



Guide for **Automated Enrollment For Affordable Care Act (ACA) Providers**

The Externals Guide

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Section

1

Section 1 About This Guide

1.1 | Who Should Use This Guide

The IRS developed this guide for the Affordable Care Act Information Returns (AIR) Application's authorized contacts who want to use Automated Enrollment (AE) to enroll A2A Client Application Systems into the IRS Application to Application (A2A) channel.

1.2 | How to Use This Guide

The purpose of this document is to describe the User Interface (UI) for the AE for ACA Providers Application, hereunto, referred to as AE Application. You may or may not need to read this guide from beginning to end depending on your level of experience with Automated Enrollment. You can reference the table of contents to help locate sections of the guide pertaining to the task you need to complete. **Section 3.4 Getting around Automated Enrollment** also guides you to specific tasks and features, so when you have a question about an AE function, it is easy to locate the answer.

1.2.1 | Overview of Contents

This guide provides instructions on how to enroll and maintain A2A Client Application Systems using the IRS Enterprise Portal (IEP). Its scope is limited to the ACA functionality of the AE Application. However, this guide does not discuss any administrative aspects of the AE Application nor does it discuss how to use the IEP other than the aspects you need to know to access the AE Application.

1.2.2 | Highlighting

This guide uses the following elements to emphasize key points:

- **Bold**

Highlight items and indicate specific items from the UI.

- **“Tip, Note, and Important!” Tags**

Highlight additional information related to the current task or topic.

- The “Tip” tag provides alternative methods of performing a task.
- The “Note” tag explains how the system works or provides information you may use to alter the way you perform a task.
- The “Important!” tag warns when an action could cause critical system errors.

1.3 | Assumptions

You must have the following to use the AE Application:

- You successfully proofed your identity at the required level of assurance
- An IEP username and password with the e-Services ATCC role
- The use of Windows 10 or higher and one of the following Web browsers:
 - Internet Explorer 11 or Microsoft Edge

Section

2

Section 2 Automated Enrollment Overview

The AE Application provides a user interface for enrolling and maintaining A2A Client Application Systems for the IRS A2A Channel. It assigns a unique A2A Client Application System ID (ASID) to each Application System enrolled. The IRS A2A Channel uses the ASID and the Application System's X509 certificate to authenticate and authorize access to IRS A2A services. The section below summarizes the functionality of the AE Application.

2.1 | Features and Functions

Table 2-1 provides a description of the functions available in the AE Application.

Table 2-1 AE Functions

Function	Description
enrollAppSystem	AE Application allows you to enroll an A2A Client Application System into the IRS A2A Channel. Each Application System enrolled must be assigned at least one IRS A2A Service and have certificate authentication.
updateAppSystem	AE Application allows you to modify the A2A Client Application System definition. As an example, you can modify an A2A Client Application System to include additional IRS A2A Services or you can inactivate or un-enroll it.
Replace Certificate	AE Application allows you to change the certificate associated to an A2A Client Application System.

2.2 | Data Attributes

Table 2-2 describes the data elements used in the AE Application.

Table 2-2 AE Data Elements

Data Element	Description
TCC	An active Transmission Control Code (TCC) assigned to the Customer's organization
Customer Name	The Legal Name of the Customer's organization associated to the TCC.
Doing Business As	The Doing Business As name of the Customer's organization associated to the TCC
A2A Client System ID (ASID)	A2A Client System ID (8 characters): This is a unique field assigned to the A2A Client Application System during the enrollment process. The ASID is a combination of the digit '1', TCC + ASID Sequence Number. AE Application prefixes the digit '1' to the created ASID.
Application System Name	The name assigned to the A2A Client Application System. It is limited to 30 alphanumeric characters.
Description	A description you want to use to identify an A2A Client Application System. It is limited to 50 alphanumeric characters.
Location	The location of the A2A Client Application System This is usually the City and State where an A2A Client Application System resides. It is limited to 30 alphanumeric characters.
A2A System ID Status	The status assigned to the A2A Client Application System. Table 2-4 describes the available statuses for an Application System.
Available Services	The IRS A2A Services that are available for ACA transmitters (see Table 2-3 for a description of the available services).

Data Element	Description
Selected Services	The IRS A2A Services assigned to an A2A Client Application System (see Table 2-3 for a description of the available services).
Credential Type	The authentication method the A2A Client Application System uses when accessing IRS A2A Services. Default to certificate. You cannot change the authentication method.
Certificate File Name	The X509 certificate used to authenticate an A2A Client Application System in the IRS A2A channel.
Certificate Authority	The CA is the trusted entity that issued the digital certificate.
Certificate Expiration	The date the digital certificate is no longer valid.

2.3 | IRS A2A Services

Table 2-3 describes the list of IRS A2A services for ACA Transmitters.

Table 2-3 AE Available Services

Service	Description
IRS-ACASubmitService	Third Party, Issuer, Employer transmits 1094/1095 B/C Information Return to IRS in SOAP Request - IRS returns receipt or SOAP fault in SOAP Response.
IRS-ACAAckngService	Third Party, Issuer, Employer requests status/detailed acknowledgement of 1094/1095 B/C Information Return processing from IRS in SOAP Request - IRS returns status/detailed acknowledgement or SOAP fault in SOAP Response.

2.4 | Allowed Status Changes

Table 2-4 AE Status Matrix summarizes the A2A Client Application System status changes.

Table 2-4 AE Status Matrix

Current	Request	New	Action
	new	active	Allowed
active	inactivate	inactive	Allowed
active	un-enroll	deleted	Allowed
inactive	activate	active	Allowed
inactive	un-enroll	deleted	Allowed
disabled	activate	disabled	Disallowed
disabled	un-enroll	disabled	Disallowed

- “Current Status” is the Status of the Application System
- “Request Status” is the status change request
- “New Status” is the Application System status after the status change request completes
- “Action” indicates whether you can perform the change

Note: AE Application changes the status from new to active after it enrolls an Application System.

Note: Un-enrolling the Application System effectively deletes the ASID from the AE Application, and means you cannot update it again, while inactivating an Application System allows you to inactivate and activate as necessary.

Important! The AIR Help Desk will initiate a referral for the disabled status when an Application System violated the policies of the IRS.

Note: Once disabled, the Application System cannot access IRS A2A Services; however, the AIR Help Desk can initiate a referral to activate the disabled Application System (see [Appendix C](#)) for instructions on how to contact the AIR Help Desk.

2.5 | Revoked or Expired Certificates

Note: You will receive a 401 error if you upload a certificate that has been revoked or expired. Contact the certificate authority to obtain a valid certificate.

Section

3

Section 3 Displaying your ASIDs

You access the AE Application by logging into a secured environment known as the “IRS Enterprise Portal (IEP)”. This section explains the recommended path you should use to launch the AE Application and introduces you to the user interface.

3.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.

3.2 | How to Do It

Type www.irs.gov into your browser. The IRS Home page opens (see Figure 3-1).

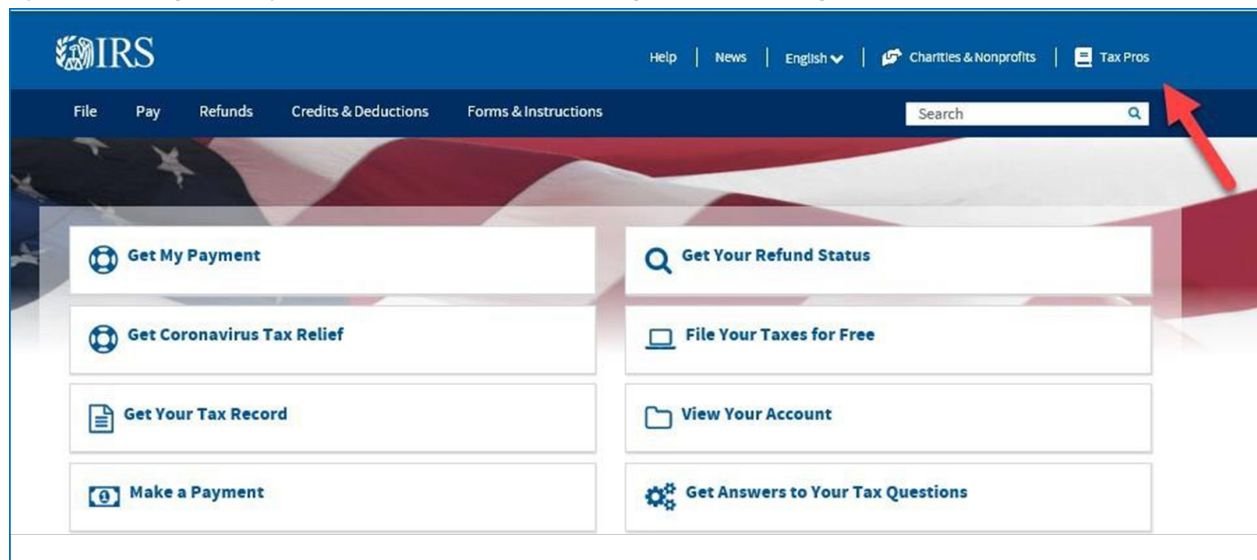


Figure 3-1 IRS Home Page

- Type www.irs.gov into your browser. The IRS Home page opens (see Figure 3-1). Click the "Tax Pros" heading. The Tax Professionals page opens (see Figure 3-2)

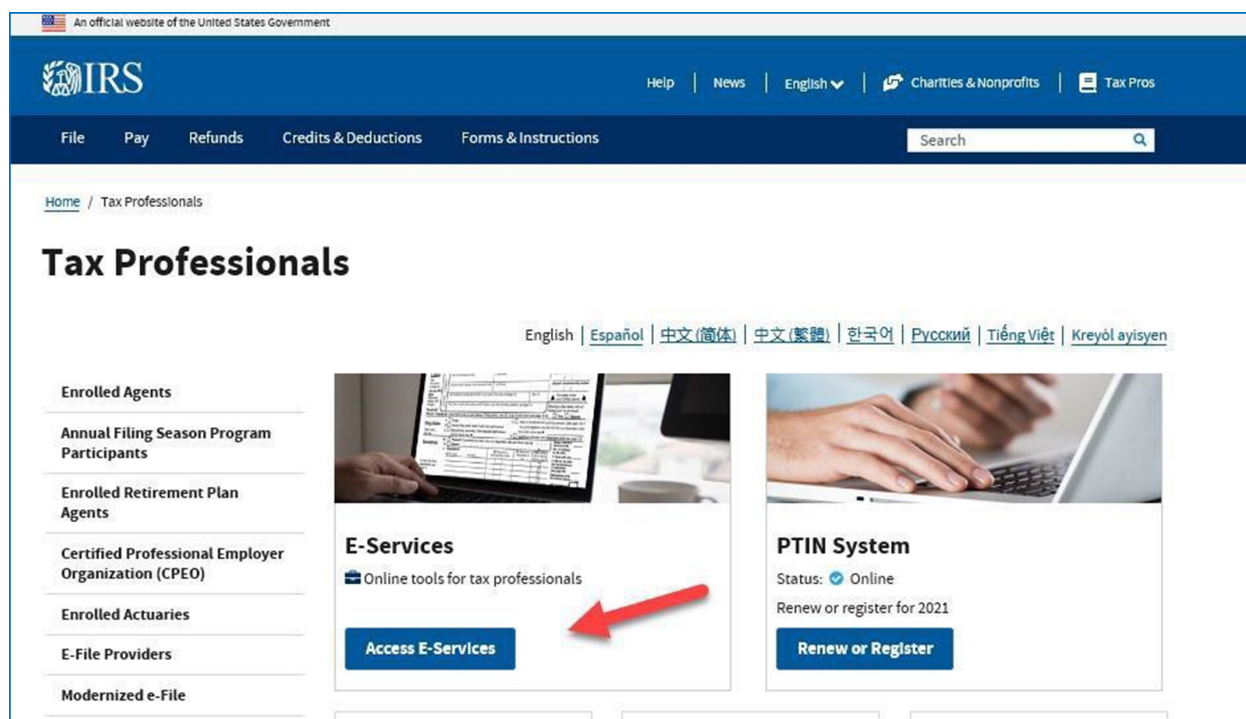


Figure 3-2 Tax Professionals Page

- Click the **“Access e-Services”** link. The e-Services – Online Tools for Tax Professionals page opens (see Figure 3-3).

The screenshot shows the IRS e-Services homepage. The top navigation bar includes links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The main heading is 'e-Services'. Below this, there are language options: English, Español, 中文(简体), 中文(繁體), 한국어, Русский, Tiếng Việt, and Kreyòl ayisyen.

On the left side, there is a sidebar with links to various services: Enrolled Agents, Annual Filing Season Program Participants, Enrolled Retirement Plan Agents, Certified Professional Employer Organization (CPEO), Enrolled Actuaries, E-File Providers, and Modernized e-File.

The main content area features several sections:

- Alert:** E-Services is designed to be compatible with Internet Explorer 9.0 and higher only, other browsers are not currently supported.
- Online Tools for Tax Professionals:** e-Services is a suite of web-based tools that allow tax professionals, reporting agents, mortgage industry, payers and others to complete transactions online with the IRS. All e-Services users must accept the User Agreement in order to access accounts.
- Tax Transcript Information:** The IRS has changed the format and distribution policy for tax transcripts. Authorized tax practitioners can access the Transcript Delivery System or request certain client transcripts be sent to their e-Services secure mailbox, where they will be available for retrieval. Reminder: If you view your transcript in your mailbox, it is only available for 3 days. Transcripts that haven't been viewed are available for 30 days. Learn more about the [new transcript policy](#).
- Are you registered for Secure Access?:** All e-Services users must register and create new accounts using a two-factor authentication process called Secure Access. To complete this process, select the e-Services application or product in which you are trying to access and select either Sign Up or Log In. Please visit our [FAQ page](#) for e-Services and Secure Access.
- e-Services Applications:** Maintenance is scheduled every Sunday from 12 a.m. - 4 p.m. Eastern time. The system may be unavailable during this time.
- Affordable Care Act (ACA) Services:** Apply and participate in the e-filing of ACA Information returns. (A red arrow points to this link.)
- Help with Registration:** If you cannot register online and need assistance:
 - Call the IRS:** Secure Access Registration 888-841-4648; e-Services 866-255-0654; Affordable Care Act Services 866-937-4130.
 - Hours:** 7:30 a.m. - 7 p.m. Eastern time.
 - [Contact e-help Desk and more](#)
- Modify Registration Information:** Login into [Get Transcript Online](#) and select "Profile"
- Secure Object Repository (SOR):** Retrieve transcripts and TIN Matching results from the secure mailbox.

Figure 3-3 e-Services – Online Tools for Tax Professionals Page

- Scroll down to the “**Affordable Care Act (ACA) Services**” section and select the link. The Affordable Care Act (ACA) Services Page opens, (see Figure 3-4).

*requires login credentials

AIR Transmission Program

You must be registered for e-Services and have a completed application for a Transmitter Control Code to file.

ISS-A2A

Automated Enrollment (AE) is used to enroll and maintain the A2A Client Application Systems. For more information see [Automated Enrollment Guide for ACA Providers](#) PDF and [ACA Information Center for Tax Professionals](#).

Access ISS-A2A Automated Enrollment

*requires login credentials

ISS-UI

Use AIR ISS-UI to upload a file for transmission. For more information see [Pub. 5165](#) PDF.

Transmit using ISS-UI

*requires login credentials

[Back to e-Services](#)

Figure 3-4 Affordable Care Act (ACA) Services Page

- Select the Button "**Access ISS-A2A Automated Enrollment**". The Login Page Opens, (see Figure 3-5).

3.3 | IEP Login

Tip: You can access the Login Page by directly typing the URL https://la.www4.irs.gov/ae_rup_atcc/ into the browser.

Sign In or Create a New Account

i New option for creating an account

In addition to creating an account with the ID.me self-service process, you can now create an ID.me account using a live video chat that does not require a selfie. All selfie and biometric data will be deleted automatically. See our [IRS statement](#) for more details.

If you have an existing IRS username, please create a new ID.me account as soon as possible. We're bringing you an improved sign-in experience.

If you're a new user, please create an account with ID.me. You can also sign in with an existing ID.me account.

ID.me is our trusted technology provider in helping to keep your personal information safe.

Create a new account

ID.me Create an account

OR

Sign in with an existing account

Sign in with ID.me

Sign in with an existing IRS username

IRS

Sign Up

If you don't have an IRS username, go back and create an account.

< BACK

Log In

Please [create a new account as soon as possible](#).

We're bringing you an improved sign-in experience.

Username

LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system


Figure 3-5 Login Page

- You can logon with your existing credentials by clicking the 'Sign in with an existing IRS Username' button.
- Enter your username and click the LOG IN button. The Password Page opens (see Figure 3-6).

Log In

Verify that your Site Image and Site Phrase below are correct. If the Site Image and Site Phrase are not correct, please do not proceed.

Your Site Image:



Your Site Phrase:

wakeup

Password

[Forgot Password](#)

CANCEL **SUBMIT**

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Figure 3-6 Password Page

- Enter your password and click the **Submit** button. The Security Code page opens (see Figure 3-7).

We sent a security code text message to your phone

A 6-digit security code has been sent to the phone number you provided (ending in 1234). Please enter your security code below.

6-digit security code

[Resend Security Code](#)

[No longer have access to this phone?](#)

CANCEL **SUBMIT**

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Figure 3-7 Security Code Page

- Enter your six-digit security code and click the Submit button. Your login history page opens (see Figure 3-8).

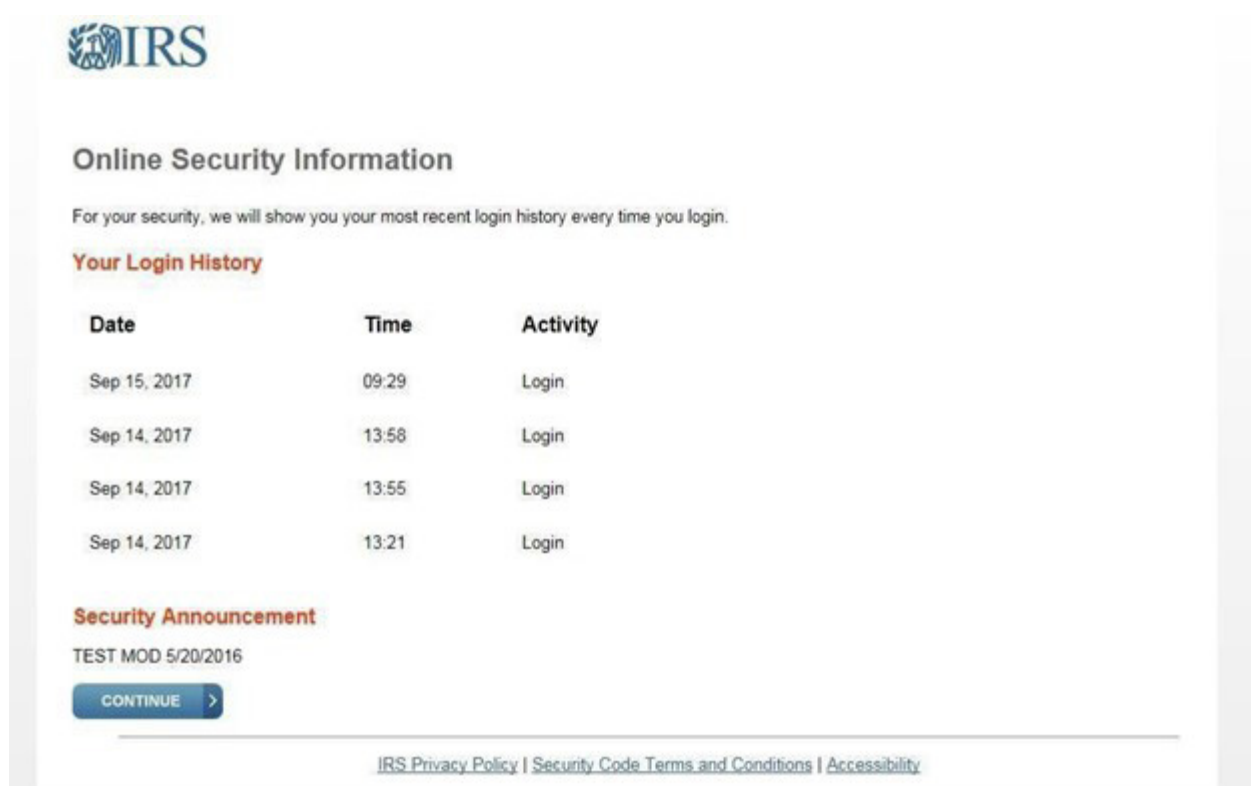


Figure 3-8 Login History Page

- Click the Continue button. The IRS Select Organization page opens (see Figure 3-9).

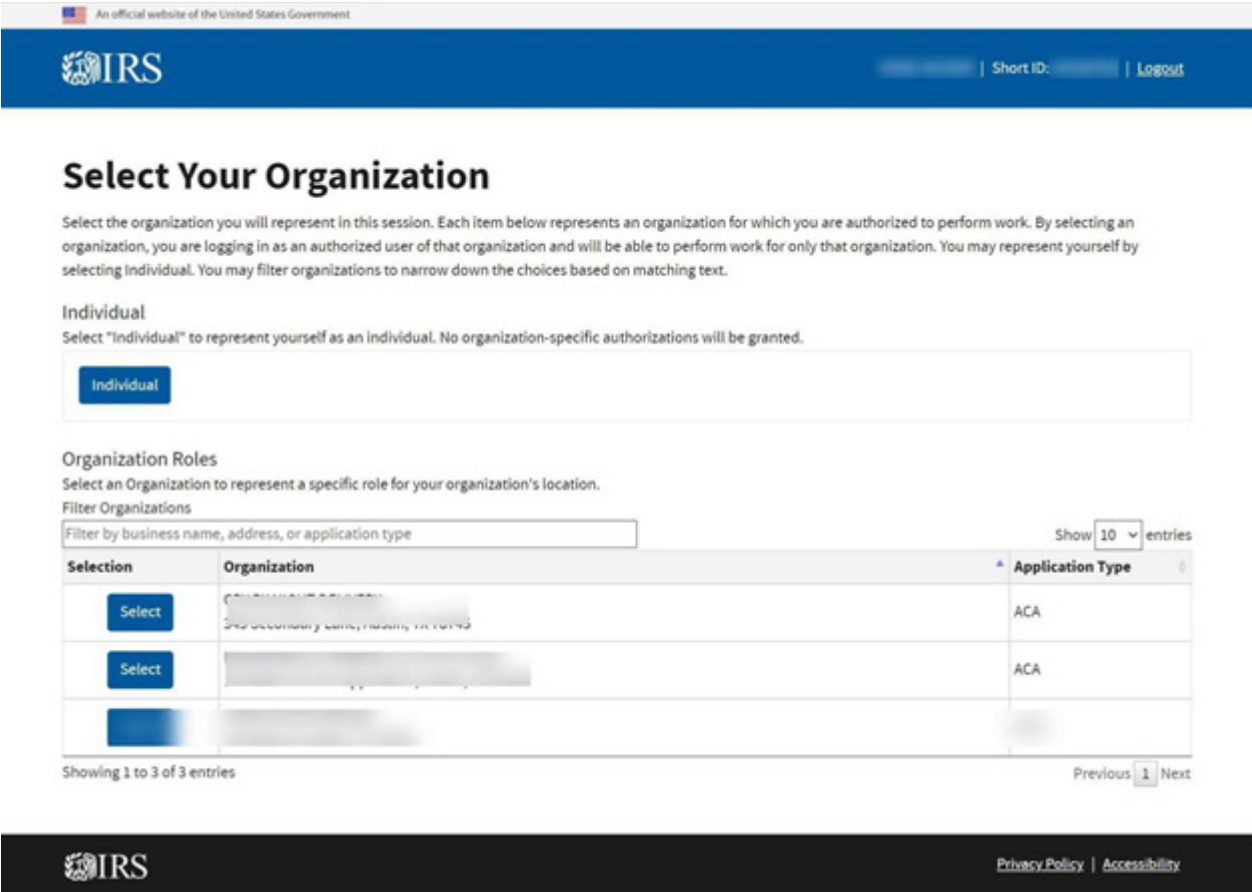


Figure 3-9 IRS Select Organization Page

- Click the **Select** button to choose your ACA organization. The AE Application Search Results Page opens (see Section 3.4 Getting around Automated Enrollment)

Important! When you are finished with your AE Application session please close your browser.

3.4 | Getting around Automated Enrollment

The AE Application Search Results page (see Figure 3-10) is the launch pad to all of the features and functions of the AE Application. It displays a list of A2A Client Application Systems for the selected organization. From here, you can enroll and maintain A2A Client Application Systems.

The screenshot shows the 'Search Results For AIR A2A Client System ID' page. At the top, there are two buttons: 'Create New A2A Client System ID' (callout 4) and 'Upload Certificate to Multiple A2A Client System ID's' (callout 5). Below these is a filter section with 'TCCs' set to 'All' (callout 3), 'Customer Name' as 'ACA Provider, Inc.', and 'Doing Business As' as 'ACA Provider' (callout 9). The main table lists application systems with columns for ASID, Name, Description, Status, and Actions. Callout 1 points to the table's scroll bar. Callout 2 points to the ASID column. Callout 6 points to the 'active' status of a row. Callout 7 points to the 'Replace Certificate' link in the Actions column. Callout 8 points to the 'View' link for a 'deleted' status row.

ASID	Name	Description	Status	Actions
199AA101	Test App System	This is a test	active	Edit Replace Certificate
199AA102	Test App System	This is a test	active	Edit Replace Certificate
199AA103	Test App System	This is a test	active	Edit Replace Certificate
199AA104	Test App System	This is a test	active	Edit Replace Certificate
199AA105	Test App System	This is a test	active	Edit Replace Certificate
199AA106	Test App System	This is a test	active	Edit Replace Certificate
199AA107	Test App System	This is a test	active	Edit Replace Certificate
199AA108	Test App System	This is a test	active	Edit Replace Certificate
199AA109	Test App System	This is a test	active	Edit Replace Certificate
199AA110	Test App System	This is a test	deleted	View
199AA111	Test App System	This is a test	active	Edit Replace Certificate
199AA112	Test App System	This is a test	active	Edit Replace Certificate
199AA113	Test App System	This is a test	active	Edit Replace Certificate
199AA114	Test App System	This is a test	active	Edit Replace Certificate
199AA115	Test App System	This is a test	active	Edit Replace Certificate
199AA116	Test App System	This is a test	active	Edit Replace Certificate

Figure 3-10 AE Application Search Results Page

Number	Instruction
1	Scroll through the list of Application Systems. The maximum number of records is set to 200
2	By default, the AE Application sorts the list by ASID.
3	Click the arrow to the right of the TCCs field and select a TCC to filter the list.

Number	Instruction
4	Click the Create New A2A Client System ID button to enroll a new A2A Client Application System (see Section 4 Enrolling an Application System).
5	Click the Upload Certificate to Multiple A2A Client System ID's button to upload a certificate to many Application Systems in one transaction (see Section 10 Bulk Certificate Upload)
6	Click the Edit link to change an A2A Client Application System definition (see Section 5 Updating an Application System). Here you can change the status of the Application System or you can change any of the following Application System attributes: <ul style="list-style-type: none"> ■ Application System name ■ Description ■ Location ■ Certificate ■ Services
7	Click the Replace Certificate link to replace the certificate for an Application System (see Section 9 Replacing a Certificate).
8	Click the View link to display an un-enrolled Application System (see Section 11 Viewing an Un-Enrolled Application System).
9	The AE Application displays your organizations legal name and doing business as (DBA) name provided during the ACA application process

Note: In the event of an error displaying your Application Systems, an error page opens (see Figure 3-11). Refer to Appendix B, to assist in resolving your error.

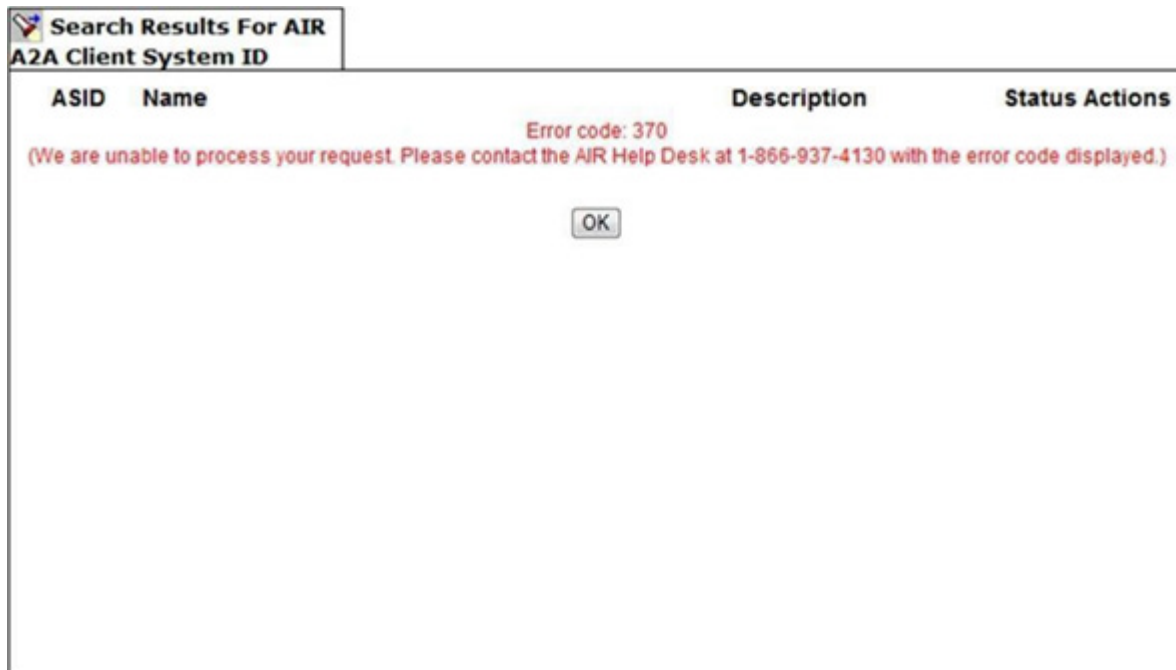


Figure 3-11 Error occurred displaying the search results page

Section

4

Section 4 Enrolling an Application System

This section describes the actions required to enroll an A2A Client Application System into the IRS A2A Channel.

4.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.
- You have a valid X509 certificate accessible from the local system.

4.2 | How to Do It

Figure 4-1 depicts the navigation steps to enroll an Application System.

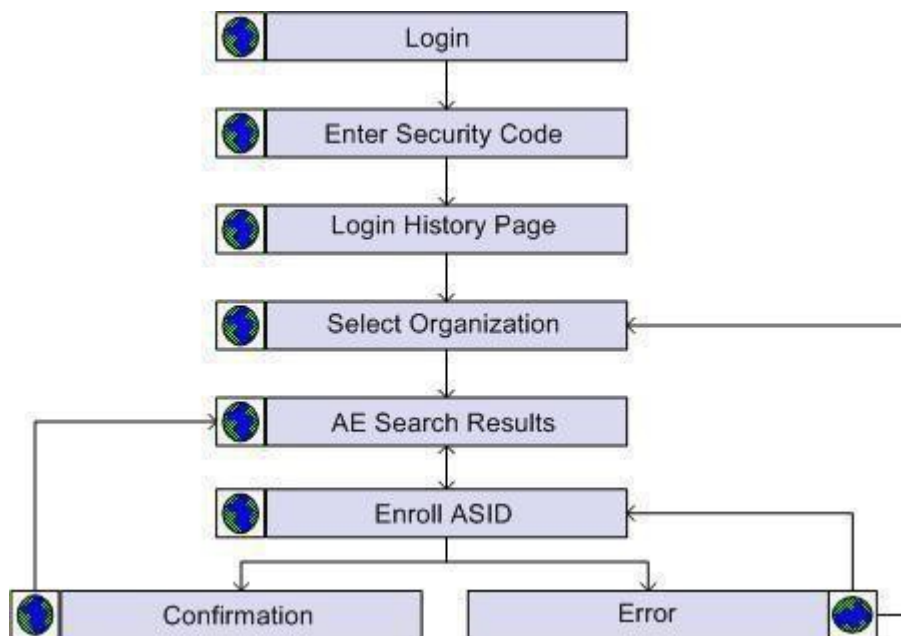


Figure 4-1 How to Enroll an Application System

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the **Continue** button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the **Submit** button. The AE Application Search Results page opens (see [Figure 4-2](#)).

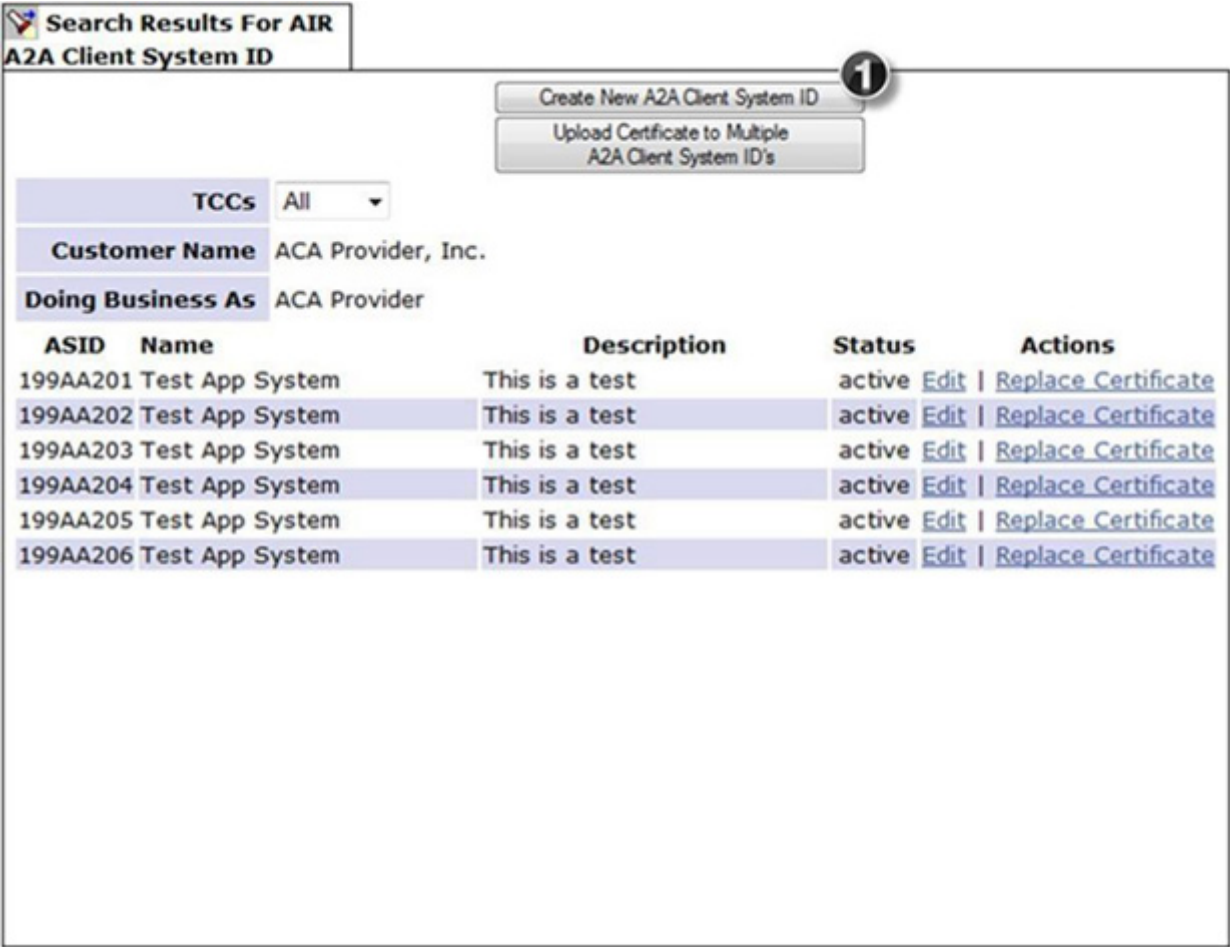


Figure 4-2 Create New A2A Client System ID Button

Number	Instruction
1	Click the Create New A2A Client System ID button. The Create New AIR A2A Client System ID page opens (see Figure 4-3).

Note: The AE Application displays an ‘**Error Messages**’ page in the event of any error. Refer to **Appendix B** to obtain information on how to handle AE Application errors.

Create New AIR A2A Client System ID

Customer Name ACA Provider, Inc.

Doing Business As ACA Provider

TCC **ASID Sequence Number**

A2A Client System ID 99AA2 **1** **2**

Application System Name **3**

4 **Description**

Location **5**

A2A Client System ID Status new

Credential Type Certificate

Certificate File Name **6** Browse...

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services **7**

IRS-ACASubmitService
IRS-ACAACKngService

Add >>

<< Remove

Selected Services

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

8 **9** Save Cancel

Figure 4-3 Create New AIR A2A Client System ID Page

Fill in the form and click Save to enroll the Application System, refer to [Section 2.2 Data Attributes](#) for a description of each field.

Number	Instruction
1	TCC: Click the arrow to the right of the TCC field and select a TCC from the list.
2	ASID Sequence Number: Enter a unique 2-digit sequence number. Enter a unique value in the range of 00 to 99
3	Application: System Name: Enter the name for the Application System.
4	Description: Enter the Description for the Application System.
5	Location: Enter the Location for the Application System.
6	Click the Browse button to select the certificate to assign to this Application System. The certificate must be accessible from the local system.
7	Select at least one IRS A2A Service from the Available Services list and click the Add button. Refer to Table 2-3 for a description of the available services.
8	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 4-5).
9	Click Cancel to return to the AE Application Search Results page.

Note: In the event of a data entry error, an error dialog opens (see Figure 4-4). Follow the instructions in the dialog and click **OK** to return to the Create New AIR A2A Client System ID page to correct the error.

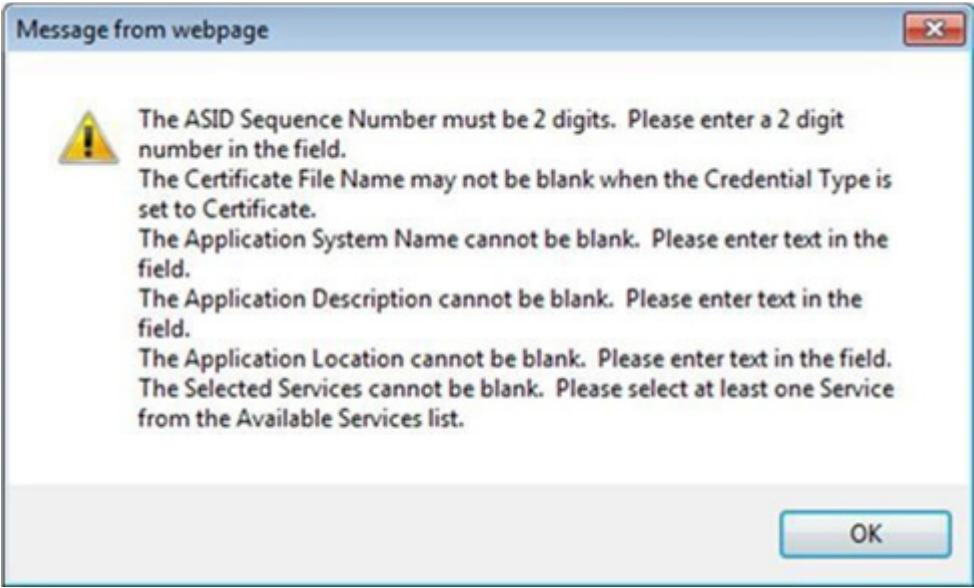


Figure 4-4 A data entry error occurred enrolling an Application System

4.3 | Confirmation Page

Figure 4-5 depicts the Application System confirmation page.

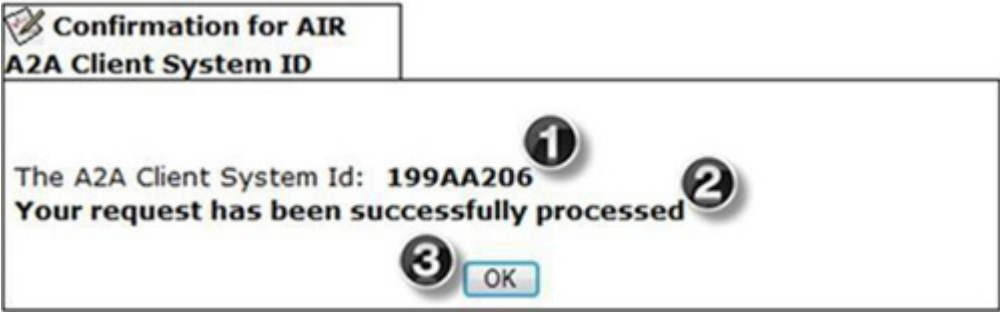


Figure 4-5 Confirmation for enrolling an Application System

Number	Instruction
1	The ASID assigned to the enrolled Application System
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page.

Section

5

Section 5 Updating an Application System

This section describes the actions required to change an A2A Client Application System definition.

5.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.

5.2 | How to Do It

Figure 5-1 depicts the navigation steps to change an Application System.

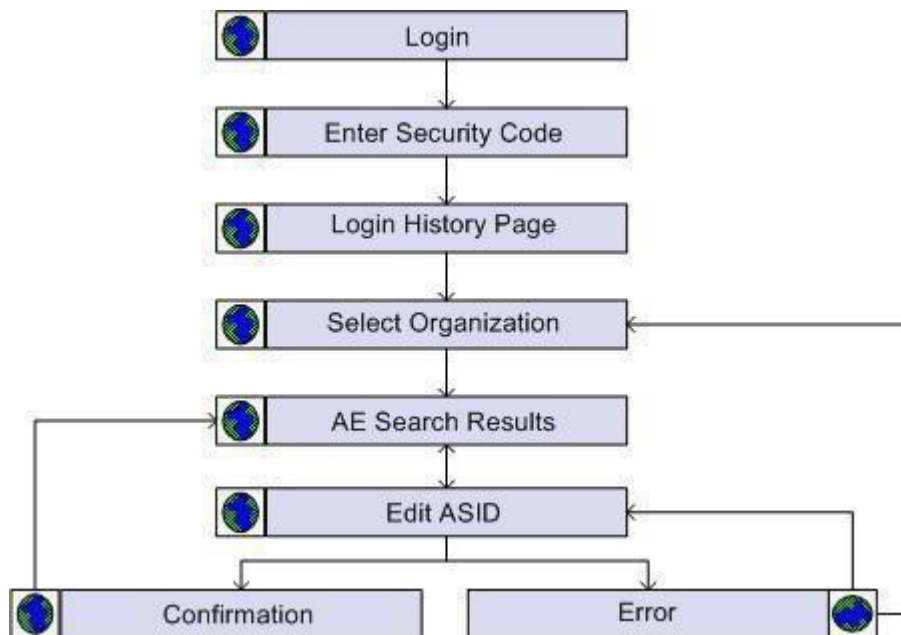



Figure 5-1 How to Edit an Application System

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the **Continue** button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the **Submit** button. The AE Application Search Results page opens (see [Figure 5-2](#)).


Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All ▼

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

1

Figure 5-2 Selecting the Application System to update

Number	Instruction
1	Locate the ASID and click the Edit link under the Actions column. The Edit AIR A2A Client System ID page opens (see Figure 5-3).

Note: The AE Application displays an **‘Error Messages’** page in the event of any error. Refer to **Appendix B** to obtain information on how to handle AE Application errors.

Edit AIR A2A Client System ID

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

A2A Client System ID

199AA206

Application System Name

Test App System

Description

This is a test

Location

Some City, ST

A2A Client System ID Status

active

Credential Type

Certificate

Certificate File Name

Current Certificate File Name

aca_provider.crt

Current Certificate File Expiration

Sun Aug 27 04:33:20 EDT 2017

Current Certificate File Authority

CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services

Selected Services

IRS-ACASubmitService

IRS-ACAackngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

Save

Cancel

Figure 5-3 Edit AIR A2A Client System ID Page

Update the form and click Save to change the Application System definition, refer to [Section 2.2 Data Attributes](#) for a description of each field.

Number	Instruction
1	Application System Name: If you wish, change the name of the Application System.
2	Description: If you wish, change the description of the Application System.
3	Location: If you wish, change the location of the Application System.
4	If you wish, click the arrow to the right of the A2A Client System ID Status field and select another value from the list. Refer to Table 2-4 for a list of allowed status changes for an A2A Client Application System.
5	If you wish, click the Browse button to select a new certificate to assign to this Application System. The certificate must be accessible from the local system.
6	If you wish, change the Selected Services list. To add an IRS A2A Service, select the service from the Available Services list and click the Add button. To remove an IRS A2A Service, select the service from the Selected Service list and click the Remove button.
7	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 5-5).
8	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 4-5).

Note: In the event of a data entry error, an error dialog opens (see Figure 5-4). Follow the instructions in the dialog and click OK to return to the Edit AIR A2A Client System ID page to correct the error.

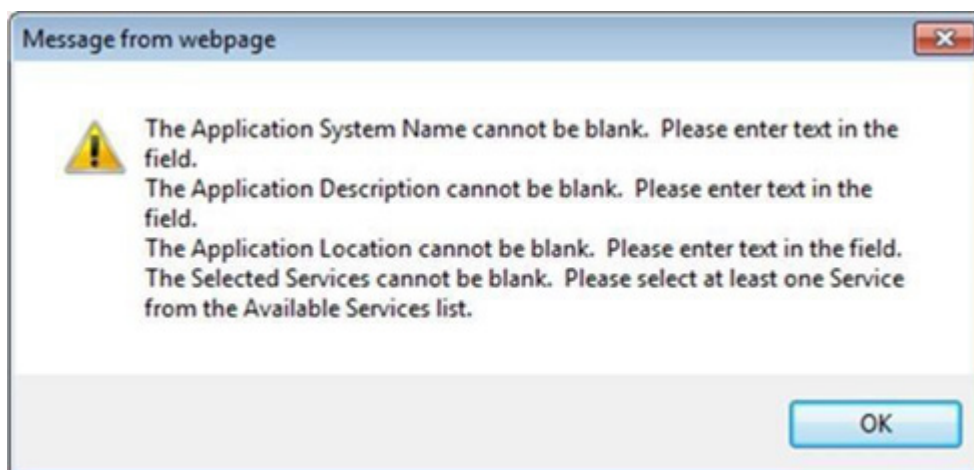


Figure 5-4 A data entry error occurred updating an Application System

5.3 | Confirmation Page

Figure 5-5 depicts the Application System confirmation page.



Figure 5-5 Confirmation Page for updating an Application System

Number	Instruction
1	The Application System has been updated
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page.

Important! If you replaced the certificate, the Application System must use the new certificate to access IRS A2A Services.

Section

6

Section 6 Un-Enrolling an Application System

This section describes the actions required to un-enroll an A2A Client Application System from the IRS A2A Channel.

6.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.

6.2 | How to Do It

Figure 6-1 depicts the navigation steps to un-enroll an Application System.

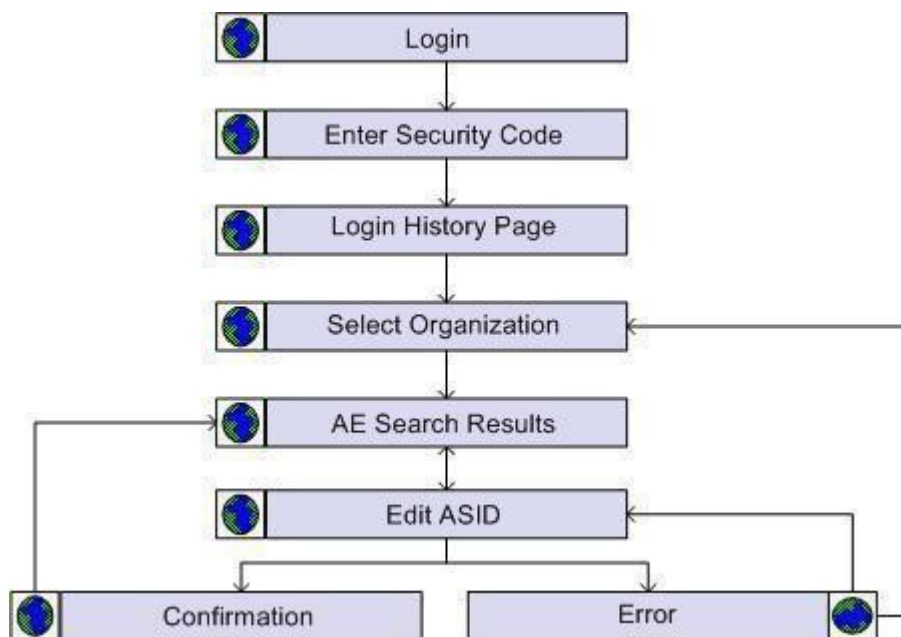



Figure 6-1 How to un-enroll an Application System

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the **Continue** button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the **Submit** button. The AE Application Search Results page opens (see [Figure 6-2](#)).

 **Search Results For AIR A2A Client System ID**

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	inactive	Edit Replace Certificate

1

Figure 6-2 Selecting the Application System to un-enroll

Number	Instruction
1	Locate an active or inactive ASID and click the Edit link under the Actions column. The Edit AIR A2A Client System ID page opens (see Figure 6-3).

Note: The AE Application displays an **'Error Messages'** page in the event of any error. Refer to **Appendix B** to obtain information on how to handle AE Application errors.

Edit AIR A2A Client System ID

Customer Name	ACA Provider, Inc.
Doing Business As	ACA Provider
A2A Client System ID	199AA206
Application System Name	Test App System
Description	This is a test
Location	Some City, ST
A2A Client System ID Status	active un-enroll 1
Credential Type	Certificate
Certificate File Name	<input type="text"/> <input type="button" value="Browse..."/>
Current Certificate File Name	aca_provider.crt
Current Certificate File Expiration	Sun Aug 27 04:33:20 EDT 2017
Current Certificate File Authority	CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services		Selected Services
<div></div>	<input type="button" value="Add >>"/> <input type="button" value=" << Remove"/>	IRS-ACASubmitService IRS-ACAackngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

2 3

Figure 6-3 Un-enrolling an Application System

Number	Instruction
1	Click the arrow to the right of the A2A Client System ID Status field and select “un- enroll”.
2	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 6-4).
3	Click Cancel to return to the AE Application Search Results page.

6.3 | Confirmation Page

Figure 6-4 depicts the Application System confirmation page.

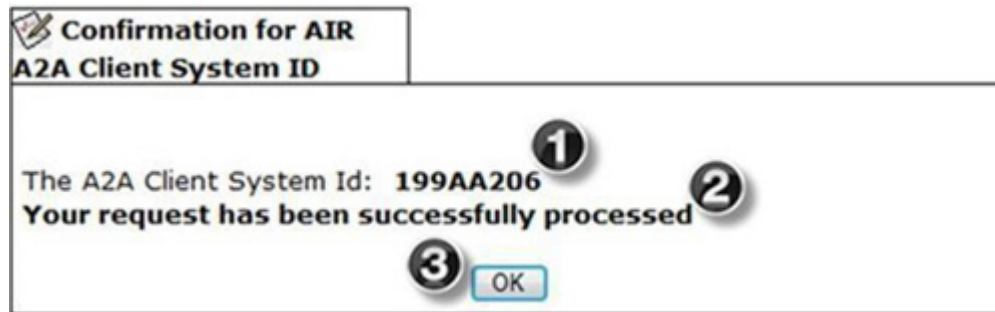


Figure 6-4 Confirmation for un-enrolling an Application System

Number	Instruction
1	This Application System has been un-enrolled and can no longer access IRS A2A Services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Section

7

Section 7 Inactivating an Application System

This section describes the actions required to inactivate an A2A Client Application System.

7.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.

7.2 | How to Do It

Figure 7-1 depicts the navigation steps to inactivate an Application System.

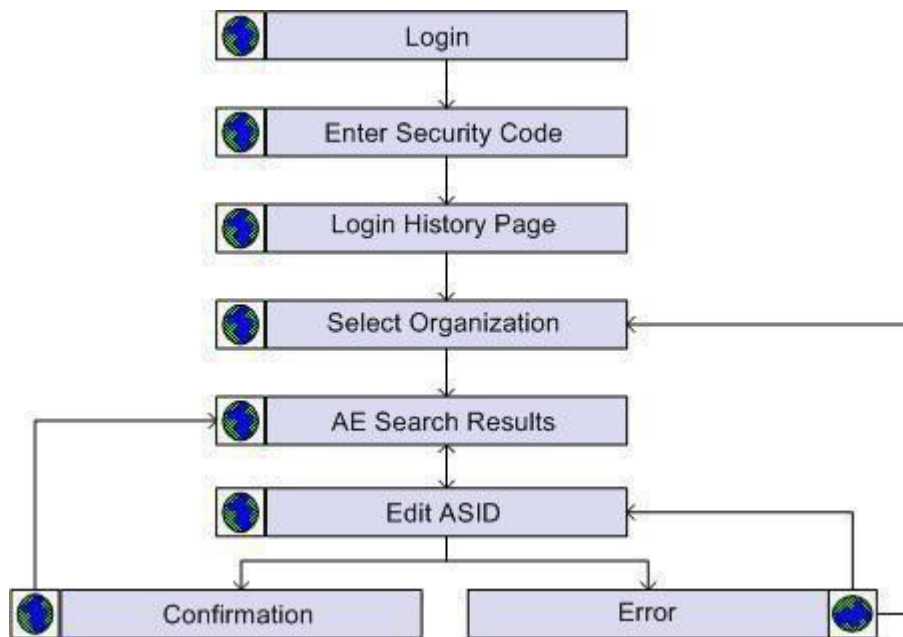


Figure 7-1 How to Inactivate an Application System

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the Continue button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the Submit button. The AE Application Search Results page opens (see [Figure 7-2](#)).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

1

Figure 7-2 Selecting the Application System to inactivate

Number	Instruction
1	Locate an active ASID and click the Edit link under the Actions column. The Edit AIR A2A Client System ID page opens (see Figure 7-3).

Note: The AE Application displays an ‘**Error Messages**’ page in the event of any error. Refer to [Appendix B](#) to obtain information on how to handle AE Application errors.

Edit AIR A2A Client System ID

Customer Name	ACA Provider, Inc.
Doing Business As	ACA Provider
A2A Client System ID	199AA206
Application System Name	Test App System
Description	This is a test
Location	Some City, ST
A2A Client System ID Status	active inactivate 1
Credential Type	Certificate
Certificate File Name	<input type="text"/> <input type="button" value="Browse..."/>
Current Certificate File Name	aca_provider.crt
Current Certificate File Expiration	Sun Aug 27 04:33:20 EDT 2017
Current Certificate File Authority	CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services		Selected Services
<div></div>	<input type="button" value="Add >>"/> <input type="button" value="<< Remove"/>	IRS-ACASubmitService IRS-ACAackngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

2 3

Figure 7-3 Inactivating an Application System

Number	Instruction
1	Click the arrow to the right of the A2A Client System ID Status field and select inactivate
2	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 7-4).
3	Click Cancel to return to the AE Application Search Results page.

7.3 | Confirmation Page

Figure 7-4 depicts the Application System confirmation page.

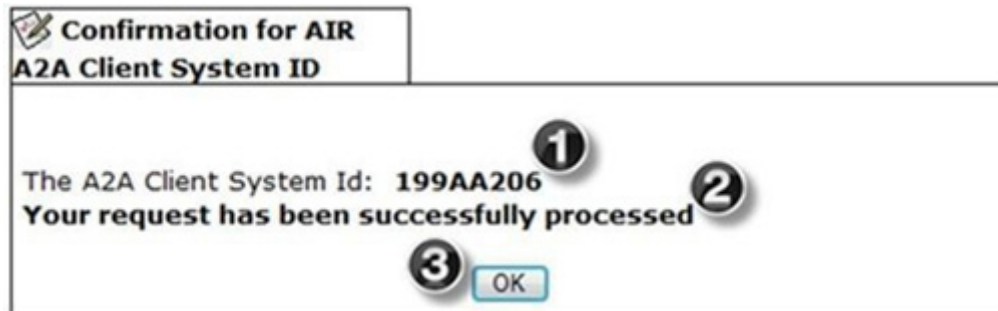


Figure 7-4 Confirmation for inactivating an Application System

Number	Instruction
1	This Application System has been inactivated and can no longer access IRS A2A Services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Section

8

Section 8 Activating an Application System

This section describes the actions required to activate an A2A Client Application System.

8.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.

8.2 | How to Do It

Figure 8-1 depicts the navigation steps to activate an Application System.

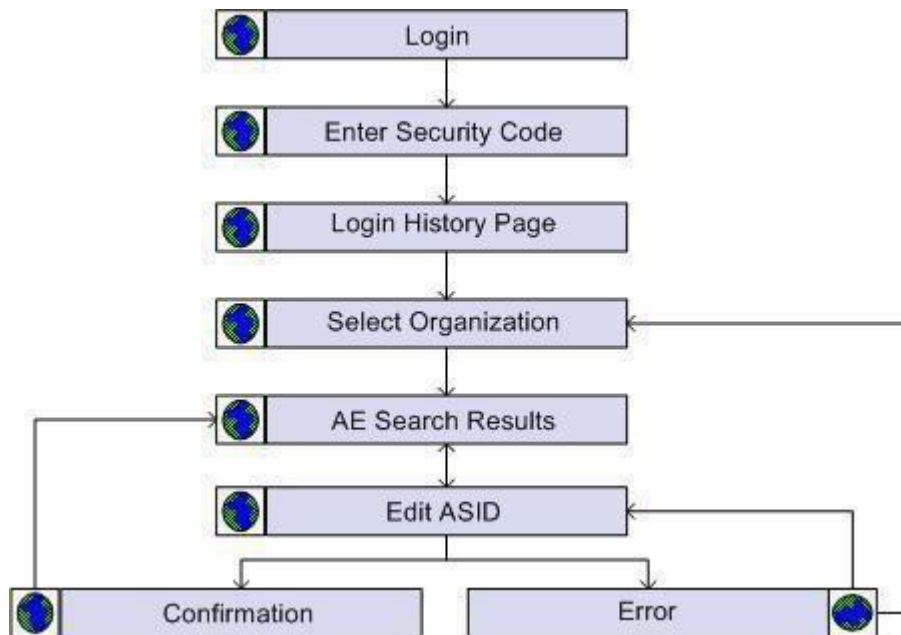



Figure 8-1 How to activate an Application System

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the **Continue** button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the **Submit** button. The AE Application Search Results page opens (see [Figure 8-2](#)).

 Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple
A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	inactive	Edit Replace Certificate

1

Figure 8-2 Selecting the Application System to activate

Number	Instruction
1	Locate an inactive ASID and click the Edit link under the Actions column. The Edit AIR A2A Client System ID page opens (see Figure 8-3).

Note: The AE Application displays an ‘**Error Messages**’ page in the event of any error. Refer to **Appendix B** to obtain information on how to handle AE Application errors.

Edit AIR A2A Client System ID

Customer Name	ACA Provider, Inc.
Doing Business As	ACA Provider
A2A Client System ID	199AA206
Application System Name	Test App System
Description	This is a test
Location	Some City, ST
A2A Client System ID Status	inactive activate 1
Credential Type	Certificate
Certificate File Name	<input type="text"/> Browse... 2
Current Certificate File Name	aca_provider.crt
Current Certificate File Expiration	Sun Aug 27 04:33:20 EDT 2017
Current Certificate File Authority	CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services		Selected Services
<div></div>	<div>Add >></div> <div><< Remove</div>	<div>IRS-ACASubmitService</div> <div>IRS-ACAackngService</div>

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

3 **Save** **Cancel** 4

Figure 8-3 Activating an Application System

Number	Instruction
1	Click the arrow to the right of the A2A Client System ID Status field and select activate.
2	If you wish, click the Browse button to select a new certificate to assign to this Application System. The certificate must be accessible from the local system.
3	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 8-4).
4	Click Cancel to return to the AE Application Search Results page..

8.3 | Confirmation Page

Figure 8-4 depicts the Application System confirmation page.

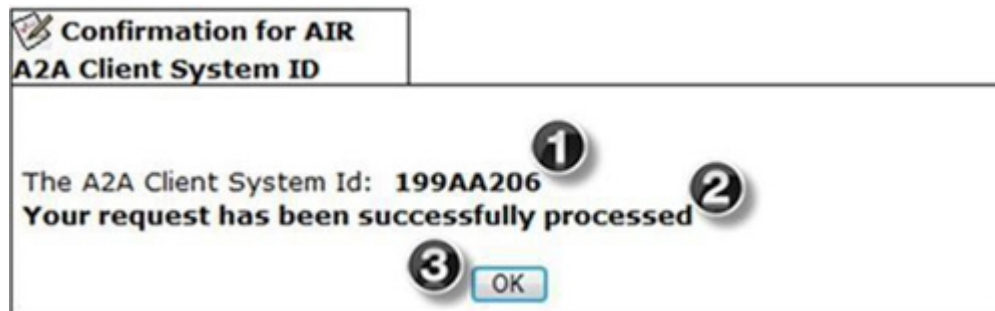


Figure 8-4 Confirmation for activating an Application System

Number	Instruction
1	This Application System has been activated and can now access IRS A2A Services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Important! If you replaced the certificate, the Application System must use the new certificate to access IRS A2A services.

Section

9

Section 9 Replacing a Certificate

This section describes the actions required to replace the certificate for an A2A Client Application System.

9.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.
- You have a valid X509 certificate accessible from the local system.

9.2 | How to Do It

Figure 9-1 depicts the navigation steps to replace the certificate.

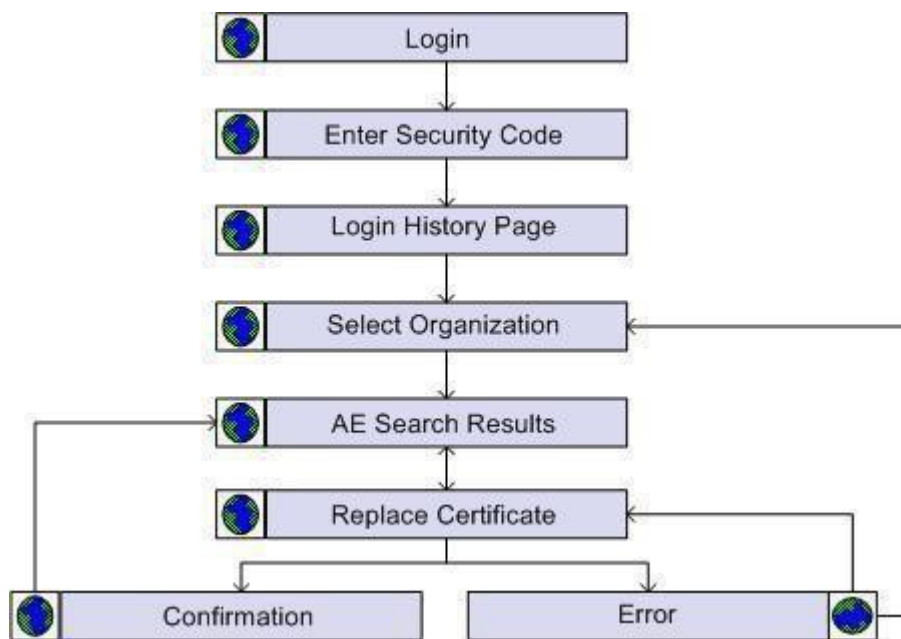


Figure 9-1 How to Replace a Certificate

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the **Continue** button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the **Submit** button. The AE Application Search Results page opens (see [Figure 9-2](#)).

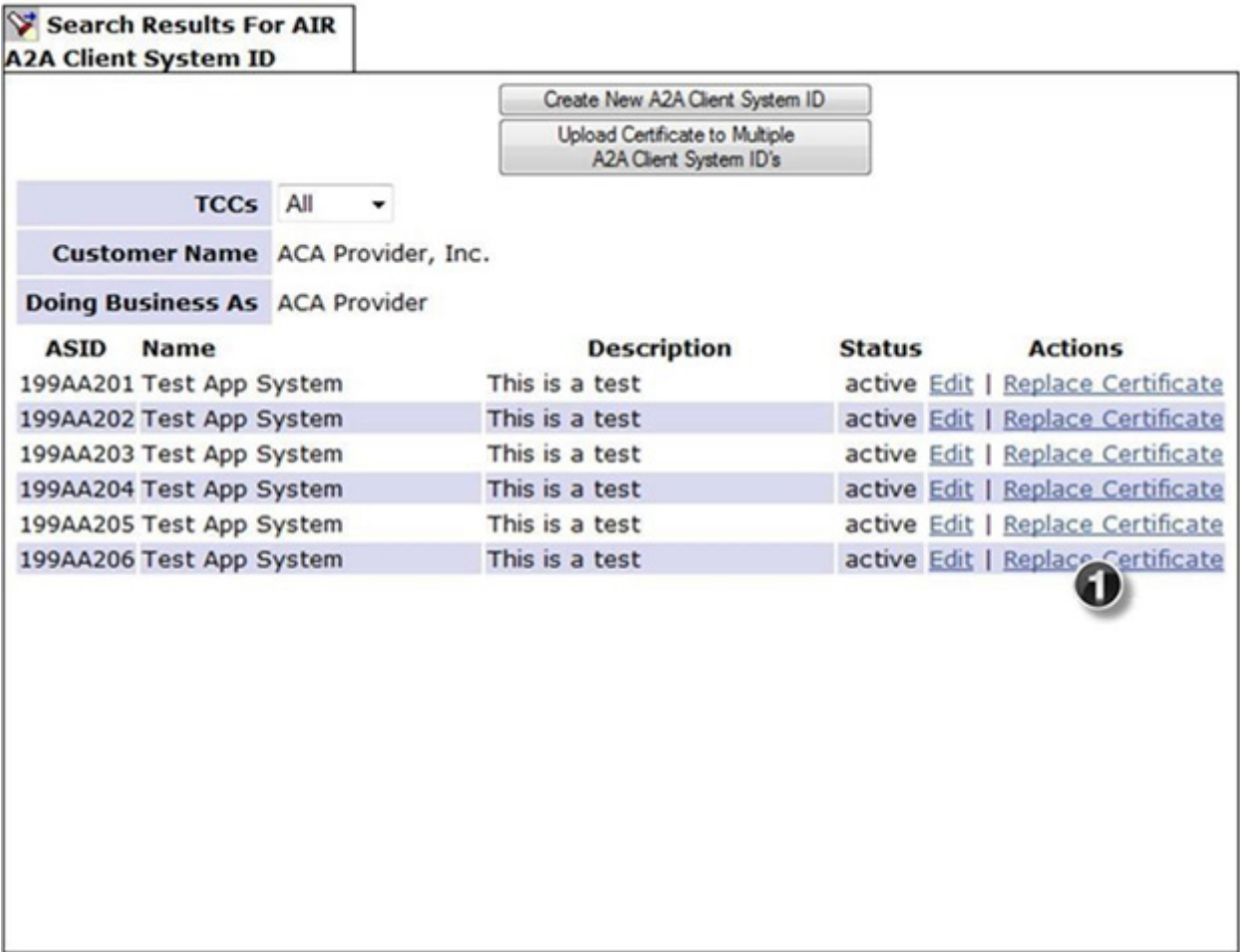


Figure 9-2 Replace Certificate Link

Number	Instruction
1	Locate the ASID and click the Replace Certificate link under the Actions column. The Replace Certificate page opens (see Figure 9-3).

Note: The AE Application displays an ‘**Error Messages**’ page in the event of any error. Refer to **Appendix B** to obtain information on how to handle AE Application errors.

Replace Certificate

Application System ID

199AA206

Application System Name

Test App System

Description

This is a test

Location

Some City, ST

A2A Client System ID Status

active

Certificate File Name

Browse...

Current Certificate File Name

aca_provider.crt

Current Certificate File Expiration

Sun Aug 27 04:33:20 EDT 2017

Current Certificate File Authority

CN=Entrust Certification Authority - L1C,O

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

2

Save

Cancel

3

Figure 9-3 Replace Certificate Page

Number	Instruction
1	Click the Browse button to select the new certificate. The certificate must be accessible from the local system
2	Click Save , if the request is successful the Confirmation for AIR Replace Certificate page opens (see Figure 9-5).
3	Click Cancel to return to the AE Application Search Results page

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Note: In the event of a data entry error, an error dialog opens (see Figure 9-4). Follow the instructions in the dialog and click OK to return to the Replace Certificate page to correct the error.

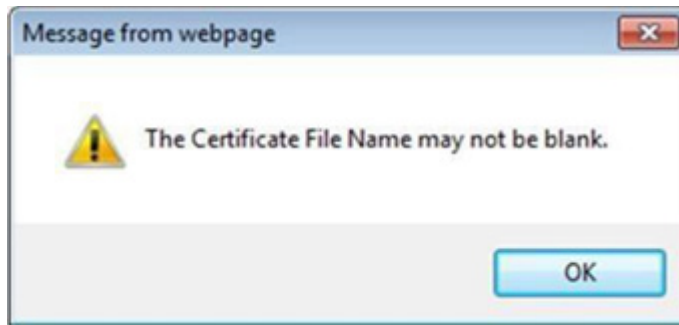


Figure 9-4 A data entry error occurred replacing a certificate

9.3 | Confirmation Page

Figure 9-5 depicts the Replace Certificate confirmation page



Figure 9-5 Replace Certificate Confirmation

Number	Instruction
1	The Application System must use the new certificate to access IRS A2A services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Tip: You can also replace the certificate when you change an Application System.

Section

10

Section 10 Bulk Certificate Upload

This section describes the actions required to replace the certificate for many A2A Client Application Systems in one transaction.

10.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.
- You have a valid X509 certificate accessible from the local system.

10.2 | How to Do It

Figure 10-1 depicts the navigation steps to do a bulk certificate upload

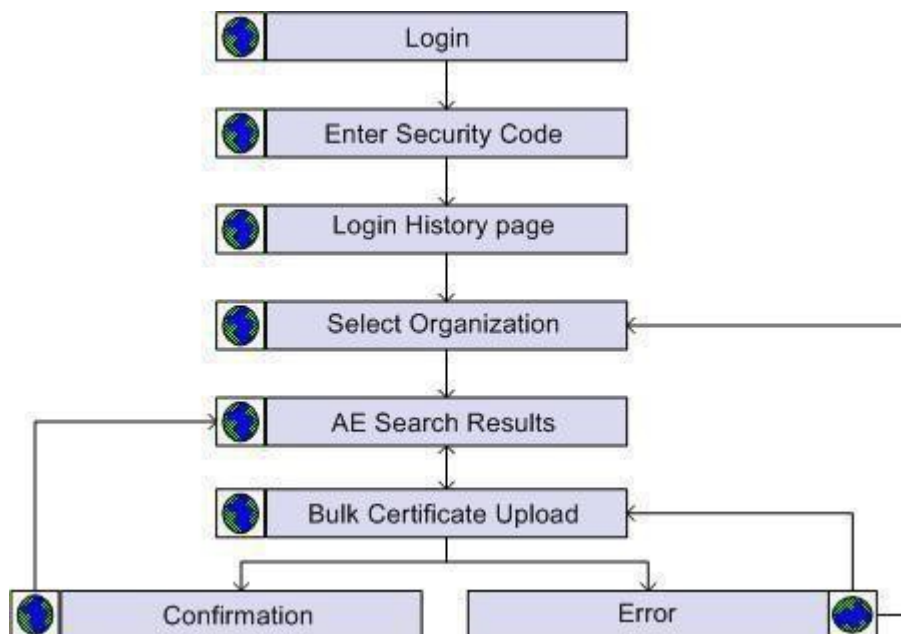


Figure 10-1 How to upload a certificate to many Application Systems

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the **Continue** button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the **Submit** button. The AE Application Search Results page opens (see [Figure 10-2](#)).

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

1

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

Figure 10-2 Upload Certificate to Multiple A2A Client System ID's Button

Number	Instruction
1	Click the Upload Certificate to Multiple A2A Client ID's button. The Upload Certificate to Multiple A2A Client System ID's page opens (see Figure 10-3).

Note: The AE Application displays an 'Error Messages' page in the event of any error. Refer to [Appendix B](#) to obtain information on how to handle AE Application errors.

Upload Certificate to Multiple A2A Client System ID's

Available ASIDs

199AA202
199AA203
199AA204
199AA205

Selected ASIDs

199AA201
199AA206

Add >>

<< Remove

To add ASIDs, select your ASID choices from the Available ASIDs list above by highlighting them and clicking on the **Add** button.

To remove ASIDs, select your ASID choices from the Selected ASIDs list above by highlighting them and clicking on the **Remove** button.

Certificate File Name \ae_rup\cert\testcert.cer Browse...

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Save Cancel

Figure 10-3 Bulk Upload Page

Number	Instruction
1	Select one or more ASIDs from the Available ASIDs list and click the Add button.
2	Click Browse to select the new certificate. The certificate must be accessible from the local system.
3	Click Save , if the request is successful the Confirmation for AIR Replace Certificate page opens (see Figure 10-5).
4	Click Cancel to return to the AE Application Search Results page.

Note: In the event of a data entry error, an error dialog opens (see Figure 10-4). Follow the instructions in the dialog and click OK to return to the Upload Certificate to Multiple A2A Client ID's page to correct the error.

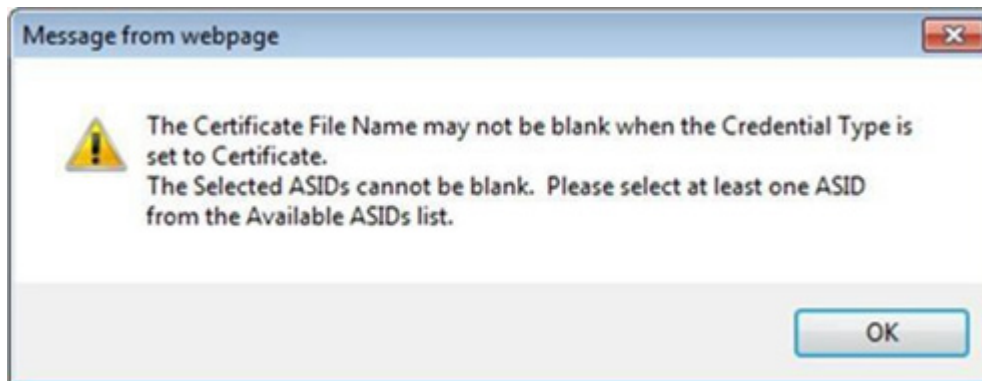


Figure 10-4 A data entry error occurred during a bulk upload

10.3 | Confirmation Page

Figure 10-5 depicts the Bulk Certificate Upload confirmation page.



Figure 10-5 Bulk Upload Confirmation

Number	Instruction
1	The Application Systems must use the new certificate to access IRS A2A services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Section

11

Section 11 Viewing an Un-Enrolled Application System

This section describes the actions required to view un-enrolled A2A Client Applications Systems.

11.1 | Prerequisites

- You have the e-Services ACA role assigned to your IEP user account.


11.2 | How to Do It

Figure 11-1 depicts the navigation steps to view an un-enrolled Application System.



Figure 11-1 How to View an un-enrolled Application System

- Login to the IEP (see [Section 3.3 IEP Login](#))
- After entering your username, password and security code. Your login history page opens (see [Figure 3-8](#)).
- Click the Continue button. The IRS Select Organization page opens (see [Figure 3-9](#))
- Select your ACA organization and click the **Submit** button. The AE Application Search Results page opens (see [Figure 11-2](#)).

 Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple
A2A Client System ID's

TCCsAll

Customer NameACA Provider, Inc.

Doing Business AsACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	deleted	View

1

Figure 11-2 Locating an un-enrolled Application System

Number	Instruction
1	Locate an un-enrolled Application System (an ASID with a deleted status), and click the View link under the Actions column. The View AIR A2A Client System Id page opens (see Figure 11-3).

Note: The AE Application displays an ‘**Error Messages**’ page in the event of any error. Refer to **Appendix B** to obtain information on how to handle AE Application errors.

View AIR A2A Client System Id

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

A2A Client System ID

199AA206

Application System Name

Test App System

Description

This is a test

Location

Some City, ST

A2A Client System ID Status

deleted

Credential Type

Certificate

Certificate File Name

Browse...

Current Certificate File Name

aca_provider.crt

Current Certificate File Expiration

Sun Aug 27 04:33:20 EDT 2017

Current Certificate File Authority

CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services

Add >>

<< Remove

Selected Services

IRS-ACASubmitService
IRS-ACAACKngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

Cancel

1

Figure 11-3 View AIR A2A Client System Id Page

Number	Instruction
1	Click Cancel to return to the AE Application Search Results page

Appendix



Appendix A List of Abbreviations

A2A	Application to Application
AC	Access Control
ACA	Affordable Care Act
AE	Automated Enrollment
AI	Application Integration
AIR	ACA Information Returns
ASID	A2A Client System ID
Authorized Contact	Registered ACA Authorized user or other ACA Third Party Transmitter user.
CA	Certificate Authority
DBA	Doing Business As
IE	Internet Explorer
IEP	Integrated Enterprise Portal
IRS	Internal Revenue Service
LOA	Level of Assurance
SA	Strong Authentication
TCC	Transmission Control Code
UI	User Interface

Appendix

A red square logo containing a white capital letter 'B' in a bold, sans-serif font.

Appendix B Handling Errors

The AE Application displays an error page when an unexpected condition occurs processing your request. If the error is recoverable, the AE Application returns to the previous page where you can provide additional information and retry the request. Figure B-1 shows the format of the AE Error page.

Figure B-1 AE Error page.

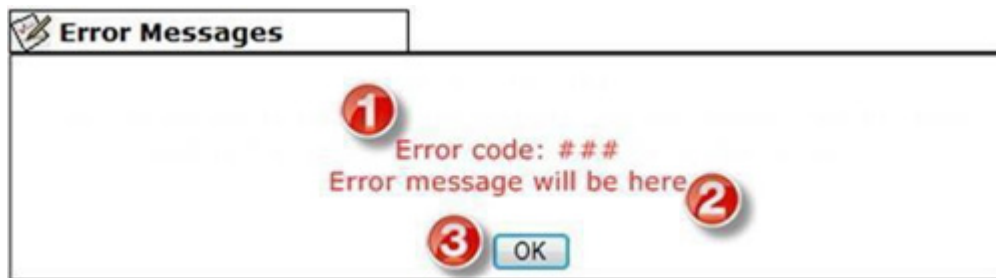


Figure B-1 AE Error Page Format

The AE application display user-friendly error messages. The section below lists the error code and error message description, tells what each means, and recommends the action you should take.

Error Code	Error Code Description	Resolution
110	The TCC entered is not found. Please try again with a valid TCC.	The TCC value is invalid or does not exist. Review your TCC assigned to your organization and try again by entering a valid TCC that exists.
112	No search criteria entered. Please try again with a valid search criteria.	Close your session/browser and verify the URL link. Try your request again.
302	Certificate Validation Failed. Please try again with a valid Certificate.	The loaded certificate has failed validation or has expired. Try again by loading a valid certificate.
303	A root certificate could not be found.	Try again by loading a valid certificate.
304	Invalid or incomplete certificate is contained in the certificate file.	A valid certificate could not be found. Try again by loading a valid certificate.
305	Certificate format is not supported	The certificate format is not supported. Try again by loading a valid certificate.

Error Code	Error Code Description	Resolution
306	There are two or more Base 64 certificates in the file.	A valid root certificate could not be determined. Try again by loading a valid certificate.
307	No certificates found in file.	No certificate found in file. Try again by loading a valid certificate.
308	The certificate file could not be parsed.	The certificate file was not readable. Try again by loading a valid certificate.
Any error Message not listed above OR you are unable to resolve the issue.	Various	Contact the AIR Help Desk at 1- 866-937-4130 and provide the error number and error message. The AIR Help Desk will refer as appropriate.

Appendix



Appendix C

AIR Help Desk

AIR Help Desk

1-866-937-4130

Monday - Friday

7:00 am - 7:00 pm Eastern

- Provide the error code and describe the action you were performing when the error occurred.
- For example, "I received error code 401 when I attempted to enroll an Application System."