



# Affordable Care Act (ACA) App for TCC

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**TUTORIAL**

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## Part 1

# What is the purpose of the ACA Application for TCC?

The purpose of the application is to request authorization to participate in electronic filing of the Affordable Care Act Information Returns. The application currently supports the following:

- Form 1094-B, Transmittal of Health Coverage Information Returns
- Form 1095-B, Health Insurance Coverage
- Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns
- Form 1095-C, Employer-Provided Health Insurance Offer and Coverage

Complete the online ACA Application for TCC if your firm or organization meets the definition of any of the following roles:

1. **Issuer** a company that will only transmit information returns for the company listed on the application.
2. **Transmitter** a company that will transmit information returns on behalf of their own company and/or for multiple EINs not listed on the application.
3. **Software Developer (SWD)** a company that writes origination or transmission software according to IRS specifications.

An ACA TCC will be assigned for each of the roles listed above. These roles are not mutually exclusive, for example, your firm or organization may be both a Transmitter and a Software Developer.

You will need the following firm or organization information to complete a new ACA Application for TCC:

1. EIN
2. Legal Business Name
3. Business Type
4. Physical and Mailing Addresses
5. Phone Numbers

**Note:** The firm or organization's doing business as (DBA) name is needed if different than the legal business name.

6. Information about Responsible Officials (RO), minimum of two, Authorized Delegate (AD), minimum zero and maximum of 2, and Contacts, minimum of two and maximum of 10.

**Exception:** For 'Sole Proprietorship', 'S-Corporations' or 'Limited Liability Single Member' business structures, a minimum of one RO and Contact can be listed.

Information required for everyone on the application:

- Taxpayer Identification Number; (Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN))
- Date of birth (DOB) and US Citizenship
- Contact information including e-mail address, title, phone number
- The role(s) of your firm/organization
- The form(s) that you will be filing
- The transmission method(s) you will use

**Note:** A Responsible Official or Authorized Delegate may also be a Contact. A Responsible Official cannot be an Authorized Delegate.

The IRS will review your application information and supply a written confirmation as to your acceptance or rejection into the program. Processing times may vary; however, the typical application will be processed within 45 business days.

## 1.1 | ACA APPLICATION FOR TCC PROCESS

The process for completing an application consists of the following steps:

1. Each RO, AD, and Contact within the firm or organization **must** create an e-Services login account.  
**Note:** Your application cannot complete processing if any individual fails to create an e-Services login account.
2. Complete all necessary pages on the ACA Application for TCC.
3. All ROs must sign the Application Submission Page with their e-Services PIN to submit the application.  
**Note:** ADs cannot sign the application until after the application they have been added to and goes back to 'Completed' status.
4. After the application is completed and submitted, the IRS will perform checks before assigning the firm or organization their TCC(s).
5. When the application is in completed status, all Responsible Officials and Authorized Delegates are authorized to access the application and modify the application as necessary.

## Part 2 How to Access the Application

To access the ACA Application for TCC, you must first login to e-Services using your current login information. The system will then take you to the 'Select Your Organization' Page. On this page you will select the firm/organization you are representing.

There are two types of firms or organizations you may choose from on the 'Select Your Organization' e-Services page:

- Every user will have both Individual and Firm/Organization(s) options. Under the Individual profile, you may complete a new application or see a listing of all applications you are associated with.

The screenshot shows the 'Select Your Organization' page for an individual user. The page header includes the IRS logo and a note that it is an official website of the United States Government. There are buttons for 'Short ID' and 'Logout'. The main content area is titled 'Select Your Organization' with a sub-instruction: 'Select the organization you will represent in this session. Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization and will be able to perform work for only that organization. You may represent yourself by selecting individual. You may filter organizations to narrow down the choices based on matching text.' Below this, there is a section for 'Individual' users with the instruction: 'Select "individual" to represent yourself as an individual. No organization-specific authorizations will be granted.' A 'Select' button is shown. The next section is 'Firm Roles', with the instruction: 'Select a Firm to represent your organization across all locations.' A 'Filter Firms' input field and a 'Show 10 entries' button are present. A table lists one organization: 'Selection' (Select) and 'Firm' (AAAA TAX SERVICES) with an 'Application Type' of 'eFile'. The final section is 'Organization Roles', with the instruction: 'Select an Organization to represent a specific role for your organization's location.' A 'Filter Organizations' input field and a 'Show 10 entries' button are present. The table shows one organization: 'Firm Name' (222 ABC STREET SUITE 100, NASHVILLE, TN 71123) and an 'ACA' status.

**Note:** Until the application is in Completed status, Responsible Officials should select the Individual option.

- Authorized users of e-Services products may have one or more Firm/Organizations.
- Organizations that have completed the ACA Application for TCC process will have ACA listed in the Application Type column to the side of their Organization name.

If you are affiliated to multiple firm/organizations, you may use the 'filter' boxes under either Firm Roles or Organization Roles.

**Note:** 'Firm Role' option will only be seen by individuals who are listed as a Principal or have Principal Consent on an IRS e-File Application.

After selecting 'Individual' the system will take you to the External Services Authorization Management (ESAM) landing pages. Click on the arrow next to 'New Application' and then select ACA Application for TCC. Individuals may be authorized to access multiple ACA Applications for TCCs. Select the appropriate application and organization for the session.

If you selected a firm/organization on the Select Organization page, you will only see the application affiliated with that organization.

The screenshot shows the 'Select Your Organization' page for a firm/organization user. The layout is identical to the individual user's page, with the IRS logo, 'Short ID' and 'Logout' buttons, and the 'Select Your Organization' instructions. The 'Individual' section is present. The 'Firm Roles' section has a 'Select' button. The 'Organization Roles' section has a 'Select' button. The table shows one organization: 'Selection' (Select) and 'Firm' (AAAA TAX SERVICES) with an 'Application Type' of 'eFile'. The final section is 'Organization Roles', with a 'Select' button. The table shows one organization: 'Firm Name' (222 ABC STREET SUITE 100, NASHVILLE, TN 71123) and an 'ACA' status.

## Part 3

# Complete a New ACA Application for TCC

### 3.1 | FIRM INFORMATION PAGE

The first page of the application is about the business; select the business structure from the drop-down menu. Enter the 'Employer Identification Number (EIN)' and 'Firm/Organization Legal Business' name. If your 'Doing Business As (Trade/Company Name)' is different than your Legal Name complete the DBA field. If the DBA field is left blank the 'Firm/Organization Legal Name' will autofill in the DBA field.

Complete the contact information. If your business address is different than your mailing address, select 'Yes' to indicate the mailing address is different from the location. A Post Office (P.O.) box will **not** be accepted as your business address but can be used as your mailing address.

The screenshot shows the 'Firm Information' tab selected in the navigation bar. The page contains fields for entering business details, including 'Employer Identification Number (EIN)', 'Firm/Organization Legal Name', and 'Doing Business As (Trade/Company Name)'. It also includes sections for 'Business Phone' and 'Business Address (Physical Location)'. A note at the bottom indicates that a Post Office (P.O.) box will not be accepted as the business address but can be used as the mailing address. The 'Mailing Address' section includes a question about whether the mailing address is different from the business address, with 'Yes' and 'No' radio button options. Navigation buttons for 'PREVIOUS', 'CONTINUE', and 'CANCEL' are located at the bottom of the form.

## 3.2 | APPLICATION DETAILS PAGE

Select from the applicable roles by checking the box next to the forms you will be supporting and the corresponding transmission method(s). To add the Software Developer role, select 'ADD SOFTWARE PACKAGE' button under 'Software Developer Package List' heading and complete the necessary information.

The roles are defined as:

- **Issuers** are companies who will transmit information returns directly to the IRS only for the company listed on the application.
- **Transmitters** are companies who will transmit information returns on behalf of their own company and/or for multiple EINs not listed on the application to the IRS.
- **Software Developers** are companies who write origination or transmission software according to IRS specifications.

Each role will be issued a separate TCC.

The transmission methods are defined as:

- **ISS-A2A - System Enroller:** This option involves a machine-to-machine process that allows Payers/Issuers, Transmitters or Software Developers to create XML files and send to the IRS as Simple Object Access Protocol (SOAP) message.
- **ISS-UI for ACA Internet Transmitter:** A web user interface that allows Payers/Issuers, Transmitters or Software Developers to file forms with the IRS and check submission status.

**Important:** The software package information must be updated annually. Use the 'ADD SOFTWARE PACKAGE' button located on the 'Application Details' page to obtain new Software Identification Numbers for each Tax Year. To add a software package to your application, click the 'ADD SOFTWARE PACKAGE' button as shown to the side and complete the information in the pop-up window.

The screenshot shows the 'Application Details' page of the IRS software. At the top, there are tabs for 'Firm Information', 'Application Details' (which is selected and highlighted in blue), 'Authorized Users', 'Application Comments', 'Application Summary', and 'Application Submission'. Below the tabs, the page displays the following information:

- Doing Business as Name:** [redacted] and **EIN:** [redacted]
- Application Type:** ACA Application for TCC. **Tracking Number:** 20220708142915110772
- Application Status:** Saved
- Application Details:** A note states: 'You are required to select a minimum of one role (Issuer, Transmitter, or Software Developer). You can select any combination of roles. Please use this page to make your Form and Transmission Method selections. If selecting Software Developer, please use the Add button to add Software packages to the application. Software Package Type, Forms and Transmission Methods are defined when adding a Software package.'
- Issuer:** Shows two entries for 1094/1095B and 1094/1095C, each with checkboxes for 'ISS-A2A - System Enroller' and 'ISS-UI for ACA Internet Transmitter'.
- Transmitter:** Shows two entries for 1094/1095B and 1094/1095C, each with checkboxes for 'ISS-A2A - System Enroller' and 'ISS-UI for ACA Internet Transmitter'.
- Software Developer Package List:** A table with columns 'Type', 'Tax Year', 'Product Name', and 'Forms'. It shows 'No records found.' and contains a button 'ADD SOFTWARE PACKAGE'.

At the bottom of the page are buttons for 'PREVIOUS', 'SAVE', 'CONTINUE', and 'Cancel'.

### 3.3 | SOFTWARE DEVELOPER PACKAGE INFORMATION POP-UP

Only complete the pop-up if you will either write origination or transmission software according to IRS specifications. If you will not be creating these types of packages, select cancel.

SWDs must select at least one of the following software package types:

- **Online Packages:** These packages will enable companies to complete the forms on-line and a third party will transmit the information to the IRS.
- **COTS Package:** A package that will be sold for a customer to use within their office.
- **In-house Packages:** A package that is developed within a company that will only be used by that company.

Provide the Tax Year, Software Product name, Website URL, and phone number. Continue to enter the Forms and the transmission method. Enter the software contact information by selecting ADD CONTACT. The system requires at least one Software Developer Contact.

Each software package will be assigned a Software Identification (SWID). If you are creating multiple software packages, select the ADD SOFTWARE PACKAGE button again.

**Add Software Package Information**

You are required to select a minimum of one role (Issuer, Transmitter, or Software Developer). You can select any combination of roles. Please use this page to make form and Transmission Method selections. If selecting Software Developer, please select the Package Type(s), Forms and Transmission methods selected on next page by software product type.

Required fields are marked with an asterisk (\*) and must be completed to submit the form.

**Software Package Information**

Package Type\*  
[select] ▾

Tax Year\*  
[ ]

Software Product\*  
[ ]

Website URL  
[ ]

Support Country Code  
[select] ▾

Support Phone Number  
[ ]

**Software Developer Contact List**

Name	Phone Number	Email	View	Edit	Delete
No records found.					

**ADD CONTACT**

Forms

1094/1095B

Transmission Method

ISS-A2A - System Enroller

ISS-UI for ACA Internet Transmitter

1094/1095C

ISS-A2A - System Enroller

ISS-UI for ACA Internet Transmitter

Does the software support an Information Return Correction Process?

Yes  No

If yes, please explain the software supported Information Return Correction Process.  
[ ]

Comment  
[ ]

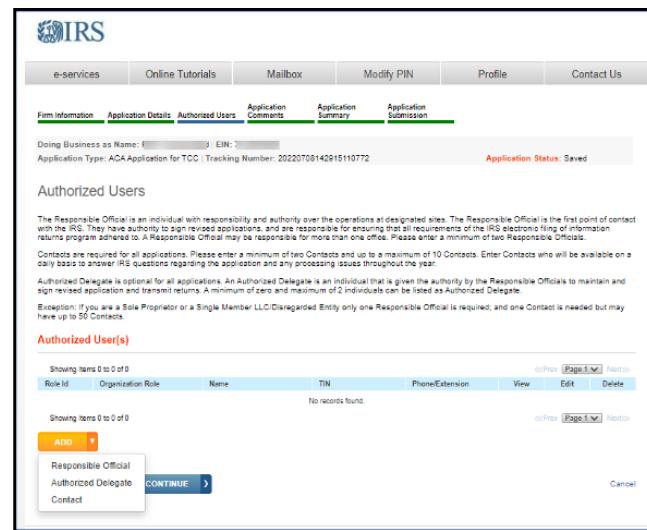
**SAVE** ▾

Cancel

## 3.4 | AUTHORIZED USERS

Add the ROs, ADs, and Contacts required for the ACA Application for TCC.

- ROs are individuals with responsibility for and authority over the electronic filing of ACA Information Returns at the firm or organization location. The RO has authority to sign original/revised ACA Application for TCC and is responsible for ensuring that all requirements are adhered to. At least two ROs must be listed on the application, except for Sole Proprietors or Single Member LLC. All ROs will be required to sign the Terms of Agreement. A Responsible Official can also be a Contact on the application.
- ADs are optional for all applications. An Authorized Delegate is an individual that is given the authority by the ROs to maintain and sign revised application and transmit returns. A minimum of zero and maximum of 2 individuals can be listed as AD.
- Contacts should be available for inquiries from the IRS on a daily basis. There is a minimum of 2 required contacts and a maximum of 10 contacts allowed per application. Once a Contact has been added to the application you will see their information in the Contacts List on the right-hand side of the screen. The Contact listed on the application does not have to be the individual listed as a Contact on the information return, if any.



The Responsible Official is an individual with responsibility and authority over the operations at designated sites. The Responsible Official is the first point of contact with the IRS. They have authority to sign revised applications, and are responsible for ensuring that all requirements of the IRS electronic filing of information returns program are adhered to. A Responsible Official may be responsible for more than one office. Please enter a minimum of two Responsible Officials.

Contacts are required for all applications. Please enter a minimum of two Contacts and up to a maximum of 10 Contacts. Enter Contacts who will be available on a daily basis to answer IRS questions regarding the application and any processing issues throughout the year.

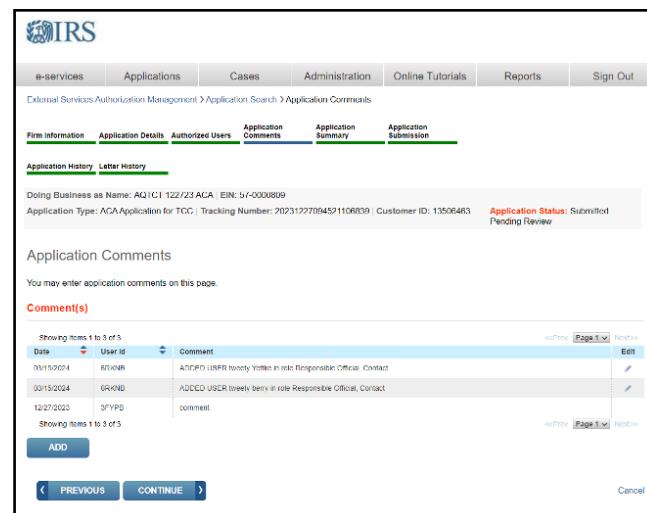
Authorized Delegate is optional for all applications. An Authorized Delegate is an individual that is given the authority by the Responsible Officials to maintain and sign revised application and transmit returns. A minimum of zero and maximum of 2 individuals can be listed as Authorized Delegate.

Exception: If you are a Sole Proprietor or a Single Member LLC/Disregarded Entity only one Responsible Official is required, and one Contact is needed but may have up to 50 Contacts.

To add ROs, ADs, or Contacts, select Role from the Add User option and complete the necessary information. The individual will be listed on the grid.

## 3.5 | APPLICATION COMMENTS

To add comments to the application, select the 'Application Comments' tab at the top of the page, click on the Add button located at the bottom of the page. Enter your comment and Select 'Save'.



You may enter application comments on this page.

Comments

Showing items 1 to 3 of 3

Date	User ID	Comment
01/15/2024	AKT0001	ADDED USR newly listed in role Responsible Official, Contact
01/15/2024	6K4K9B	ADDED USR newly listed in role Responsible Official, Contact
12/27/2023	3TYP0	comment

## 3.6 | APPLICATION SUMMARY

Provides a summary of information completed on the application. Verify all information is correct before selecting continue to complete the Application Submission. If information needs to be revised, use the toolbar along the top of the page to navigate to the appropriate page. Update the information and select 'Save'. Once the application is in 'Completed' status, the TCCs and/or Software IDs will be visible on this page.

The screenshot shows the IRS Application Summary page. At the top, there are tabs for e-services, Applications, Cases, Administration, Online Tutorials, Reports, and Sign Out. Below the tabs, a sub-menu shows External Services Authorization Management > Application Search > Application Summary. The main content area has tabs for Form Information, Application Details, Authorized Users, Application Comments, Application Summary, and Application Submission. The Application Summary tab is selected. The page displays the following information:

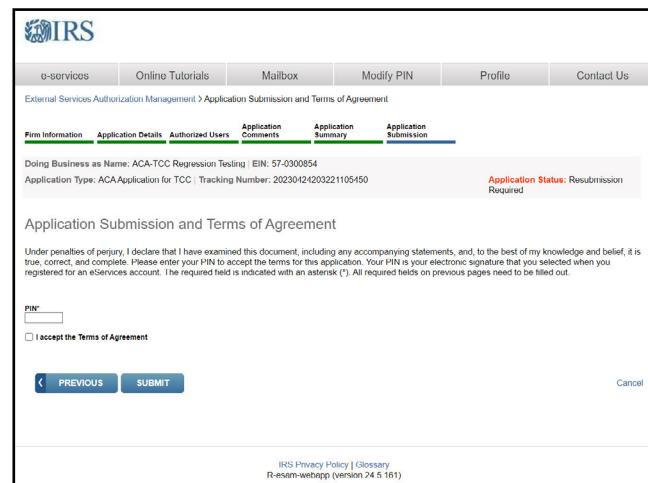
- Doing Business as Name:** AQTCT 122723 ACA | EIN: 57-00000809
- Application Type:** ACA Application for TCC | Tracking Number: 20231227094211108839 | Customer ID: 13506463
- Application Status:** Submitted Pending Review
- Application Summary:** View Application History | Update Application Status
- Firm:** Firm/Organization Legal Name: ASP PHARMACEUTICALS Corporation, Business Structure: Corporation, Business Address: 1 Main Ct, Chantilly, VA 20152, Phone Number: (703) 553-4667, Mailing Address: 1 Main Ct, Chantilly, VA 20152, Mailing Address City/State/Postal Code: Chantilly, VA 20152, Firm Suitability Status: None
- Authorized User(s):** Shows 4 users: 1. Nonresident Official (Signed, Passed, UserLetter), 2. Responsible Official (Signed, Passed, GeneralLetter), 3. Contact (N/A, Passed), 4. Contact (N/A, Passed).
- TCC Information:** Shows 3 TCCs: Issuer (T), Transmitter (T), Software Developer (T).
- Form T/P Indicators:** Shows 3 forms: 1094/1095D (T, ISS-A2A - System Exempt, ISS-U for ACA Internet Transmitter), 1094/1095C (T, ISS-A2A - System Exempt, ISS-U for ACA Internet Transmitter), 1094/1095B (T, ISS-A2A - System Exempt, ISS-U for ACA Internet Transmitter).
- Software ID Information:** Shows 1 software ID: 1094/1095D (2022, COTS, Test, ORCL2022, 1094/1095D, ISS-A2A - System Exempt, ISS-U for ACA Internet Transmitter).
- Software Developer Package List:** Shows 1 package: Type: COTS, Tax Year: 2022, Product Name: ORCL2022, Forms: 1094/1095B, 1094/1095C.

At the bottom, there are buttons for PREVIOUS, SAVE, CONTINUE, and CANCEL. A footer at the bottom right includes links to IRS Privacy Policy, Glossary, and the version of the software (esm webapp version 24.3.144).

## 3.7 | APPLICATION SUBMISSION

Each Responsible Official must sign the Application Submission using the PIN created during the e-Services Registration process. The application will be processed after all Responsible Officials have entered their PIN and accepted the Terms of Agreement.

**Note:** ADs cannot sign the application until after the application they have been added to goes back to 'Completed' status.



IRS

e-services Online Tutorials Mailbox Modify PIN Profile Contact Us

External Services Authorization Management >Application Submission and Terms of Agreement

Firm Information Application Details Authorized Users Application Comments Application Summary Application Submission

Doing Business as Name: ACA-TCC Regression Testing | EIN: 57-0300854

Application Type: ACA Application for TCC | Tracking Number: 20230124203221105450

Application Status: Resubmission Required

Application Submission and Terms of Agreement

Under penalties of perjury, I declare that I have examined this document, including any accompanying statements, and, to the best of my knowledge and belief, it is true, correct, and complete. Please enter your PIN to accept the terms for this application. Your PIN is your electronic signature that you selected when you registered for an eServices account. The required field is indicated with an asterisk (\*). All required fields on previous pages need to be filled out.

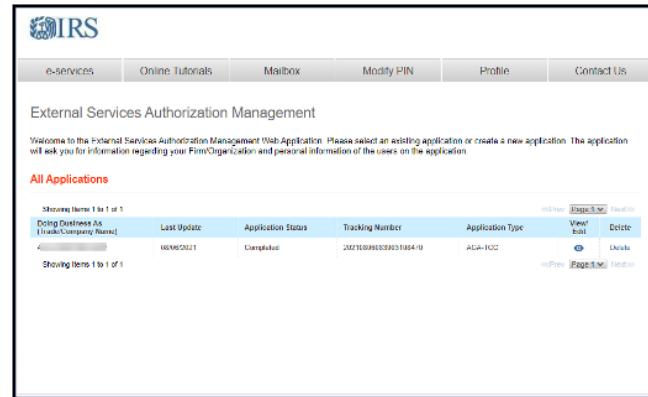
PIN:

I accept the Terms of Agreement

**PREVIOUS** **SUBMIT** Cancel

IRS Privacy Policy | Glossary  
R-eSAM-webapp (version 24.5.161)

After the last RO has completed the 'Application Submission' page, the following page will be displayed.



IRS

e-services Online Tutorials Mailbox Modify PIN Profile Contact Us

External Services Authorization Management

Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. This application will ask you for information regarding your Firm/Organization and personal information of the users on the application.

All Applications

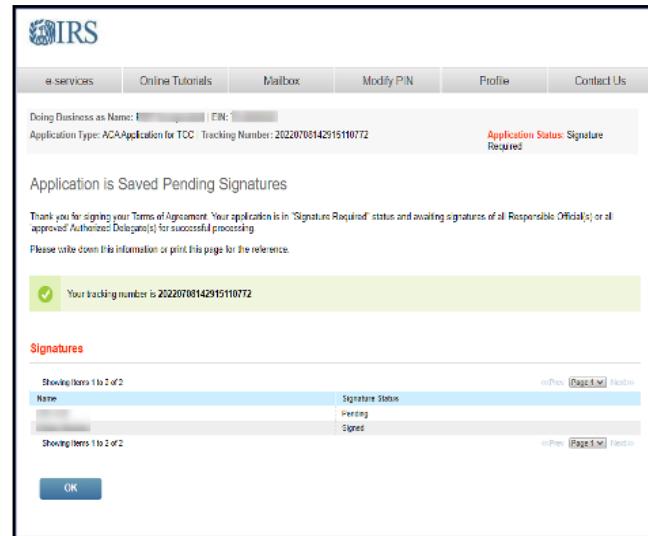
Showing Items 1 to 1 of 1	View	Edit	Delete
Doing Business As [Trade/Company Name] Last Update Application Status Tracking Number Application Type	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
ACA 06/06/2023 Completed 20230124203221105450 ADA-TCC	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing Items 1 to 1 of 1

«Prev | Page 1 | Next»

If the application is incomplete due to a missing Responsible Official signature, the Application will be saved pending signatures and the Application Status will be 'Signature Required'. The Responsible Officials who have not signed the application will need to complete the Application Submission Page before the application can be reviewed and TCC(s) be issued.

**Note:** Authorized Delegate(s) cannot sign the application until after the application they have been added to goes back to 'Completed' status.



IRS

e-services Online Tutorials Mailbox Modify PIN Profile Contact Us

Doing Business as Name: | EIN: |

Application Type: ACA Application for TCC | Tracking Number: 20230124203221105450

Application Status: Signature Required

Application is Saved Pending Signatures

Thank you for signing your Terms of Agreement. Your application is in "Signature Required" status and awaiting signatures of all Responsible Official(s) or all approved Authorized Delegate(s) for successful processing.

Please write down this information or print this page for the reference.

Your tracking number is 20230124203221105450

**Signatures**

Name	Signature Status
...	Pending
...	Signed

Showing Items 1 to 2 of 2

«Prev | Page 1 | Next»

OK

## Part 4

# Modify or Review an Existing ACA Application for TCC

After the application moves to 'Completed' status, updates can be made as needed by the ROs or ADs. Login to e-Services and select the application by selecting the eye symbol icon next to the Organization name. This will launch the 'Application Summary' Page to modify or review the application.

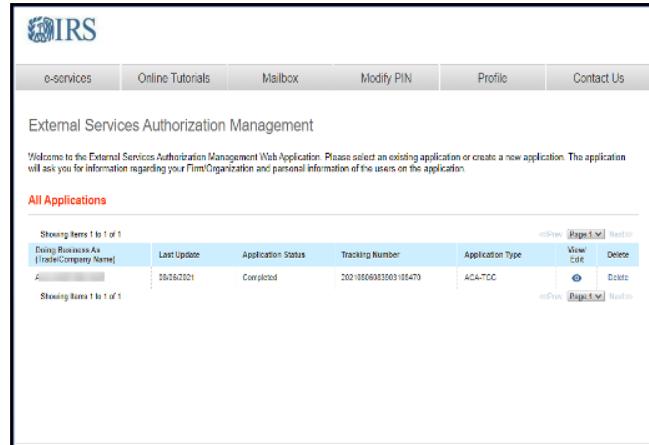
If the application is in 'Completed' status or has been in 'Completed' status, the TCC(s) will be displayed on the 'Application Summary' Page under the 'TCC Information' section.

To revise the application, select the page using the toolbar. Some changes will require all ROs or all ADs on the application to re-sign the 'Application Submission' Page. Below are examples of when application would need to be re-signed (this list is not all inclusive):

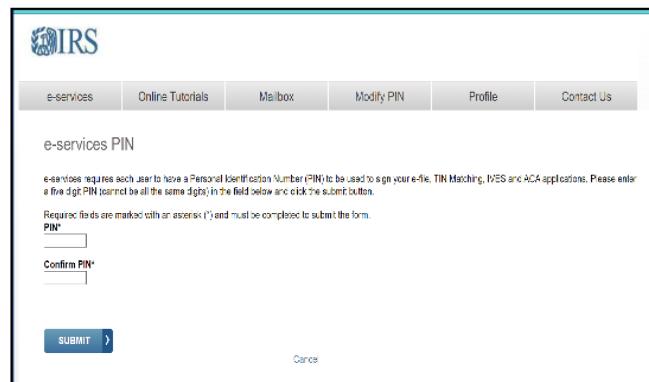
- Firm's DBA Name
- Role changes or additions

## 4.1 | MODIFYING E-SERVICES PIN

To modify an existing e-Services PIN, select the 'Modify PIN' tab located at the top of the screen. Enter and complete the required fields. This PIN can then be used to sign the ACA Application for TCC.



Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View	Edit	Delete
A	08/06/2021	Completed	202100060033503100470	ACA-TCC	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>



e-services requires each user to have a Personal Identification Number (PIN) to be used to sign your e-file, TIN Matching, IVSS and ACA applications. Please enter a five digit PIN (must be all the same digits) in the field below and click the submit button.

Required fields are marked with an asterisk (\*) and must be completed to submit the form.

PIN\*

Confirm PIN\*

**SUBMIT** 

[Cancel](#)