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**Change/Document History**
It will be assured that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document.

<table>
<thead>
<tr>
<th>Date</th>
<th>Summary of Changes</th>
<th>Changes Marked</th>
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<tr>
<td>06/20/2023</td>
<td>No New updates for Processing Year 2024</td>
<td>No</td>
</tr>
</tbody>
</table>
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Section 1
About This Guide

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

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

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

1.2.2 Highlighting
This guide uses the following elements to emphasize key points:

■ Bold
Highlight items and indicate specific items from the UI.

■ “Tip, Note, and Important!” Tags
Highlight additional information related to the current task or topic.

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

1.3 Assumptions
You must have the following to use the AE Application:

■ You successfully proofed your identity at the required level of assurance
■ An IEP username and password with the e-Services ATCC role
■ The use of Windows 10 or higher and one of the following Web browsers:
  ■ Internet Explorer 11 or Microsoft Edge
Section 2  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

<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 2-2 AE Data Elements**

<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>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>
</tbody>
</table>
### Data Element Description

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>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 2-4 AE Status Matrix

<table>
<thead>
<tr>
<th>Current</th>
<th>Request</th>
<th>New</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>new</td>
<td>active</td>
<td>Allowed</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 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 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)
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).
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.

![Login Page](image)

**Sign In or Create a New Account**

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

- **Create a new account**
  
  ID.me: Create an account

  OR

  **Sign in with an existing account**
  
  Sign in with ID.me

  OR

  Sign in with an existing IRS username

---

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

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.

Individual
Select "Individual" to represent yourself as an individual. No organization-specific authorizations will be granted.

Organization Roles
Select an Organization to represent a specific role for your organization's location.

Filter Organizations

<table>
<thead>
<tr>
<th>Selection</th>
<th>Organization</th>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Primary Secondary Enrollment, Inc.</td>
<td>ACA</td>
</tr>
<tr>
<td>Select</td>
<td>Secondary Secondary Enrollment, Inc.</td>
<td>ACA</td>
</tr>
</tbody>
</table>

Showing 1 to 3 of 3 entries

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](image)

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</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 ASID.</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>Number</td>
<td>Instruction</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</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>
| 6      | Click the **Edit** link to change an A2A Client Application System definition (see Section 5 Updating an Application System). Here you can change the status of the Application System or you can change any of the following Application System attributes:  
- Application System name  
- Description  
- Location  
- Certificate  
- Services |
| 7      | Click the **Replace Certificate** link to replace the certificate for an Application System (see Section 9 Replacing a Certificate). |
| 8      | Click the **View** link to display an un-enrolled Application System (see Section 11 Viewing an Un-Enrolled Application System). |
| 9      | The AE Application displays your organizations legal name and doing business as (DBA) name provided during the ACA application process. |

**Note:** In the event of an error displaying your Application Systems, an error page opens (see Figure 3-11). Refer to Appendix B, to assist in resolving your error.
Figure 3-11 Error occurred displaying the search results page
Section 4
Section 4 Enrolling an Application System

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

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

4.2 | How to Do It
Figure 4-1 depicts the navigation steps to enroll an Application System.

- 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.
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.
<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</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>
<tr>
<td>3</td>
<td><strong>Application:</strong> System Name: Enter the name for the Application System.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Description:</strong> Enter the Description for the Application System.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Location:</strong> Enter the Location for the Application System.</td>
</tr>
<tr>
<td>6</td>
<td>Click the <strong>Browse</strong> button to select the certificate to assign to this Application System. The certificate must be accessible from the local system.</td>
</tr>
<tr>
<td>7</td>
<td>Select at least one IRS A2A Service from the <strong>Available Services</strong> list and click the <strong>Add</strong> button. Refer to <strong>Table 2-3</strong> for a description of the available services.</td>
</tr>
<tr>
<td>8</td>
<td>Click <strong>Save</strong>, if the request is successful the Confirmation for AIR A2A Client System ID page opens (see <strong>Figure 4-5</strong>).</td>
</tr>
<tr>
<td>9</td>
<td>Click <strong>Cancel</strong> to return to the AE Application Search Results page.</td>
</tr>
</tbody>
</table>

**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.
4.3 | Confirmation Page
Figure 4-5 depicts the Application System confirmation page.

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

- 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

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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).</td>
</tr>
</tbody>
</table>

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

**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 for updating an Application System](image)

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</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 OK 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.
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.

   - 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

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>➊</td>
<td>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).</td>
</tr>
</tbody>
</table>

**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

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

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

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

### 6.3 | Confirmation Page

Figure 6-4 depicts the Application System confirmation page.

![Figure 6-4 Confirmation for un-enrolling an Application System](image)

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This Application System has been un-enrolled and can no longer access IRS A2A Services</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>
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.

- 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

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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).</td>
</tr>
</tbody>
</table>

**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
INACTIVATING AN APPLICATION SYSTEM

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

### 7.3 Confirmation Page

Figure 7-4 depicts the Application System confirmation page.

![Figure 7-4 Confirmation for inactivating an Application System](image)

This Application System has been inactivated and can no longer access IRS A2A Services.

The Confirmation Message

Click OK to return to the AE Application Search Results page.
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.

- 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.
Figure 8-3 Activating an Application System
### ACTIVATING AN APPLICATION SYSTEM

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

#### 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**

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This Application System has been activated and can now access IRS A2A Services</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.
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.

- 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

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>➊</td>
<td>Click the <strong>Browse</strong> button to select the new certificate. The certificate must be accessible from the local system.</td>
</tr>
<tr>
<td>➋</td>
<td>Click <strong>Save</strong>, if the request is successful the Confirmation for AIR Replace Certificate page opens (see <strong>Figure 9-5</strong>).</td>
</tr>
<tr>
<td>➌</td>
<td>Click <strong>Cancel</strong> to return to the AE Application Search Results page.</td>
</tr>
</tbody>
</table>
**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](image)

### 9.3 Confirmation Page

Figure 9-5 depicts the Replace Certificate confirmation page

![Figure 9-5 Replace Certificate Confirmation](image)

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</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 <strong>OK</strong> 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.
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:

- 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).
<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click the <strong>Upload Certificate to Multiple A2A Client ID's</strong> button. The Upload Certificate to Multiple A2A Client System ID’s page opens (see Figure 10-3).</td>
</tr>
</tbody>
</table>

**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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>➊</td>
<td>The Application Systems must use the new certificate to access IRS A2A services</td>
</tr>
<tr>
<td>➋</td>
<td>The Confirmation Message</td>
</tr>
<tr>
<td>➌</td>
<td>Click <strong>OK</strong> to return to the AE Application Search Results page</td>
</tr>
</tbody>
</table>
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.

- 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).
**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.
Click **Cancel** to return to the AE Application Search Results page.
Appendix
Appendix A

List of Abbreviations

A2A.....................................Application to Application
AC .....................................Access Control
ACA.....................................Affordable Care Act
AE.....................................Automated Enrollment
AI.....................................Application Integration
AIR ...................................ACA Information Returns
ASID ................................A2A Client System ID

Authorized Contact ............Registered ACA Authorized user or other ACA Third Party Transmitter user.

CA .....................................Certificate Authority
DBA.....................................Doing Business As
IE ..................................Internet Explorer
IEP.....................................Integrated Enterprise Portal
IRS .....................................Internal Revenue Service
LOA.....................................Level of Assurance
SA.....................................Strong Authentication
TCC ..................................Transmission Control Code
UI.....................................User Interface
Appendix 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.

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Code Description</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>The TCC entered is not found. Please try again with a valid TCC.</td>
<td>The TCC value is invalid or does not exist. Review your TCC assigned to your organization and try again by entering a valid TCC that exists.</td>
</tr>
<tr>
<td>112</td>
<td>No search criteria entered. Please try again with a valid search criteria.</td>
<td>Close your session/browser and verify the URL link. Try your request again.</td>
</tr>
<tr>
<td>302</td>
<td>Certificate Validation Failed. Please try again with a valid Certificate.</td>
<td>The loaded certificate has failed validation or has expired. Try again by loading a valid certificate.</td>
</tr>
<tr>
<td>303</td>
<td>A root certificate could not be found.</td>
<td>Try again by loading a valid certificate.</td>
</tr>
<tr>
<td>304</td>
<td>Invalid or incomplete certificate is contained in the certificate file.</td>
<td>A valid certificate could not be found. Try again by loading a valid certificate.</td>
</tr>
<tr>
<td>305</td>
<td>Certificate format is not supported</td>
<td>The certificate format is not supported. Try again by loading a valid certificate.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Error Code Description</td>
<td>Resolution</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>306</td>
<td>There are two or more Base 64 certificates in the file.</td>
<td>A valid root certificate could not be determined. Try again by loading a valid certificate.</td>
</tr>
<tr>
<td>307</td>
<td>No certificates found in file.</td>
<td>No certificate found in file. Try again by loading a valid certificate.</td>
</tr>
<tr>
<td>308</td>
<td>The certificate file could not be parsed.</td>
<td>The certificate file was not readable. Try again by loading a valid certificate.</td>
</tr>
<tr>
<td>Any error Message not listed above OR you are unable to resolve the issue.</td>
<td>Various</td>
<td>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.</td>
</tr>
</tbody>
</table>
Appendix C

AIR Help Desk

1-866-937-4130
Monday - Friday
7:00 am - 7:00 pm Eastern

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