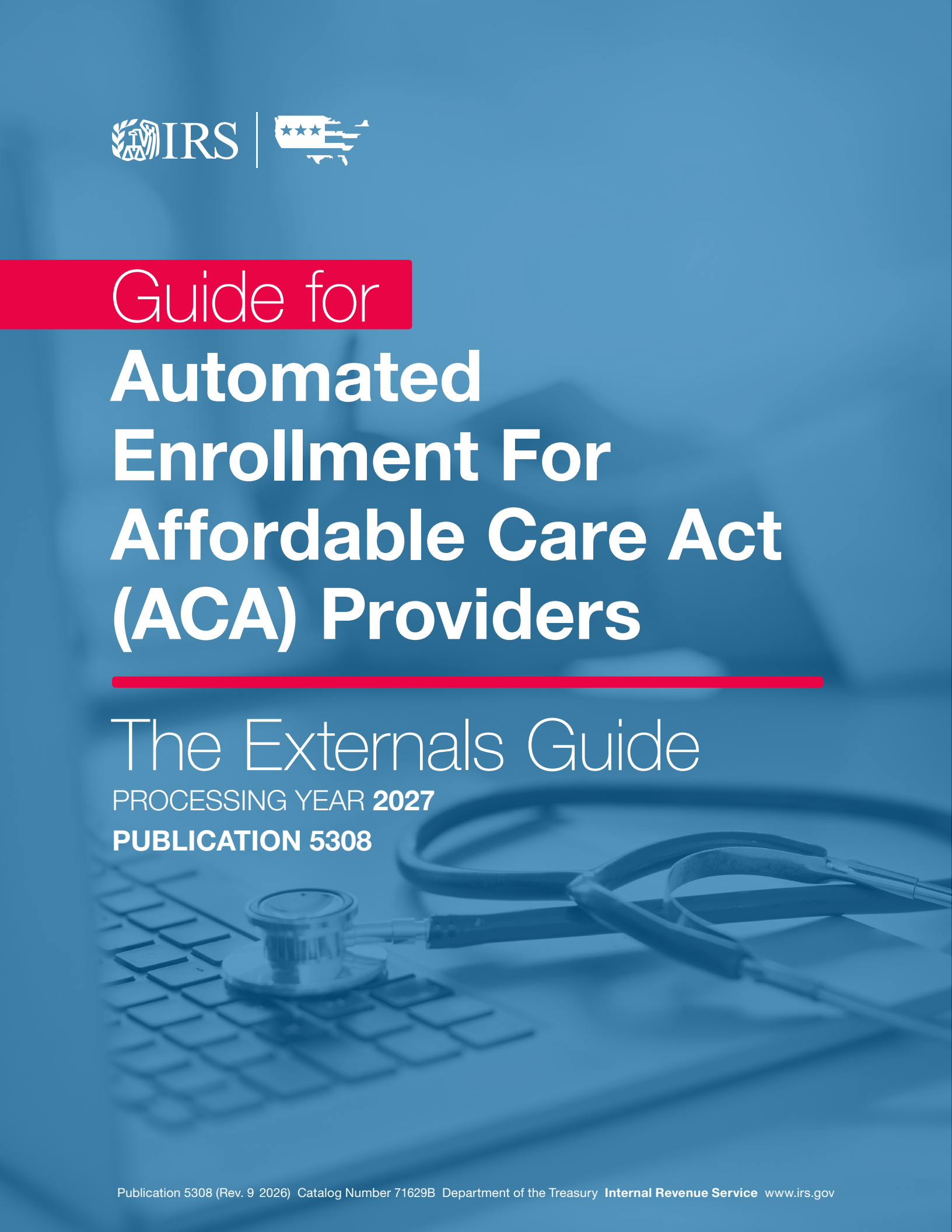
IRS

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 proved 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 acknowl-edgement 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).

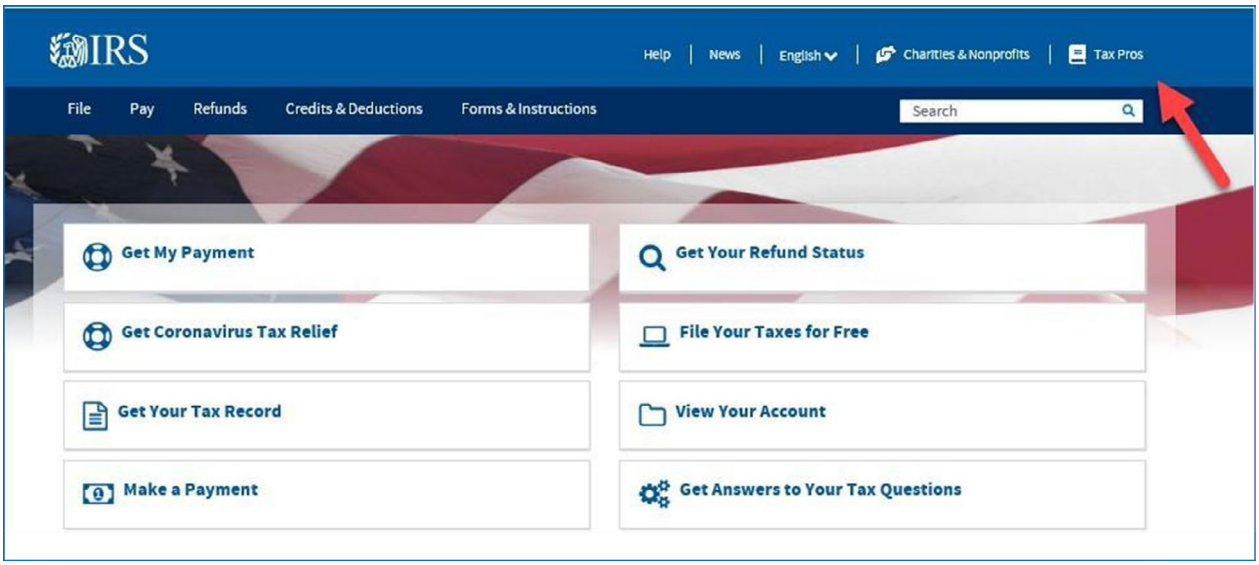


Figure 3-1 IRS Home Page

- 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)

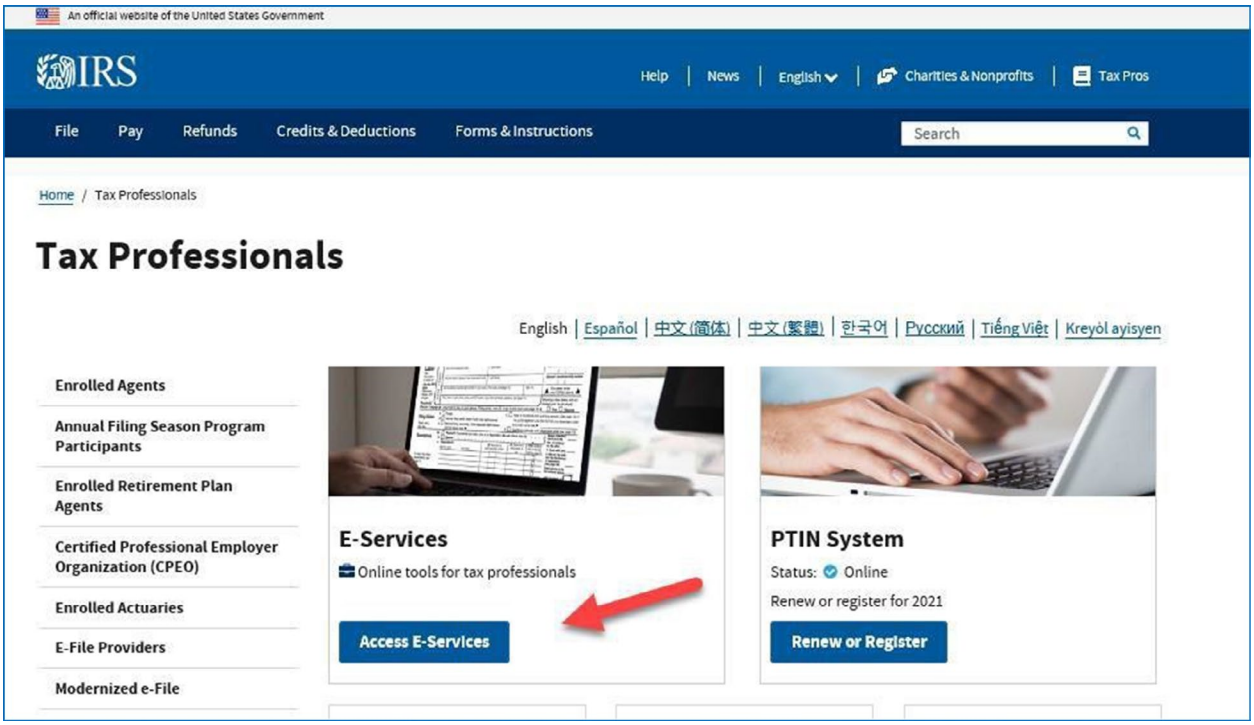


Figure 3-2 Tax Professionals Page

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

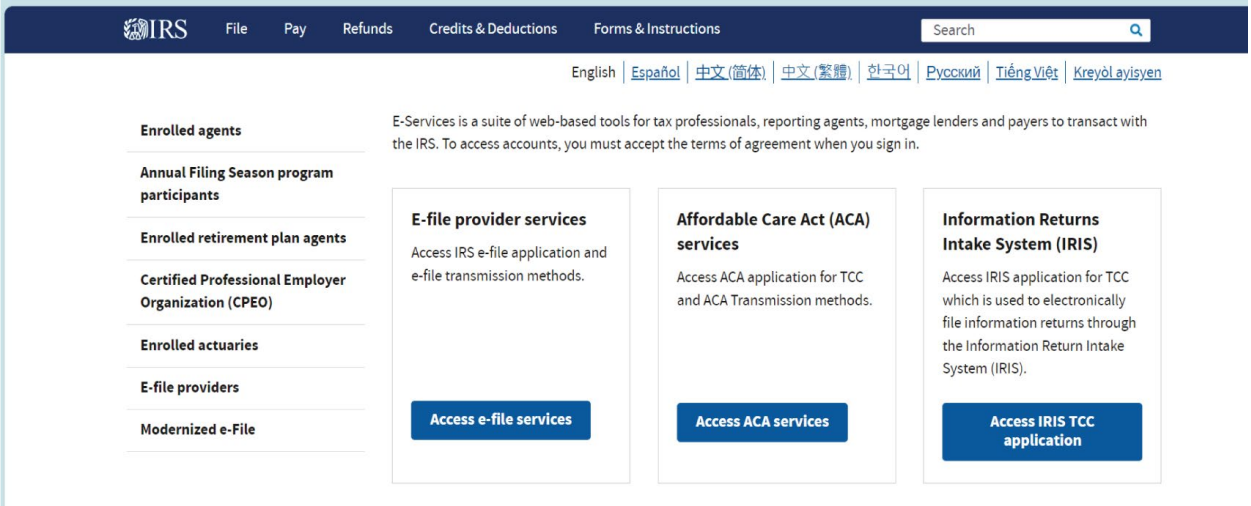


Figure 3-3 e-Services – Online Tools for Tax Professionals Page

- 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).

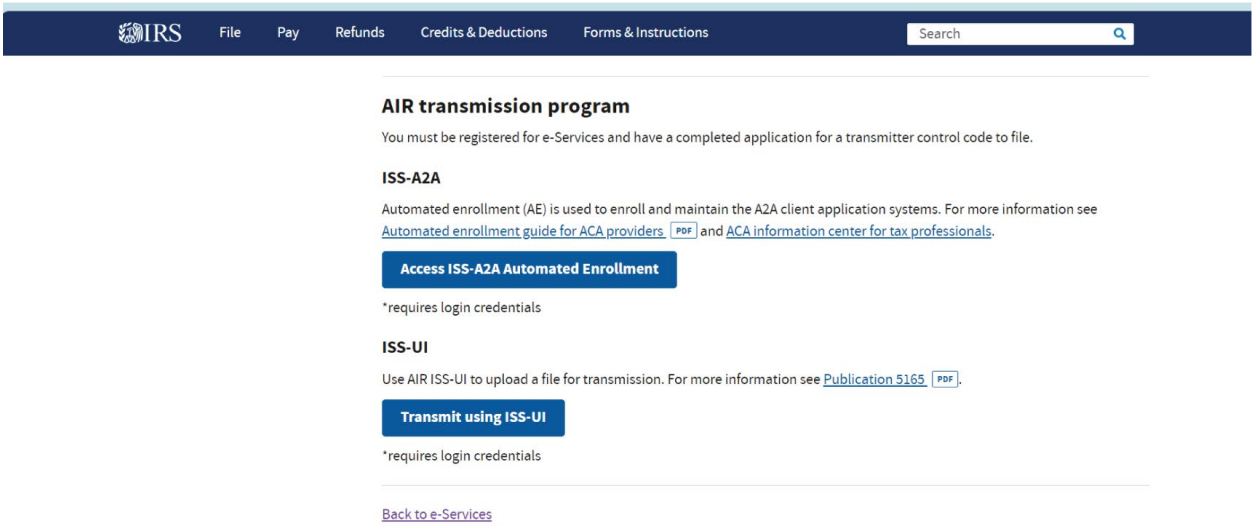


Figure 3-4 Affordable Care Act (ACA) Services Page

- 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.

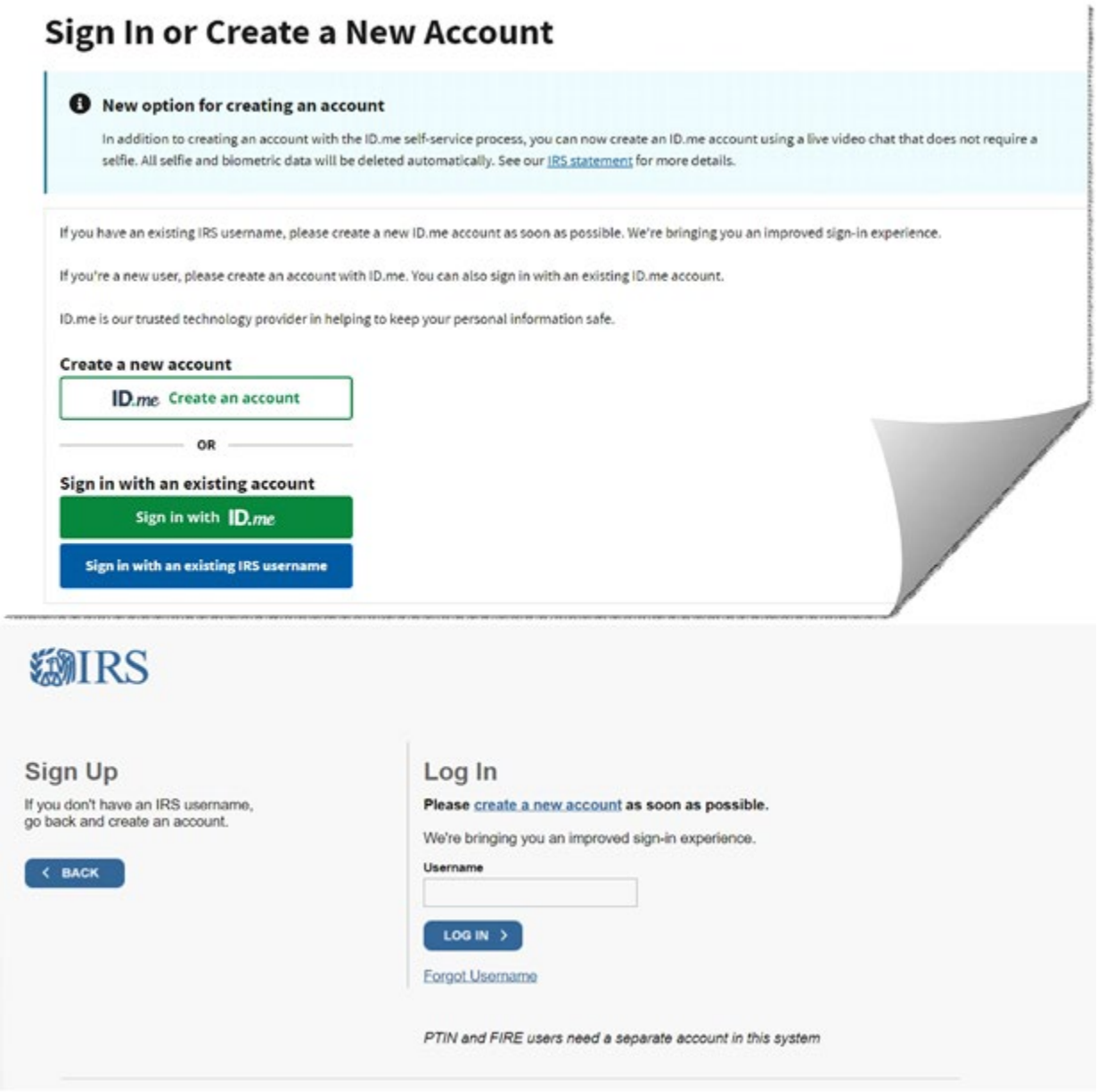


Figure 3-5 Login Page

- 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).

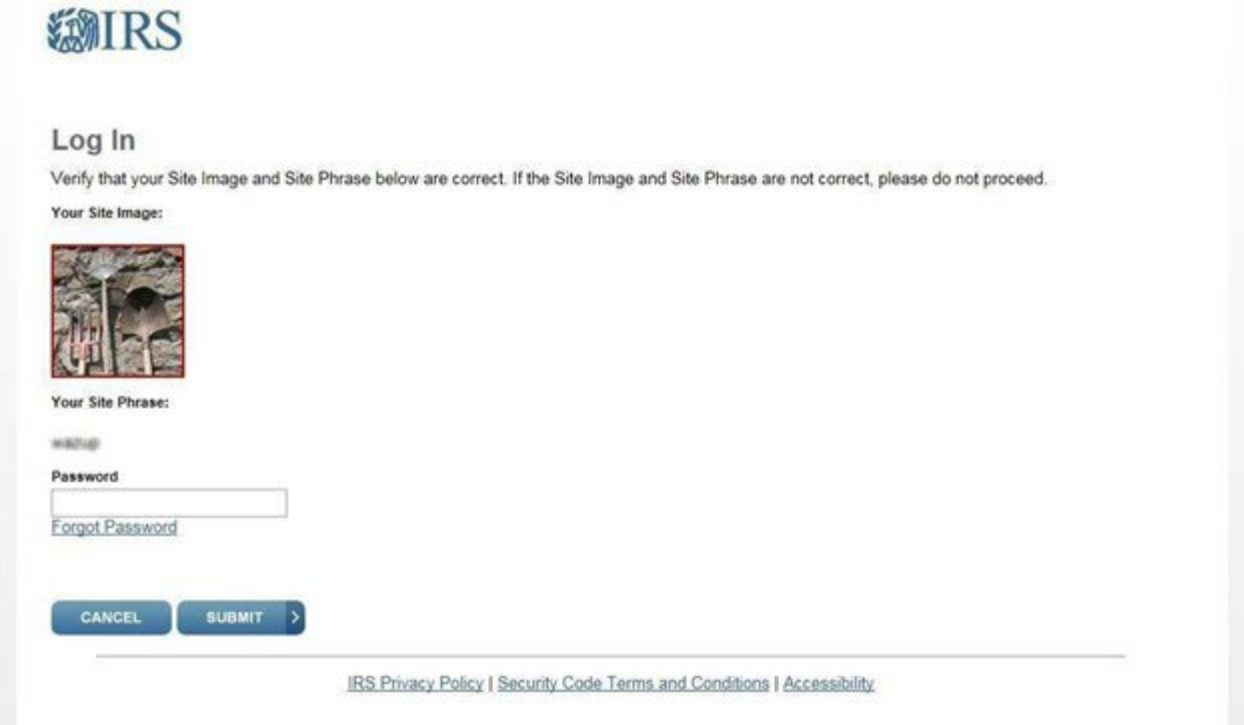


Figure 3-6 Password Page

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

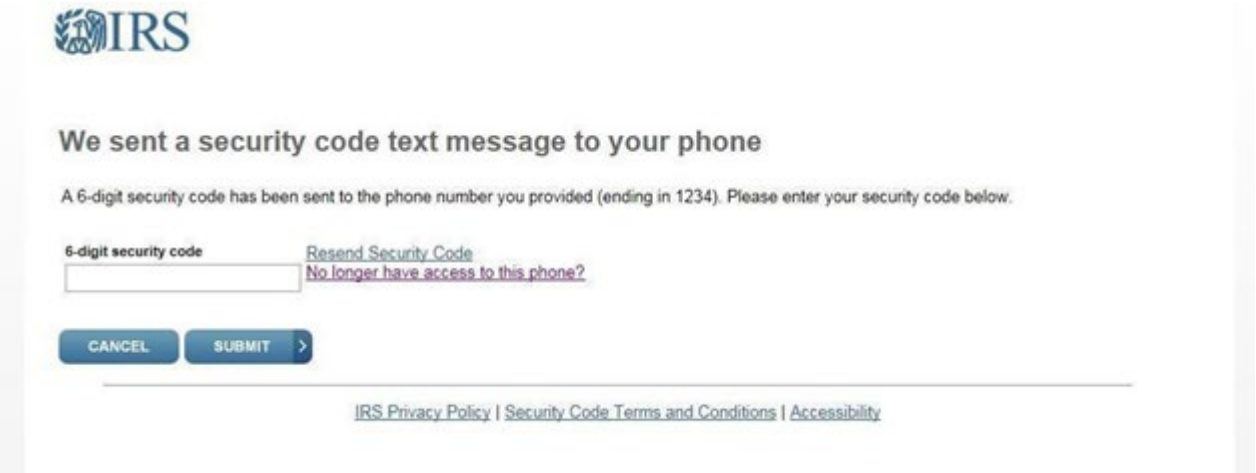


Figure 3-7 Security Code Page

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

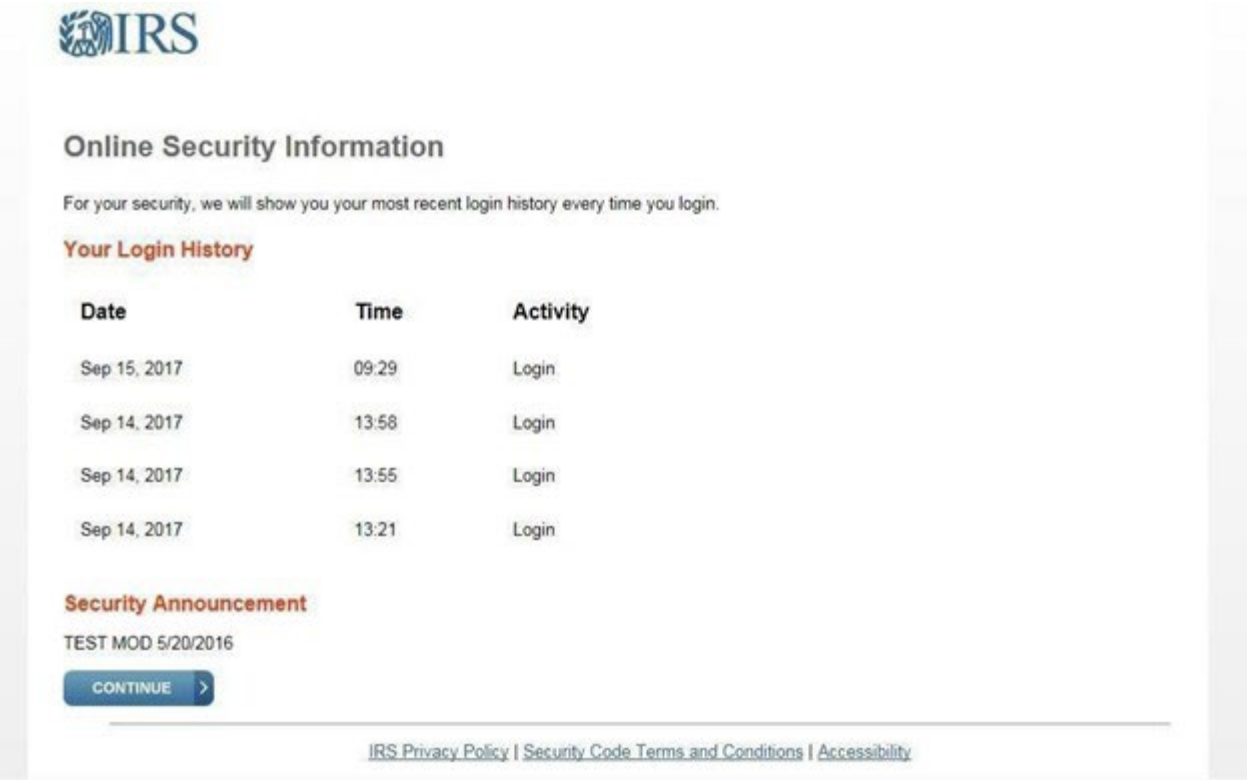


Figure 3-8 Login History Page

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

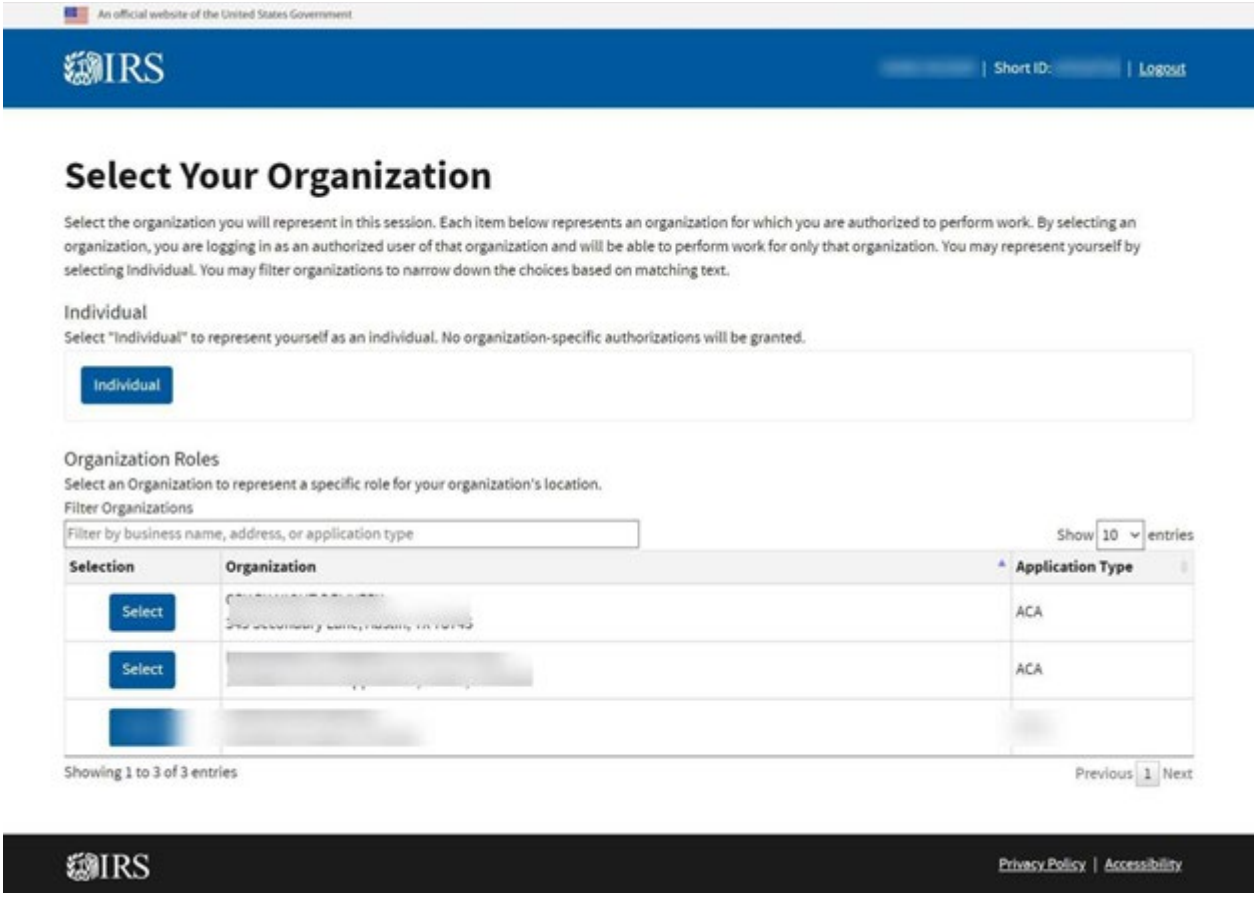


Figure 3-9 IRS Select Organization Page

- 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.

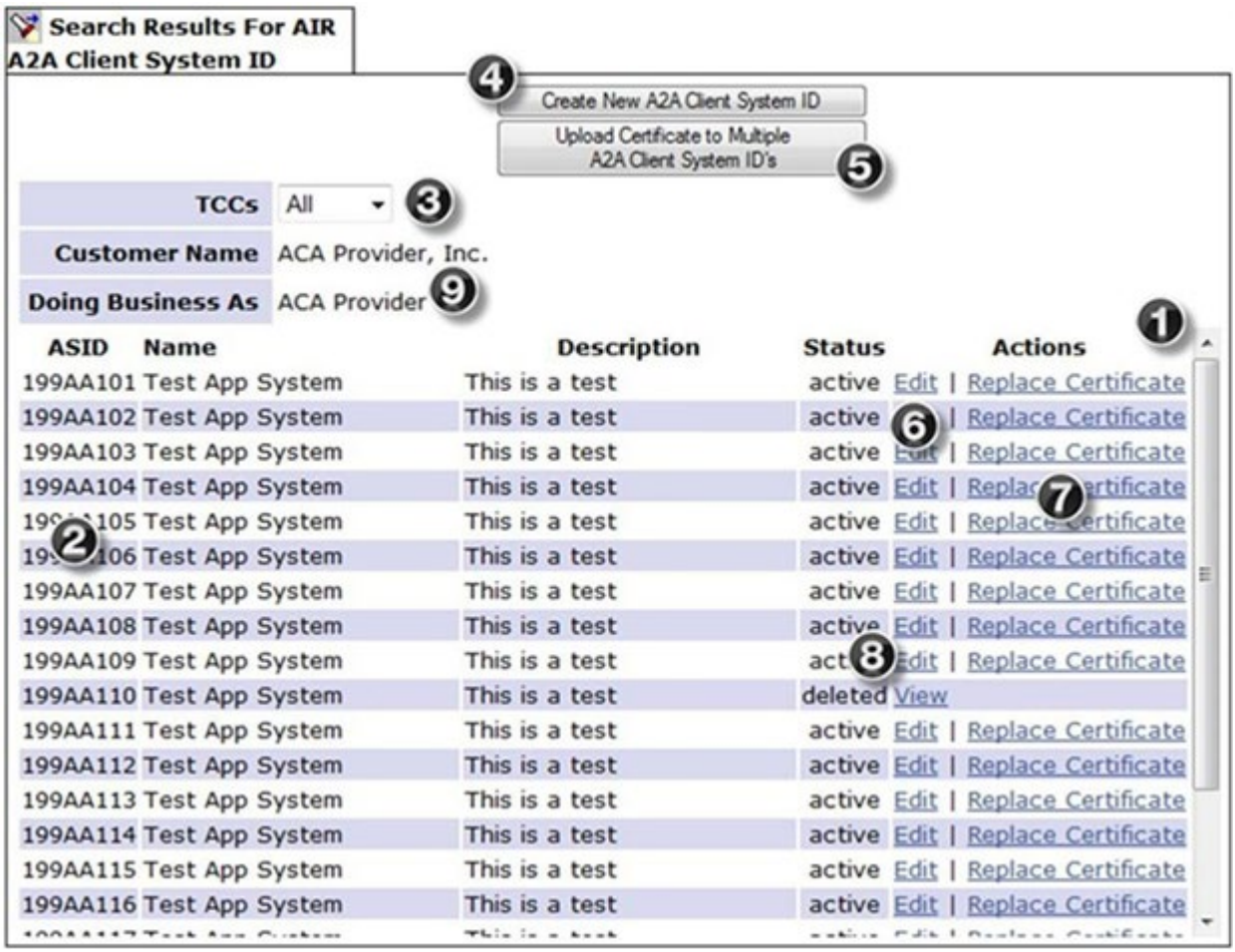


Figure 3-10 AE Application Search Results Page

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

Number	Instruction
❹	Click the **Create New A2A Client System ID** button to enroll a new A2A Client Application System (see Section 4 Enrolling an Application System).
❺	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)
❻	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
❼	Click the **Replace Certificate** link to replace the certificate for an Application System (see Section 9 Replacing a Certificate).
❽	Click the **View** link to display an un-enrolled Application System (see Section 11 Viewing an Un-Enrolled Application System).
❾	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.

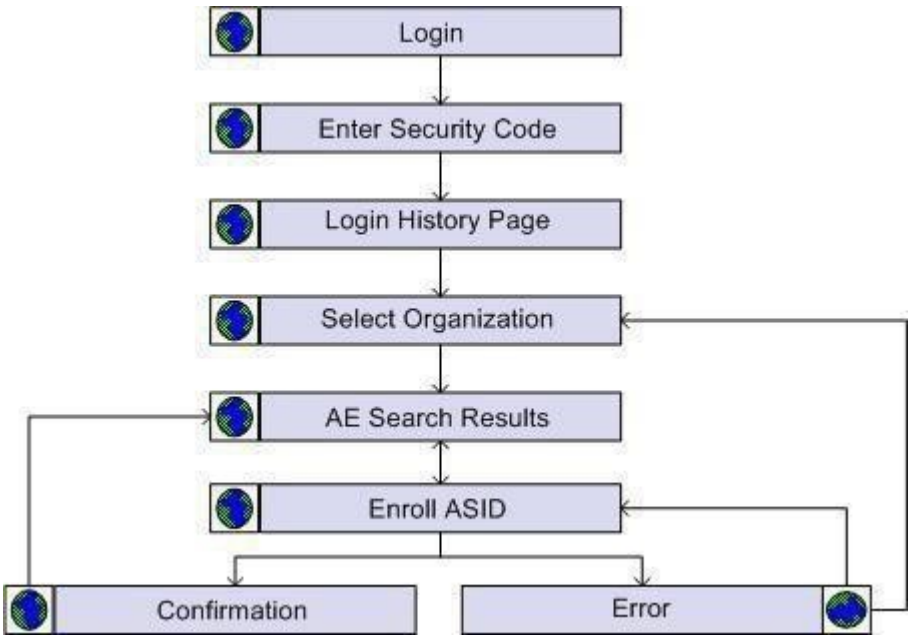


Figure 4-1 How to Enroll an Application System

- 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).

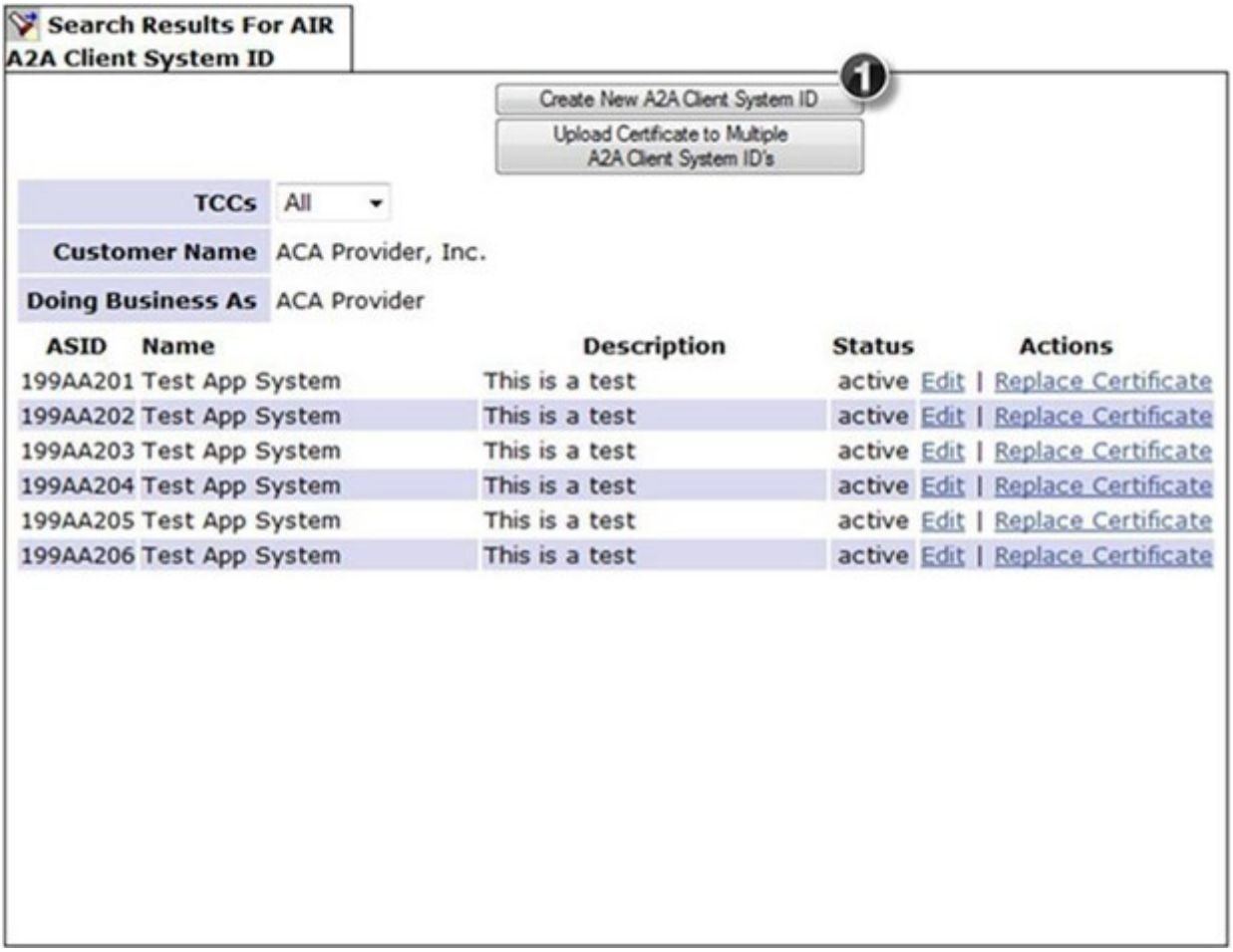


Figure 4-2 Create New A2A Client System ID Button

Number	Instruction
❶	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.

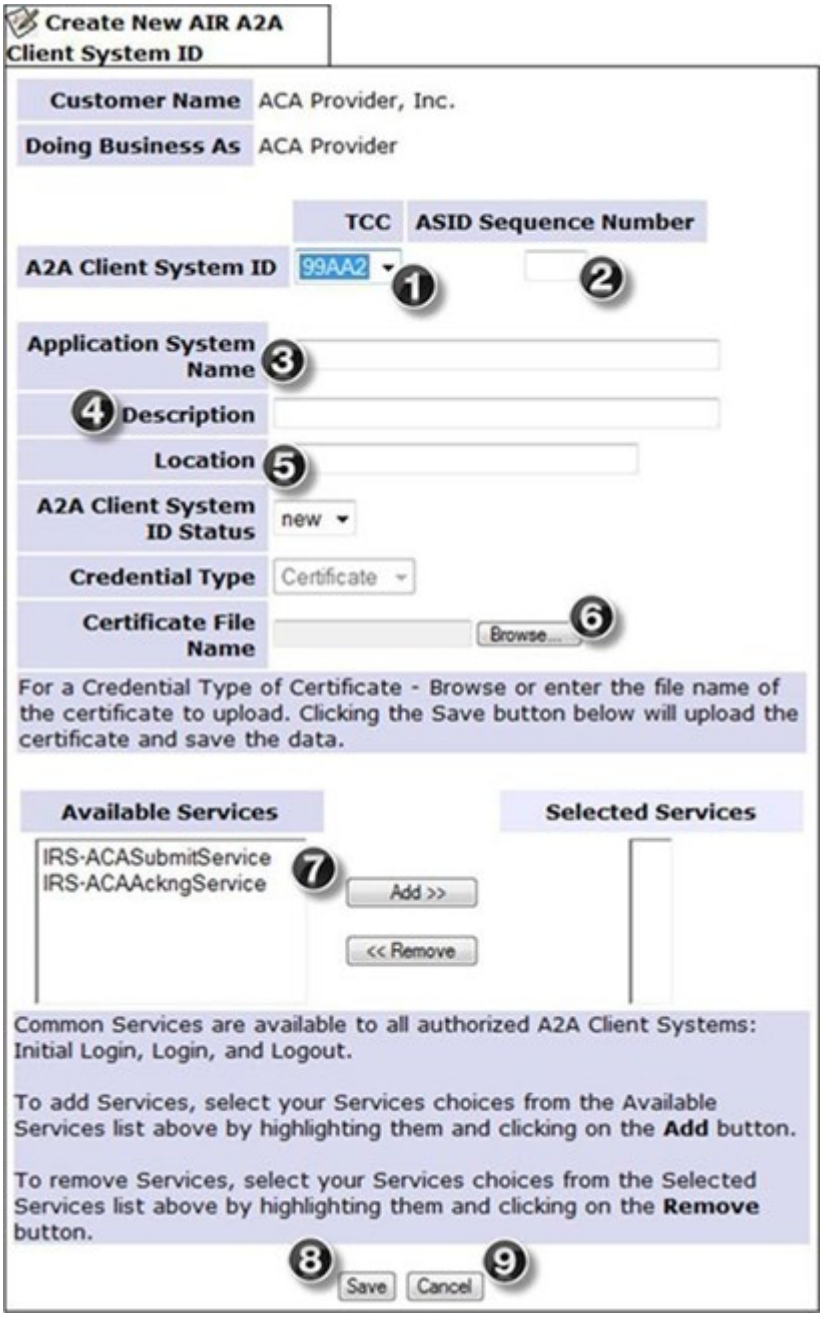


Figure 4-3 Create New AIR A2A Client System ID Page

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
❶	**TCC:** Click the arrow to the right of the **TCC** field and select a TCC from the list.
❷	**ASID Sequence Number:** Enter a unique 2-digit sequence number. Enter a unique value in the range of 00 to 99
❸	**Application:** System Name: Enter the name for the Application System.
❹	**Description:** Enter the Description for the Application System.
❺	**Location:** Enter the Location for the Application System.
❻	Click the **Browse** button to select the certificate to assign to this Application System. The certificate must be accessible from the local system.
❼	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.
❽	Click **Save**, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 4-5).
❾	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.

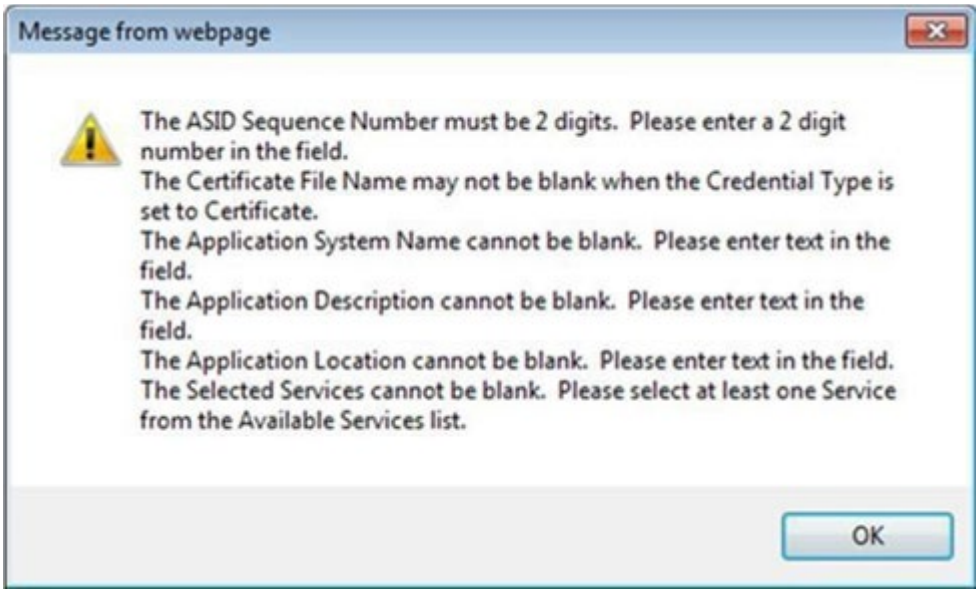


Figure 4-4 A data entry error occurred enrolling an Application System

4.3 | Confirmation Page

Figure 4-5 depicts the Application System confirmation page.

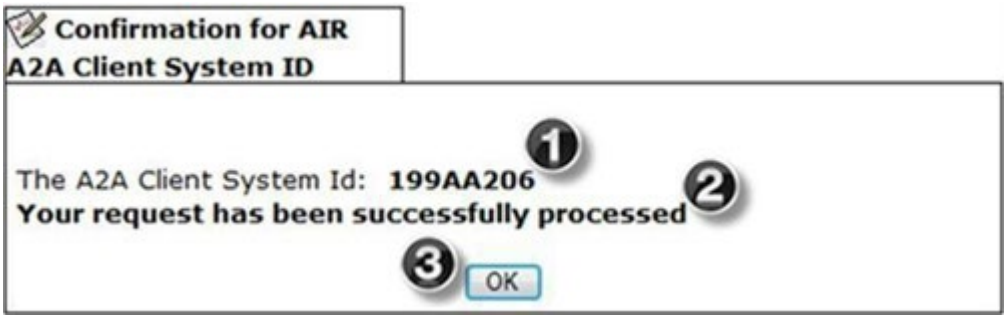


Figure 4-5 Confirmation for enrolling an Application System

Number	Instruction
❶	The ASID assigned to the enrolled Application System
❷	The Confirmation Message
❸	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.

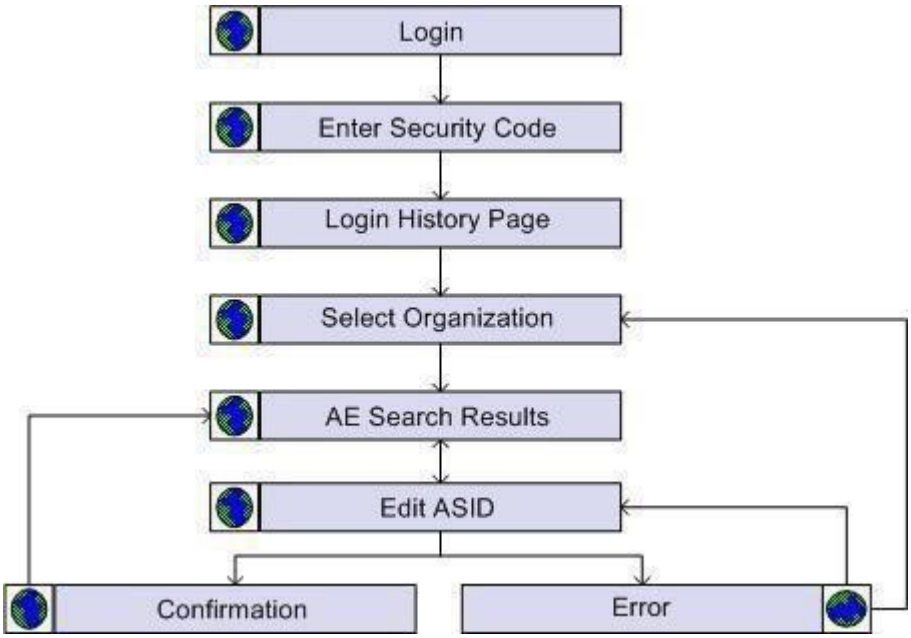


Figure 5-1 How to Edit an Application System

- 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).

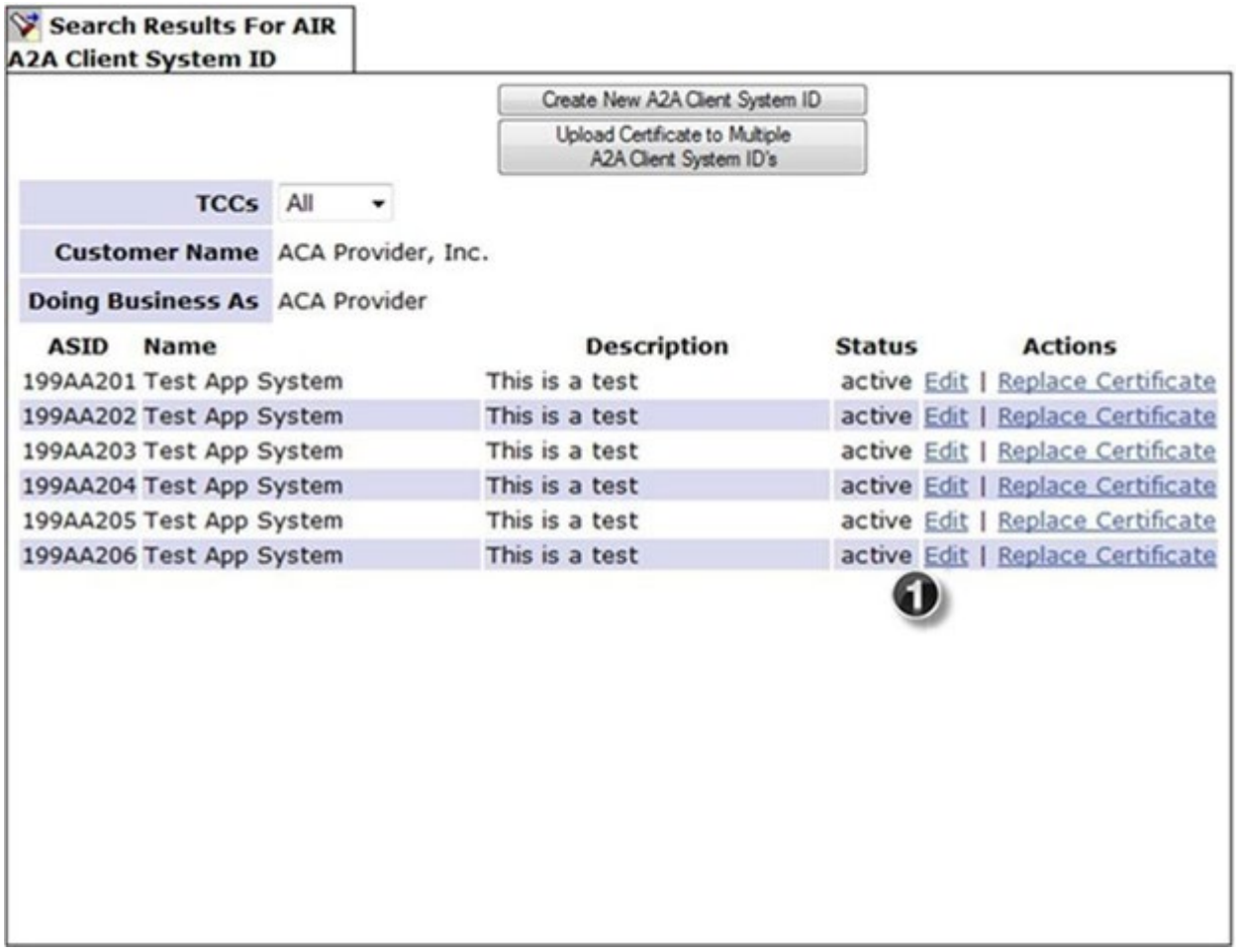


Figure 5-2 Selecting the Application System to update

Number	Instruction
❶	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.

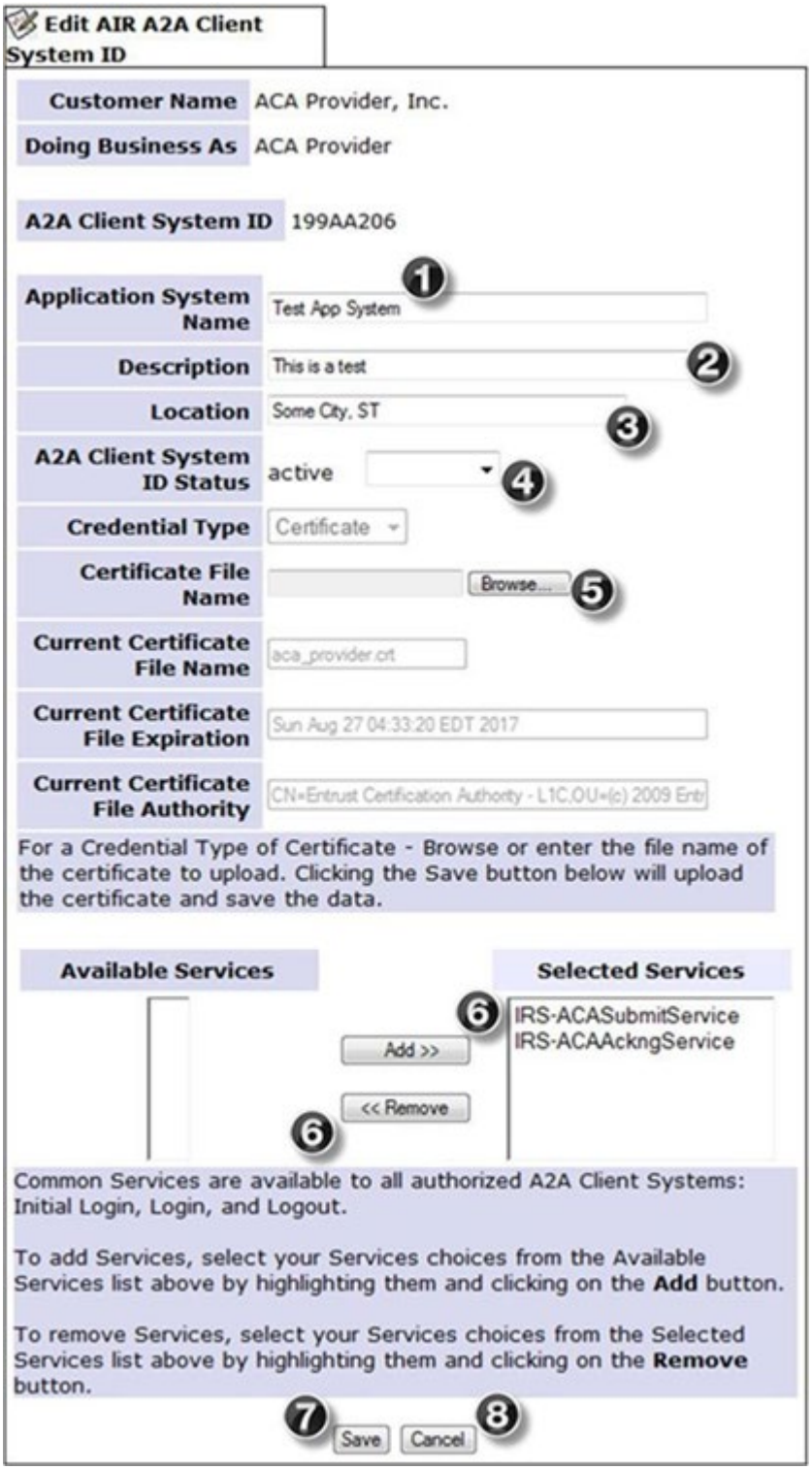


Figure 5-3 Edit AIR A2A Client System ID Page

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.

Number	Instruction
❶	**Application System Name:** If you wish, change the name of the Application System.
❷	**Description:** If you wish, change the description of the Application System.
❸	**Location:** If you wish, change the location of the Application System.
❹	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.
❺	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.
❻	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.
❼	Click **Save**, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 5-5).
❽	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.

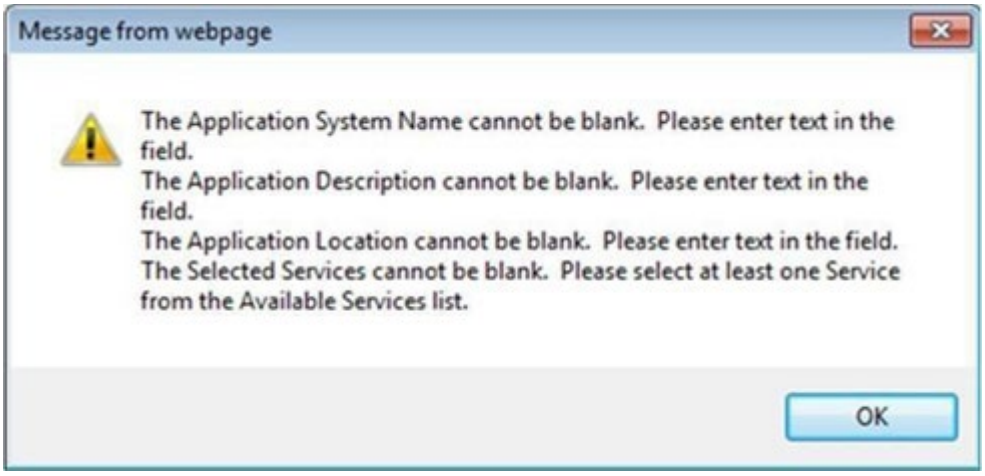


Figure 5-4 A data entry error occurred updating an Application System

5.3 | Confirmation Page

Figure 5-5 depicts the Application System confirmation page.

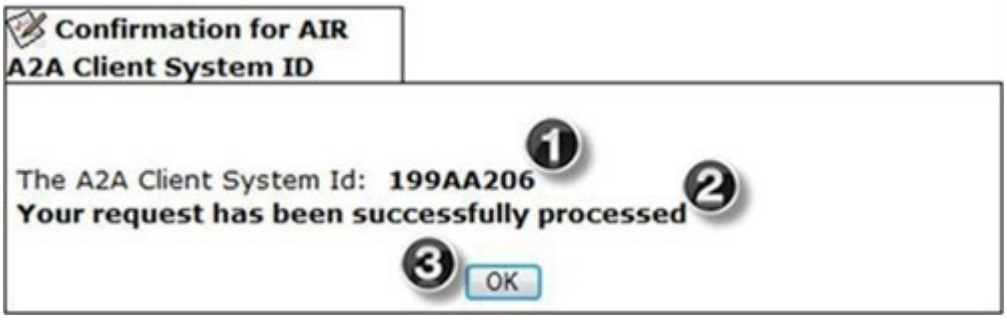


Figure 5-5 Confirmation Page for updating an Application System

Number	Instruction
❶	The Application System has been updated
❷	The Confirmation Message
❸	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.

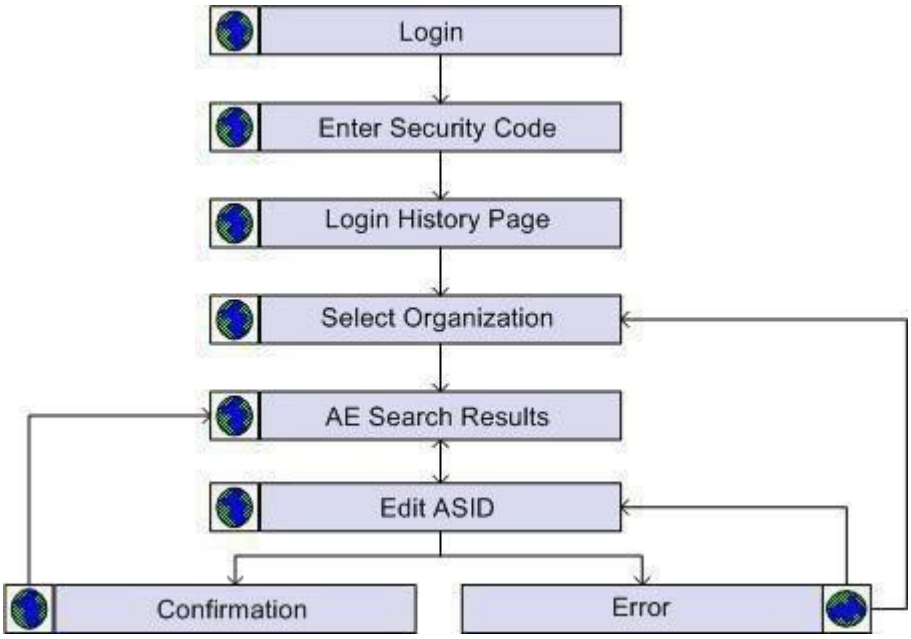


Figure 6-1 How to un-enroll an Application System

- 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).

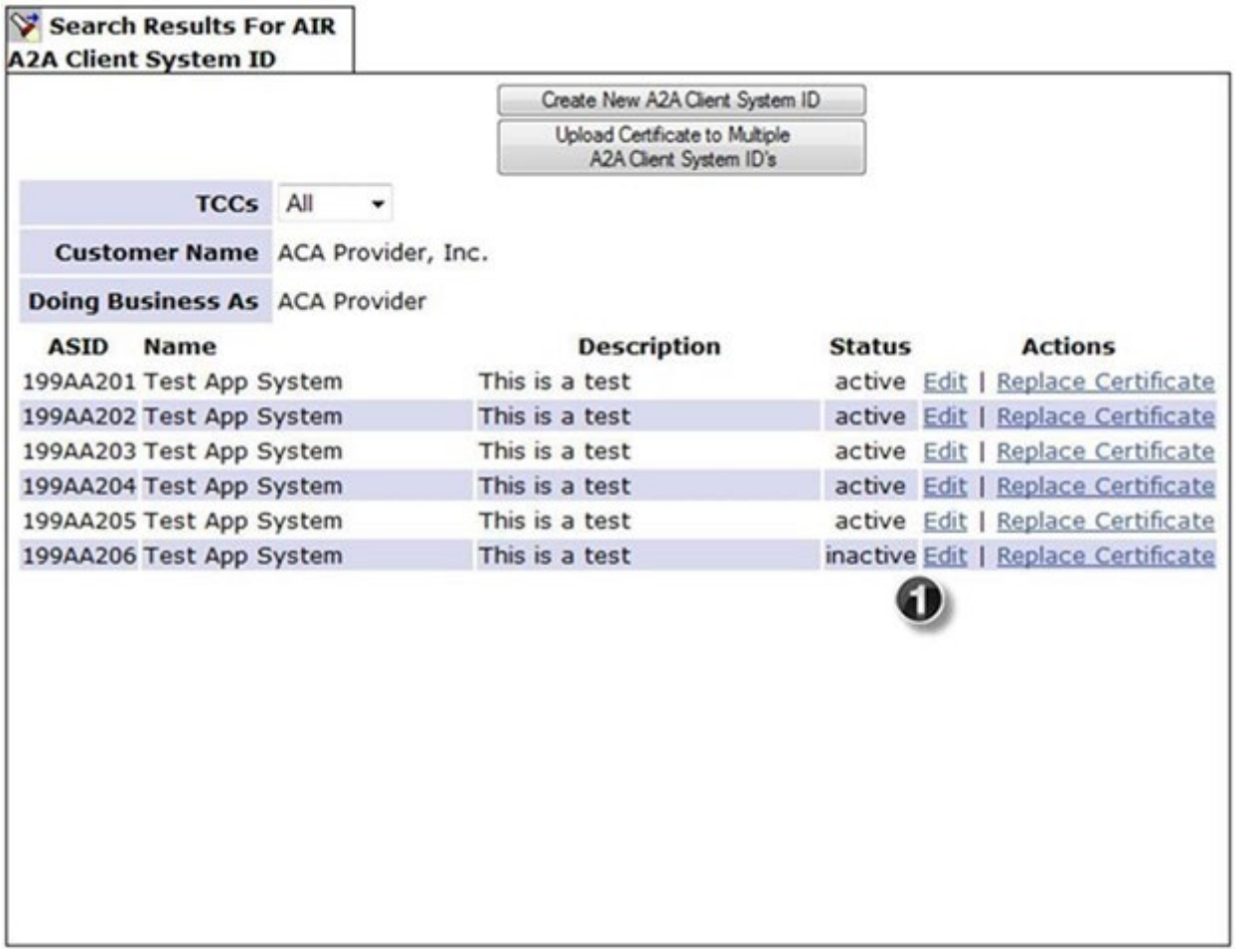


Figure 6-2 Selecting the Application System to un-enroll

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.



Figure 6-3 Un-enrolling an Application System

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

6.3 | Confirmation Page

Figure 6-4 depicts the Application System confirmation page.

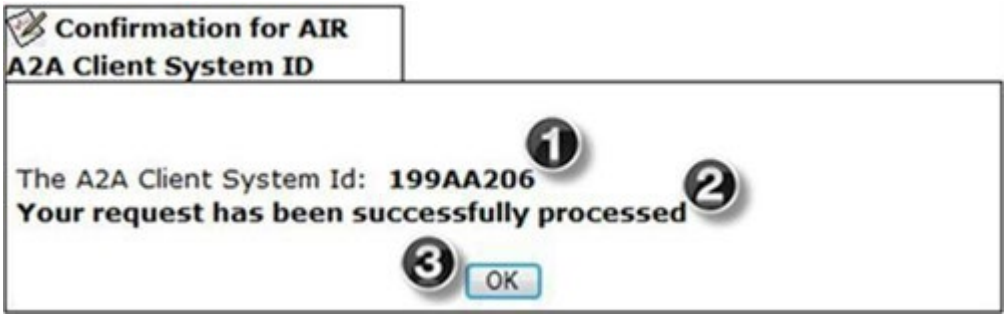


Figure 6-4 Confirmation for un-enrolling an Application System

Number	Instruction
❶	This Application System has been un-enrolled and can no longer access IRS A2A Services
❷	The Confirmation Message
❸	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.

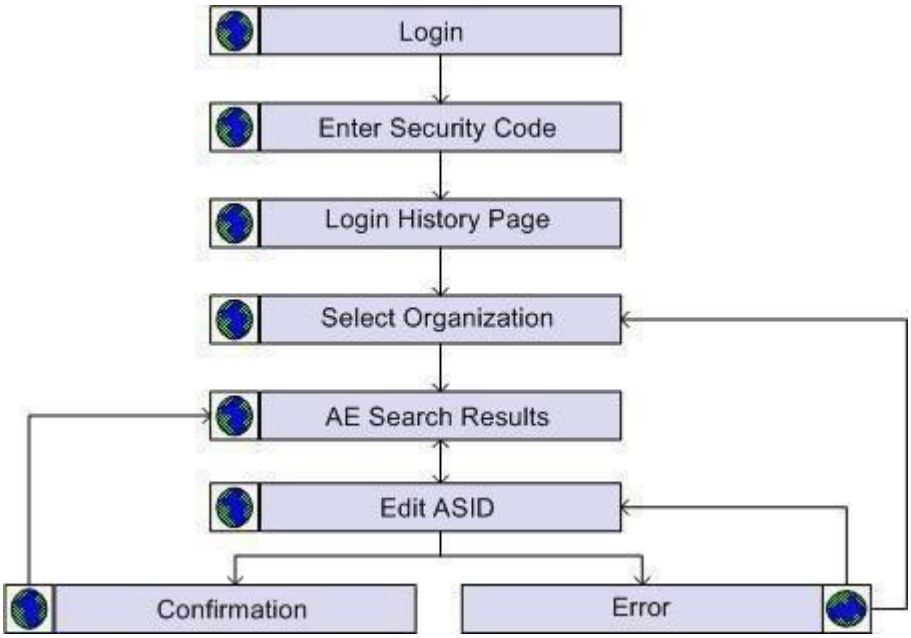


Figure 7-1 How to Inactivate an Application System

- 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).



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.



Figure 7-3 Inactivating an Application System

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

7.3 | Confirmation Page

Figure 7-4 depicts the Application System confirmation page.

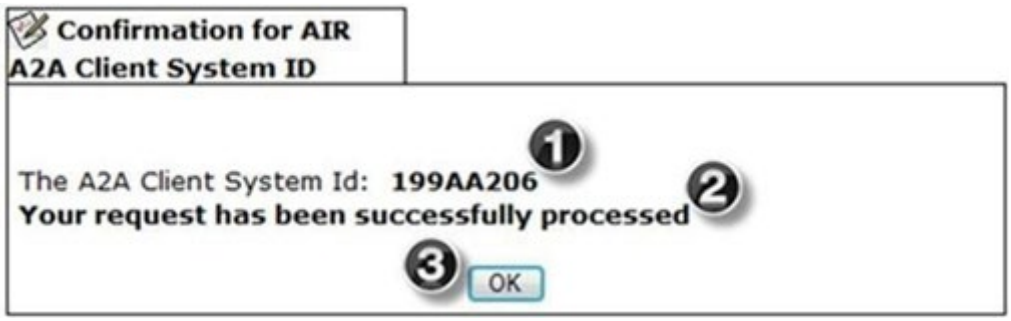


Figure 7-4 Confirmation for inactivating an Application System

Number	Instruction
❶	This Application System has been inactivated and can no longer access IRS A2A Services
❷	The Confirmation Message
❸	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.

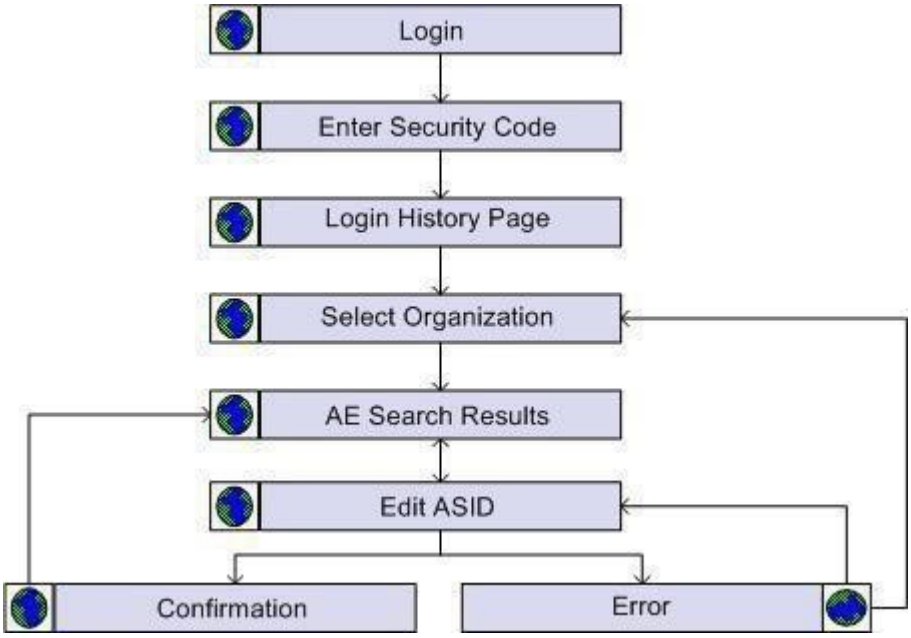


Figure 8-1 How to activate an Application System

- 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 FFigure 8-2).

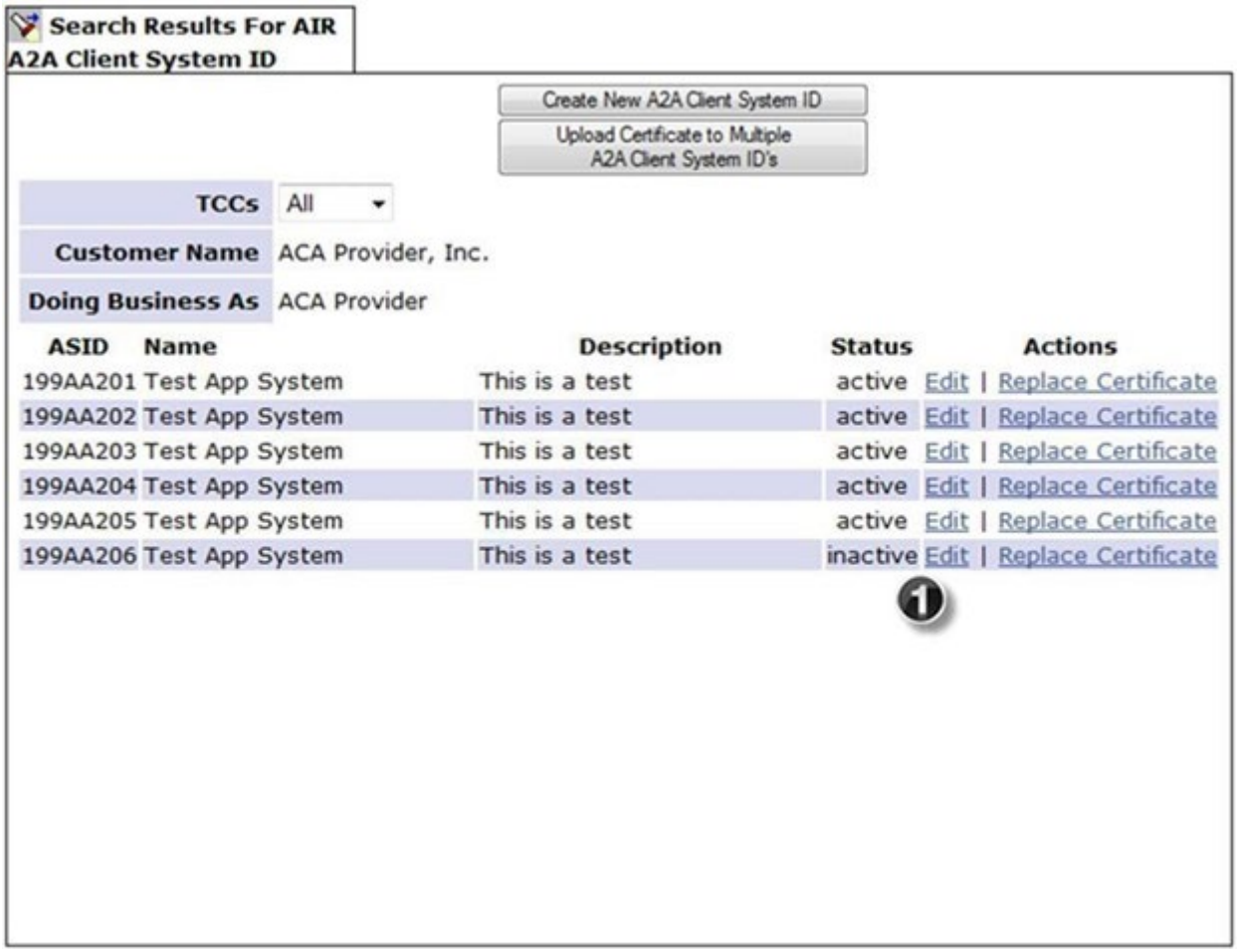


Figure 8-2 Selecting the Application System to activate

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.

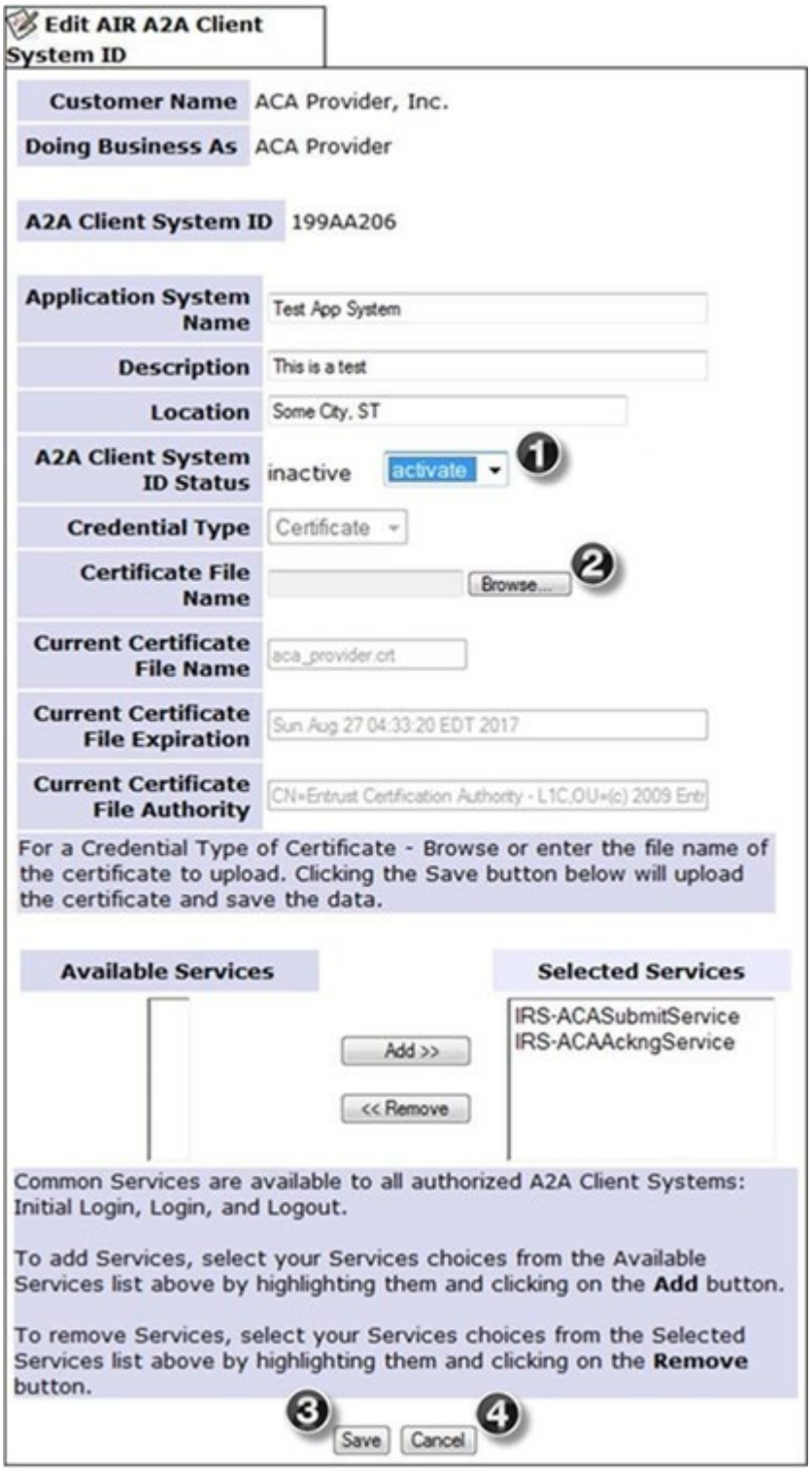


Figure 8-3 Activating an Application System

Number	Instruction
❶	Click the arrow to the right of the **A2A Client System ID Status** field and select activate.
❷	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.
❸	Click **Save**, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 8-4).
❹	Click **Cancel** to return to the AE Application Search Results page..

8.3 | Confirmation Page

Figure 8-4 depicts the Application System confirmation page.

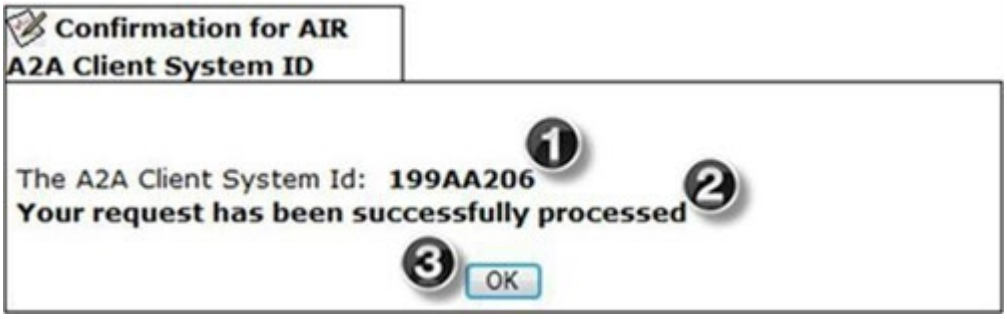


Figure 8-4 Confirmation for activating an Application System

Number	Instruction
❶	This Application System has been activated and can now access IRS A2A Services
❷	The Confirmation Message
❸	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.

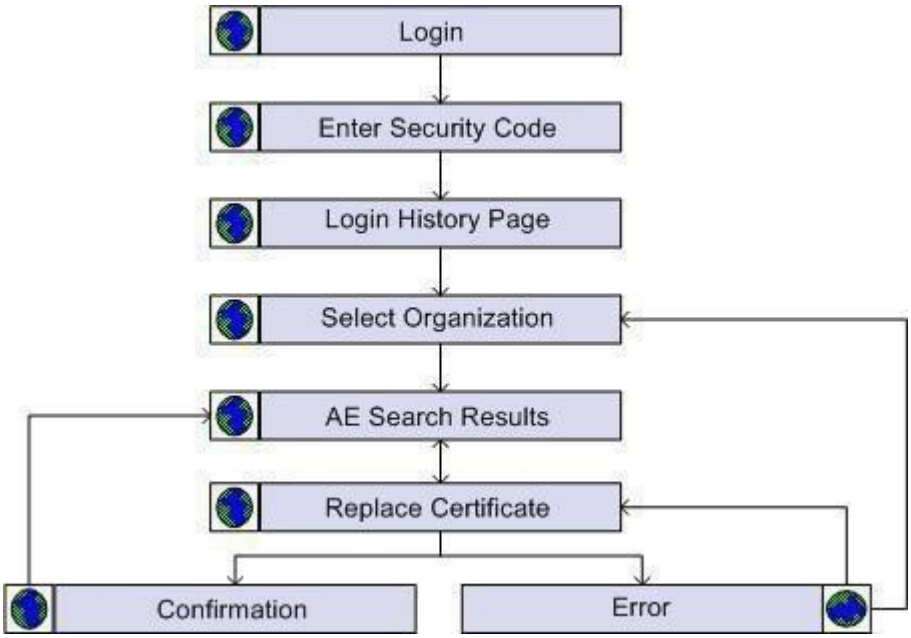


Figure 9-1 How to Replace a Certificate

- 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
❶	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.

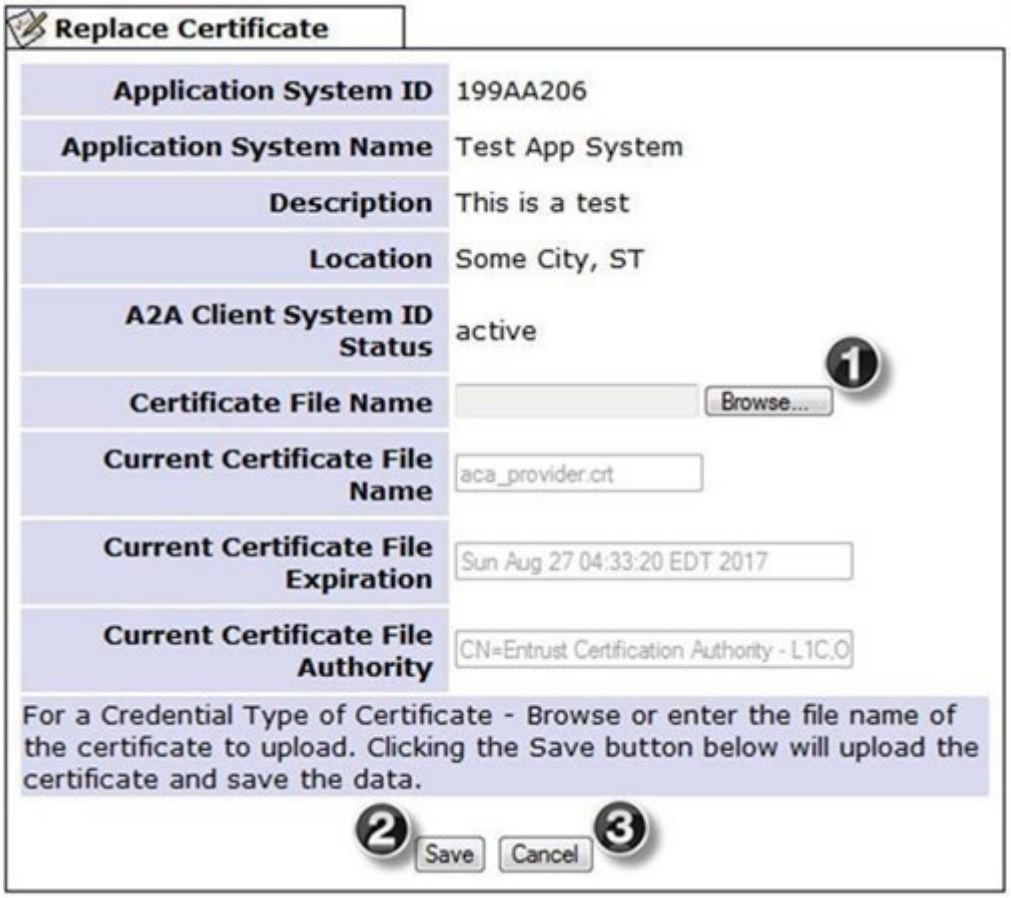


Figure 9-3 Replace Certificate Page

Number	Instruction
❶	Click the **Browse** button to select the new certificate. The certificate must be accessiblefrom the local system
❷	Click **Save**, if the request is successful the Confirmation for AIR Replace Certificate page opens (see Figure 9-5).
❸	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.

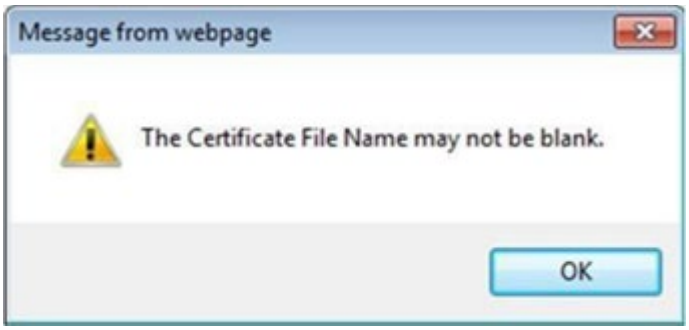


Figure 9-4 A data entry error occurred replacing a certificate

9.3 | Confirmation Page

Figure 9-5 depicts the Replace Certificate confirmation page



Figure 9-5 Replace Certificate Confirmation

Number	Instruction
❶	The Application System must use the new certificate to access IRS A2A services
❷	The Confirmation Message
❸	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

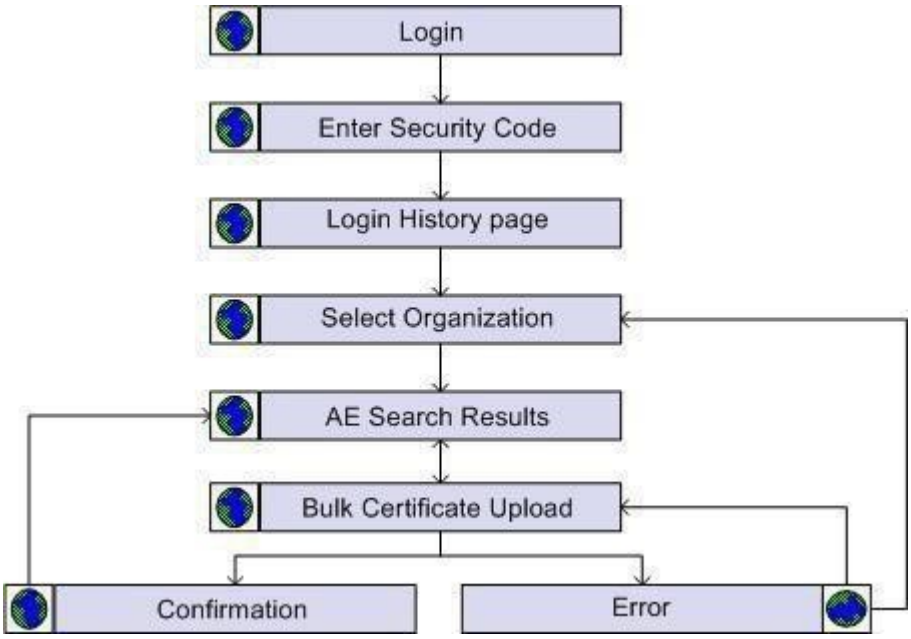


Figure 10-1 How to upload a certificate to many Application Systems

- 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).

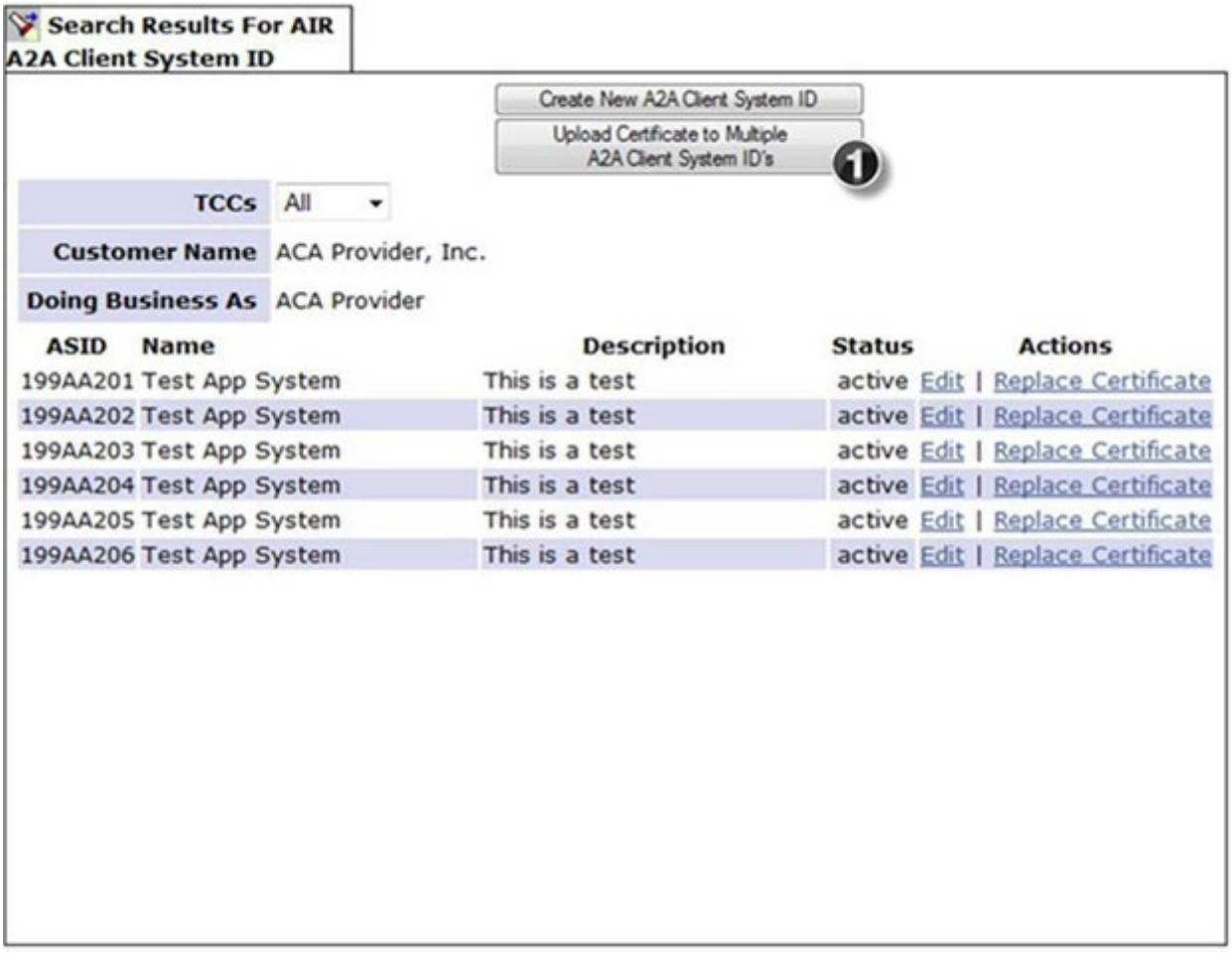


Figure 10-2 Upload Certificate to Multiple A2A Client System ID's Button

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.



Figure 10-3 Bulk Upload Page

Number	Instruction
❶	Select one or more ASIDs from the **Available ASIDs** list and click the Add button.
❷	Click **Browse** to select the new certificate. The certificate must be accessible from the local system.
❸	Click **Save**, if the request is successful the Confirmation for AIR Replace Certificate page opens (see Figure 10-5).
❹	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.

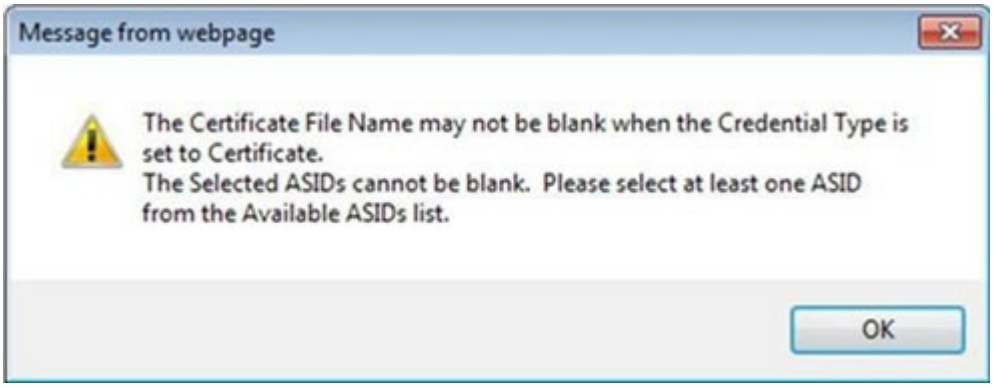


Figure 10-4 A data entry error occurred during a bulk upload

10.3 | Confirmation Page

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



Figure 10-5 Bulk Upload Confirmation

Number	Instruction
❶	The Application Systems must use the new certificate to access IRS A2A services
❷	The Confirmation Message
❸	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).

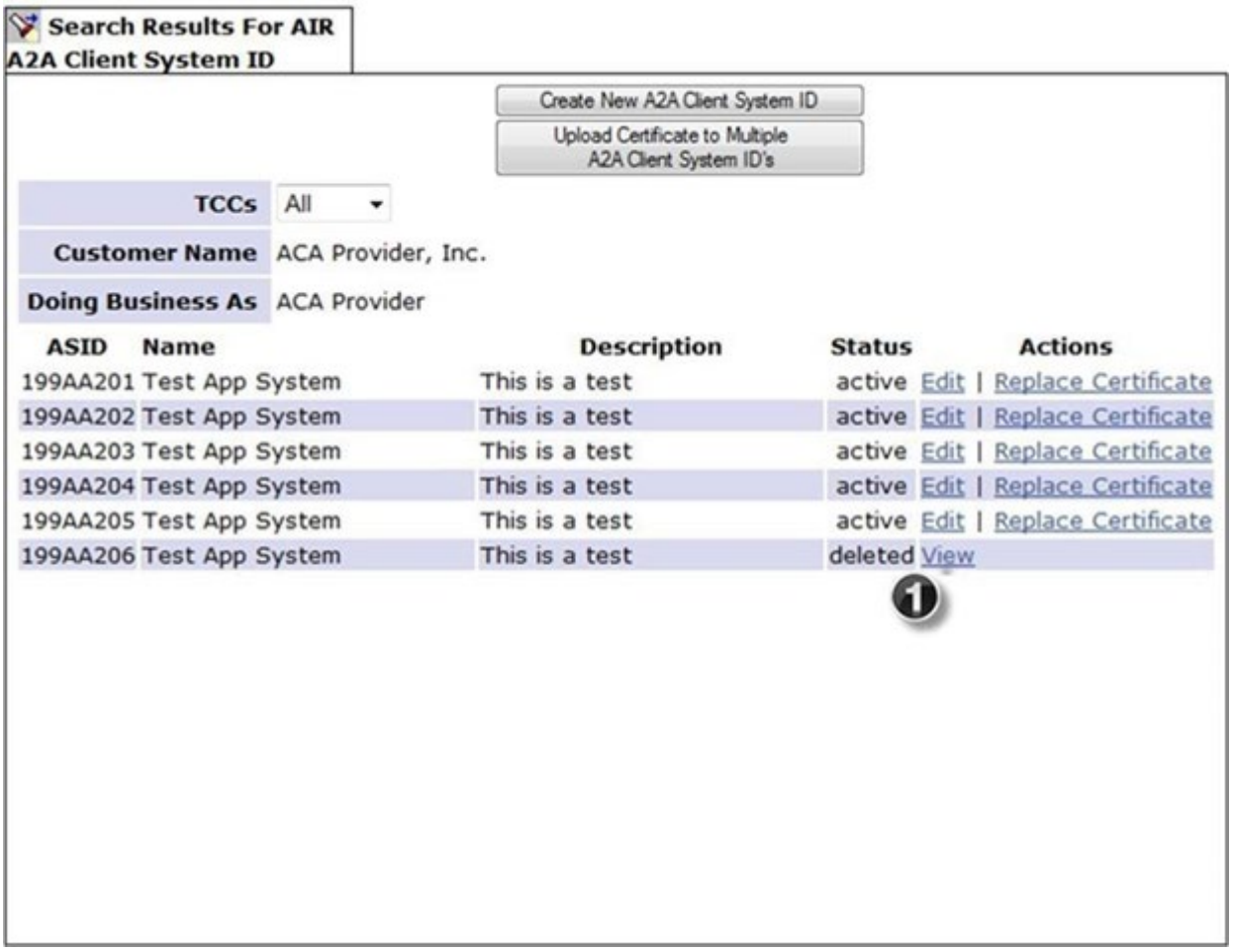


Figure 11-2 Locating an un-enrolled Application System

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.

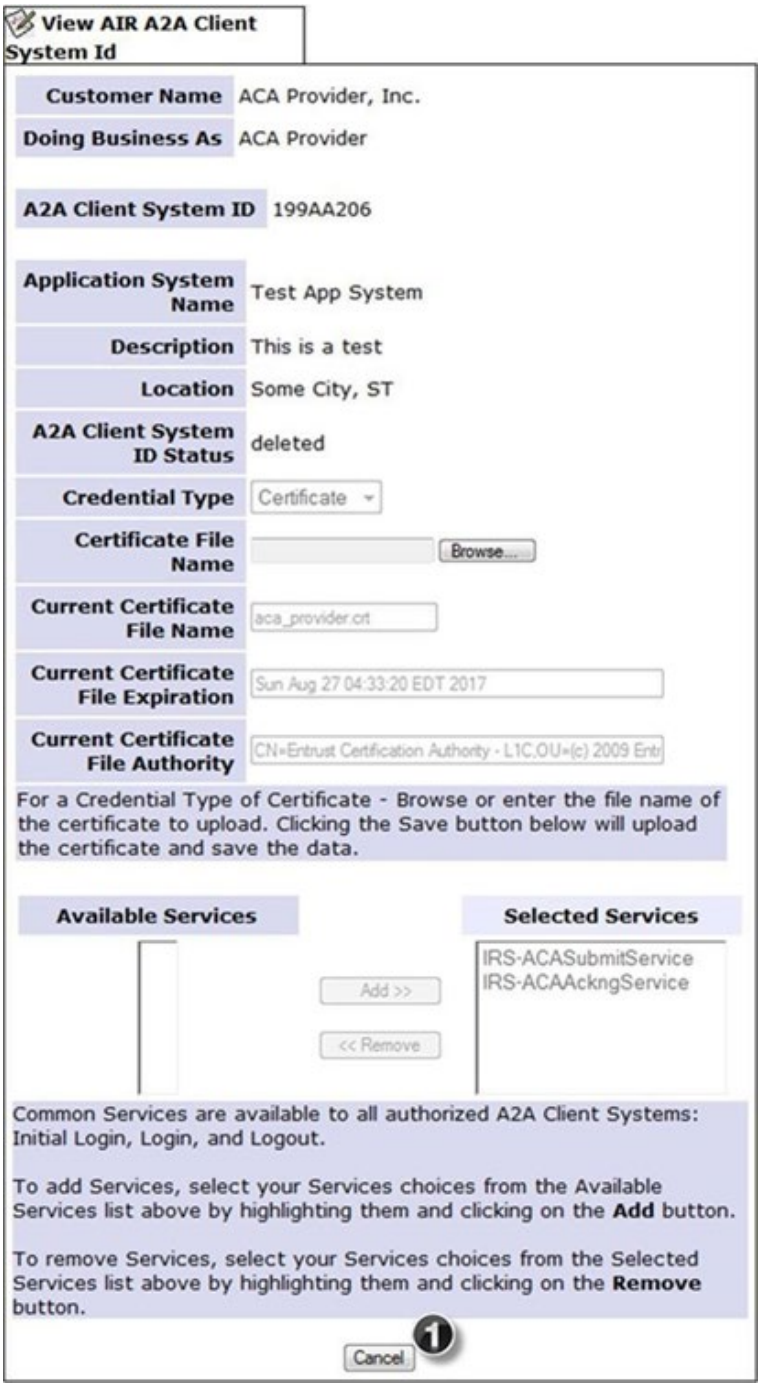


Figure 11-3 View AIR A2A Client System Id Page

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

Appendix

A

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

TLS.....Transport Layer Security

UI.....User Interface

Appendix

B

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. Pleasetry again with a valid TCC.	The TCC value is invalid or does not exist. Review your TCC assigned to you organization and try again by entering a valid TCC that exists.
112	No search criteria entered. Please tryagain 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

C

Appendix C AIR Help Desk

AIR Help Desk
Toll-Free 1-866-937-4130
Monday - Friday
6:30 a.m. - 6:00 p.m. Central Time

- 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.”