexible, proven, and cost-effective. It can be broadly outlined in the **SEVEN STEPS** shown below and can be provided to you and your clients as a total outsourced solution or as individual services and RegTech support along the way – always adapted to fit seamlessly with your own and your clients' operations.

STEP ONE starts with a Client Interview or questionnaire, in which we begin to gather the necessary information from your Client on each relevant Company and its Health Plan. This Interview is quickly followed up by a Kick-Off Work Session to walk through the client's answers with them and fill in any gaps. During this Work Session we also identify all the sources of needed Employee Data for the project, enabling us to lay-out a Data Collection Plan and high-level Project Schedule.

STEP TWO is when we receive Data, verify, and review all the needed Employee and Organizational Data, again working with your Client where necessary to fill any gaps. Once **STEP TWO** is completed, your Client's work is essentially done and BenefitScape takes care of the rest of the process while keeping both you and the Client informed at every stage of the project's progress.

STEPS THREE to SEVEN: BenefitScape loads all the received data into our secure, dedicated cloud-based ACATech platform, which enables us to execute with flexible efficiency all the necessary reporting and e-Filing tasks to secure your Client Company's ACA Compliance. These tasks range from verifying eligibility and assigning IRS Codes for each ACA eligible employee to generating Form 1095's ready for digital distribution and/or heat-sealed printing and distribution. The process concludes in March 2019 with a successful, authorized e-Filing by BenefitScape via the IRS ACA Information Returns [IRSAIR] system and the secure archiving of all the project data, including the Final IRS Transmission Receipt, as future proof of your Client Company's full and accurate on-time ACA Compliance.

In addition to the SEVEN STEPS outlined below, for many Clients BenefitScape also uses ACATech **to track and calculate eligibility on a monthly basis of part-time and variable hour employees**. For your Clients in certain sectors or with specific, complex operations, this additional service allows for greater reporting accuracy and for offers to be made or errors corrected before any risk of penalties is incurred.



STEP SEVEN MARCH 2019

e-FILING, ERROR Code REMEDIATION & Re-FILING

BenefitScape generates the Client Company Form 1094 and uses its IRS-authorized Transmission Control Code [TCC] to transmit this form along with all the Form 1095's and other required manifests to the IRS via its ACA Information Returns [IRSAIR] system. Any reported IRS ERROR Codes are analysed by ACATech and anomalies reconciled. The final e-Filing is made and all project data along with the final IRS Transmission Receipt is securely archived as well as being transmitted to you and the Client Company.

STEP SIX JANUARY 2019

FORM 1095 GENERATION & DISTRIBUTION

ACATech uses the assigned IRS Codes and other project data to process and generate Form 1095's for all ACA eligible Employees. PDF's of all forms are transmitted to your Client by BenefitScape prior to heat-sealed printing and distribution to Employees via USPS First Class. You are informed of progress throughout the on-time completion of this critical step.

STEP FIVE

SAMPLE DATA TESTING & PENALTY RISK ASSESSMENT

ACATech processes a data sample to assure reporting accuracy and alert both you and the Client Company to any potential Penalty Risk for non-compliance. Any necessary identified changes are made in advance of e-Filing.

STEP FOUR

ELIGIBILITY, AFFORDABILITY & IRS CODING

ACATech processes Employee Activity Dates [Date of Hire, Effective Date, Termination Date etc.] plus monthly offer details to verify ACA Eligibility, Offer Affordability, and assign 100% accurate IRS Codes to each Employee.

STEP THREE

ACATech DATABASE BUILD

The Employer Company's Employee Data is transformed and compiled by BenefitScape's secure, cloud-based ACATech platform into a custom ACA reporting database, applying the Employer's specific business rules and standards.

STEP TWO

PROJECT DATA COLLECTION

BenefitScape receives the Project Data [in any format] from the Employer Company via a secure ShareFile. BenefitScape verifies and reviews this data, working with the Employer to fill any gaps.

STEP ONE

CLIENT INTERVIEW & KICK-OFF WORK SESSION

BenefitScape gathers Information on your Client's Employer Company and its Health Plan to frame the project for each Company's specific needs, business rules, and operations. Employee Data requirements and sources are identified, and a secure Data Collection Plan along with an overall Project Schedule issued.