Internal Revenue Service

Automated Enrollment
For
ACA Providers
The Externals Guide

Version 2.0.0
Date: October 2017
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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 7 or higher and one of the following Web browsers:
  - Internet Explorer 8 or higher
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>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrollAppSystem</td>
<td>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.</td>
</tr>
<tr>
<td>updateAppSystem</td>
<td>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.</td>
</tr>
<tr>
<td>Replace Certificate</td>
<td>AE Application allows you to change the certificate associated to an A2A Client Application System.</td>
</tr>
</tbody>
</table>
2.2. Data Attributes

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

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCC</td>
<td>An active Transmission Control Code (TCC) assigned to the Customer's organization</td>
</tr>
<tr>
<td>Customer Name</td>
<td>The Legal Name of the Customer's organization associated to the TCC.</td>
</tr>
<tr>
<td>Doing Business As</td>
<td>The Doing Business As name of the Customer’s organization associated to the TCC.</td>
</tr>
<tr>
<td>A2A Client System ID (ASID)</td>
<td>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.</td>
</tr>
<tr>
<td>ASID Sequence Number</td>
<td>A unique 2-digit sequence number used to create the A2A Client System ID (ASID). Enter a unique value in the range of 00 to 99.</td>
</tr>
<tr>
<td>Application System Name</td>
<td>The name assigned to the A2A Client Application System. It is limited to 30 alphanumeric characters.</td>
</tr>
<tr>
<td>Description</td>
<td>A description you want to use to identify an A2A Client Application System. It is limited to 50 alphanumeric characters.</td>
</tr>
<tr>
<td>Location</td>
<td>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.</td>
</tr>
<tr>
<td>A2A System ID Status</td>
<td>The status assigned to the A2A Client Application System. Table 2-4 describes the available statuses for an Application System.</td>
</tr>
<tr>
<td>Available Services</td>
<td>The IRS A2A Services that are available for ACA transmitters (see Table 2-3 for a description of the available services).</td>
</tr>
<tr>
<td>Selected Services</td>
<td>The IRS A2A Services assigned to an A2A Client Application System (see Table 2-3 for a description of the available services).</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Credential Type</td>
<td>The authentication method the A2A Client Application System uses when accessing IRS A2A Services. Default to certificate. You cannot change the authentication method.</td>
</tr>
<tr>
<td>Certificate File Name</td>
<td>The X509 certificate used to authenticate an A2A Client Application System in the IRS A2A channel.</td>
</tr>
<tr>
<td>Certificate Authority</td>
<td>The CA is the trusted entity that issued the digital certificate.</td>
</tr>
<tr>
<td>Certificate Expiration</td>
<td>The date the digital certificate is no longer valid.</td>
</tr>
</tbody>
</table>

2.3. **IRS A2A Services**

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

**Table 2-3 AE Available Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS-ACASubmitService</td>
<td>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.</td>
</tr>
<tr>
<td>IRS-ACAAckngService</td>
<td>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.</td>
</tr>
</tbody>
</table>
2.4. **Allowed Status Changes**

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

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Request Status</th>
<th>New Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>new</td>
<td>active</td>
<td>Allowed</td>
<td></td>
</tr>
<tr>
<td>active</td>
<td>inactivate</td>
<td>inactive</td>
<td>Allowed</td>
</tr>
<tr>
<td>active</td>
<td>un-enroll</td>
<td>deleted</td>
<td>Allowed</td>
</tr>
<tr>
<td>inactive</td>
<td>activate</td>
<td>active</td>
<td>Allowed</td>
</tr>
<tr>
<td>inactive</td>
<td>un-enroll</td>
<td>deleted</td>
<td>Allowed</td>
</tr>
<tr>
<td>disabled</td>
<td>activate</td>
<td>disabled</td>
<td>Disallowed</td>
</tr>
<tr>
<td>disabled</td>
<td>un-enroll</td>
<td>disabled</td>
<td>Disallowed</td>
</tr>
</tbody>
</table>

- “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 initiates 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 activate the disabled Application System (see Appendix C) for instructions on how to contact the AIR Help Desk.
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 http://www.irs.gov into your browser. The IRS Home page opens (see Figure 3-1).

![Figure 3-1 IRS Home Page](image)

- Click the “Tax Pros” heading at the top of the page (see Figure 3-2).
Figure 3-2 Tax Pros heading

- Click the “Tax Pros” heading at the top of the page. The Tax Professionals page opens (see Figure 3-3).
Click the “Access e-Services” link. The e-Services – Online Tools for Tax Professionals page opens (see Figure 3-4).
Figure 3-4 e-Services – Online Tools for Tax Professions Page

- Scroll down to the “AIR Transmission Services (AIR ISS-A2A)” section and click the “GO” link. 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/](https://la.www4.irs.gov/ae_rup_atcc/) into the browser.

- Enter your username and click the **LOG IN** button. The Password Page opens (see Figure 3-6).
Figure 3-6 Password Page

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

- Select your ACA organization and click the Submit button. 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.

![Figure 3-10 AE Application Search Results Page](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scroll through the list of Application Systems. The maximum number of records is set to 200.</td>
</tr>
<tr>
<td>2</td>
<td>By default, the AE Application sorts the list by TCC.</td>
</tr>
<tr>
<td>3</td>
<td>Click the arrow to the right of the TCCs field and select a TCC to filter the list.</td>
</tr>
<tr>
<td>4</td>
<td>Click the <strong>Create New A2A Client System ID</strong> button to enroll a new A2A Client Application System (see Section 4 Enrolling an Application System).</td>
</tr>
<tr>
<td>5</td>
<td>Click the <strong>Upload Certificate to Multiple A2A Client System ID’s</strong> button to upload a certificate to many Application Systems in one transaction (see Section 10 Bulk Certificate Upload).</td>
</tr>
</tbody>
</table>
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:

- Application System name
- Description
- Location
- Certificate
- Services

Click the **Replace Certificate** link to replace the certificate for an Application System (see Section 9 Replacing a Certificate).

Click the **View** link to display an un-enrolled Application System (see Section 11 Viewing an Un-Enrolled Application System).

The AE Application displays your organization's legal name and doing business as (DBA) name provided during the e-file application process.

**Note:** In the event of an error displaying your Application Systems, an error page opens (see Figure 3-11). Contact the AIR Help Desk to report the error condition. Refer to Appendix C for additional information.

![Search Results For AIR A2A Client System ID](image)

**Figure 3-11 Error occurred displaying the search results page**
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.

![Diagram of enrollment process]

**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).
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.
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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>TCC</strong>: Click the arrow to the right of the TCC field and select a TCC from the list.</td>
</tr>
<tr>
<td>2</td>
<td><strong>ASID Sequence Number</strong>: Enter a unique 2-digit sequence number. Enter a unique value in the range of 00 to 99</td>
</tr>
</tbody>
</table>
**Application** System Name: Enter the name for the Application System.

**Description:** Enter the Description for the Application System.

**Location:** Enter the Location for the Application System.

Click the **Browse** button to select the certificate to assign to this Application System. The certificate must be accessible from the local system.

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.

Click **Save**, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 4-5).

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](image-url)
4.3. Confirmation Page

Figure 4-5 depicts the Application System confirmation page.

![Confirmation for AIR A2A Client System ID](image)

**Figure 4-5 Confirmation for enrolling an Application System**

<table>
<thead>
<tr>
<th></th>
<th>The ASID assigned to the enrolled Application System</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The Confirmation Message</td>
</tr>
<tr>
<td>3</td>
<td>Click <strong>OK</strong> to return to the AE Application Search Results page</td>
</tr>
</tbody>
</table>
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.

![Diagram of navigation steps]

**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).
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.
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.
Application System Name: If you wish, change the name of the Application System.

Description: If you wish, change the description of the Application System.

Location: If you wish, change the location of the Application System.

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 AE Status Matrix for a list of allowed status changes for an A2A Client Application System.

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.

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.

Click Save, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 5-5).

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 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.
5.3. Confirmation Page

Figure 5-5 depicts the Application System confirmation page.

![Confirmation Page](image.png)

**Figure 5-5 Confirmation Page for updating an Application System**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Application System has been updated</td>
</tr>
<tr>
<td>2</td>
<td>The Confirmation Message</td>
</tr>
<tr>
<td>3</td>
<td>Click <strong>OK</strong> to return to the AE Application Search Results page</td>
</tr>
</tbody>
</table>

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

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

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.
Click the arrow to the right of the A2A Client System ID Status field and select “un-enroll”.

Figure 6-3 Un-enrolling an Application System
6. Click **Save**, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 6-4).

7. Click **Cancel** to return to the AE Application Search Results page.

### 6.3. Confirmation Page

Figure 6-4 depicts the Application System confirmation page.

![Confirmation for AIR A2A Client System ID](image)

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

| **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 |
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.

![Diagram](image)

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).
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.
Click the arrow to the right of the A2A Client System ID Status field and select inactivate.
Click **Save**, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 7-4).

Click **Cancel** to return to the AE Application Search Results page.

### 7.3. Confirmation Page

Figure 7-4 depicts the Application System confirmation page.

![Confirmation for inactivating an Application System](image)

**Figure 7-4 Confirmation for inactivating an Application System**

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
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.

- 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).
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.
Click the arrow to the right of the **A2A Client System ID Status** field and select activate.
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.

Click **Save**, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 8-4).

Click **Cancel** to return to the AE Application Search Results page.

### 8.3. Confirmation Page

Figure 8-4 depicts the Application System confirmation page.

![Confirmation for AIR A2A Client System ID](image)

**Figure 8-4 Confirmation for activating an Application System**

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.
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).
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.
Figure 9-3 Replace Certificate Page

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.
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.

![Image](image.png)

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

9.3. Confirmation Page

Figure 9-5 depicts the Replace Certificate confirmation page

![Image](image2.png)

Figure 9-5 Replace Certificate Confirmation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Application System must use the new certificate to access IRS A2A services</td>
</tr>
<tr>
<td>2</td>
<td>The Confirmation Message</td>
</tr>
<tr>
<td>3</td>
<td>Click OK to return to the AE Application Search Results page</td>
</tr>
</tbody>
</table>

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

![Diagram of bulk certificate upload process]

**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).
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.
Select one or more ASIDs from the **Available ASIDs** list and click the **Add** button.

Click **Browse** to select the new certificate. The certificate must be accessible from the local system.

Click **Save** if the request is successful the Confirmation for AIR Replace Certificate page opens (see Figure 10-5).

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.

![Message from webpage]

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.

![Confirmation for AIR Replace Certificate]

Figure 10-5 Bulk Upload Confirmation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Application Systems must use the new certificate to access IRS A2A services</td>
</tr>
<tr>
<td>2</td>
<td>The Confirmation Message</td>
</tr>
<tr>
<td>3</td>
<td>Click OK to return to the AE Application Search Results page</td>
</tr>
</tbody>
</table>
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.

![Diagram of navigation steps]

**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).
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.
Figure 11-3 View AIR A2A Client System Id Page

Click **Cancel** to return to the AE Application Search Results page
## Appendix A  List of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2A</td>
<td>Application to Application</td>
</tr>
<tr>
<td>AC</td>
<td>Access Control</td>
</tr>
<tr>
<td>ACA</td>
<td>Affordable Care Act</td>
</tr>
<tr>
<td>AE</td>
<td>Automated Enrollment</td>
</tr>
<tr>
<td>AI</td>
<td>Application Integration</td>
</tr>
<tr>
<td>AIR</td>
<td>ACA Information Returns</td>
</tr>
<tr>
<td>ASID</td>
<td>A2A Client System ID</td>
</tr>
<tr>
<td>Authorized Contact</td>
<td>Registered ACA Provider or other ACA Third Party Transmitter user</td>
</tr>
<tr>
<td>CA</td>
<td>Certificate Authority</td>
</tr>
<tr>
<td>DBA</td>
<td>Doing Business As</td>
</tr>
<tr>
<td>IE</td>
<td>Internet Explorer</td>
</tr>
<tr>
<td>IEP</td>
<td>Integrated Enterprise Portal</td>
</tr>
<tr>
<td>IRS</td>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>LOA</td>
<td>Level of Assurance</td>
</tr>
<tr>
<td>SA</td>
<td>Strong Authentication</td>
</tr>
<tr>
<td>TCC</td>
<td>Transmission Control Code</td>
</tr>
<tr>
<td>UI</td>
<td>User Interface</td>
</tr>
</tbody>
</table>
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. However, for severe errors, the AE Application aborts your request and returns to the search results page. Follow the instructions on the screen, contact the AIR Help Desk and provide them with the error code and error message. Appendix C provides you information on how to contact the AIR Help Desk.

Figure B-1 shows the format of the AE Error page.

![AE Error Page Format](image)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The error code, ### represents the numeric error code</td>
</tr>
<tr>
<td>2</td>
<td>The error message text describing the error</td>
</tr>
<tr>
<td>3</td>
<td>Click OK to close the error page and return to the previous page or the search results page. If the error persists, contact the AIR Help Desk.</td>
</tr>
</tbody>
</table>
Appendix C  AIR Help Desk

Figure C-1 Contacting the AIR-Help Desk

- 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.”