

IRS e-File Form Submission Process

**For Form 8947 and
Form 8963 ONLY**

What ACA Forms Can I e-File?

- The following ACA-related information reports can be submitted electronically:
 - Form 8963 – Report of Health Insurance Provider Information.
 - Form 8453-R – Declaration and Signature for Electronic Filing of Forms 8947 and 8963.
 - Form 8947 – Report of Branded Prescription Drug Information.

ACA Form Acceptance (AFA)

- Only the ACA information reports listed on Slide 2 can be transmitted electronically via the ACA Form Acceptance (AFA) site on irs.gov.
- The AFA site can only be accessed by registered users.
- Users can upload completed ACA Forms and obtain submission status.

How Do I Get Started?

- You must have completed the following steps in order to access the AFA site and e-file ACA information reports:
 1. Successfully register with e-services.
 2. Complete the e-file application and receive an e-file Acceptance Letter (5120C Letter) which will contain your Electronic Filing Identification Number (EFIN) and Electronic Transmitter Identification Number (ETIN).
- If you have not completed both steps, refer to the instructions on the dedicated ACA e-file webpage on [irs.gov: http://www.irs.gov/Businesses/Corporations/e-file-Affordable-Care-Act-Information-Reports](http://www.irs.gov/Businesses/Corporations/e-file-Affordable-Care-Act-Information-Reports)

Download Your Forms

- Download and complete your forms before visiting the (AFA) site.
- Save your form with a .pdf or .zip file extension.
- Forms are available for download on irs.gov.
- Forms on irs.gov are the most current versions. The form you submit must be the most current version in order to be accepted.

Where Do I Go To e-File My ACA Forms?

- Access the AFA site via e-services at:

www.irs.gov/eservices

- Or go to AFA directly:

<http://www.irs.gov/Businesses/Corporations/ACA-Form-Download-and-Login>

Log In To e-Services



Login

Username

Password

[Forgot Your Password?](#)

LOGIN



**Log in using
the Username
and Password
you established
when you
registered.**

Register

You must register to create an account.

REGISTER



THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

NOTICE: The IRS reserves the right to deny access to any or all electronic services, products and/or applications, at both the individual business entity level, in the event IRS becomes aware of any activity that constitutes or appears to constitute misuse or abuse of any electronic services, products or applications.

[e-Services Privacy Policy](#)

Select Your Organization



Select 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 logging in as an authorized user of that organization. You will be able to perform work for only that org

- ☒ Individual
- ☐ Health Insurance of Anywhere
- ☐ Health Insurance of Anywhere, 1234 Any Street, City, State 12345

Submit Selected Organization

[e-Services Privacy Policy](#)

Select the organization you are filing for.

If you see the organization listed more than once, it means you have multiple roles for that organization.

Always select the one that includes the address.

Click "Submit".

Select Application



Internal Revenue Service
United States Department of the Treasury

[e-services](#)

[On-line Tutorials](#)

[Help](#)

[Mailbox](#)

[Sign out](#)

[Contact Us](#)

services

[Application](#)

[ACA Form Acceptance \(AFA\)](#)

[Registration Services](#)



Welcome to IRS e-services

NAME

Representing INSURANCE COMPANY

Click "ACA Form Acceptance (AFA)".

[Application](#)

Access to apply or revise an existing application on-line for participation in IRS e-file Program or Taxpayer Identification Number (TIN) Matching.

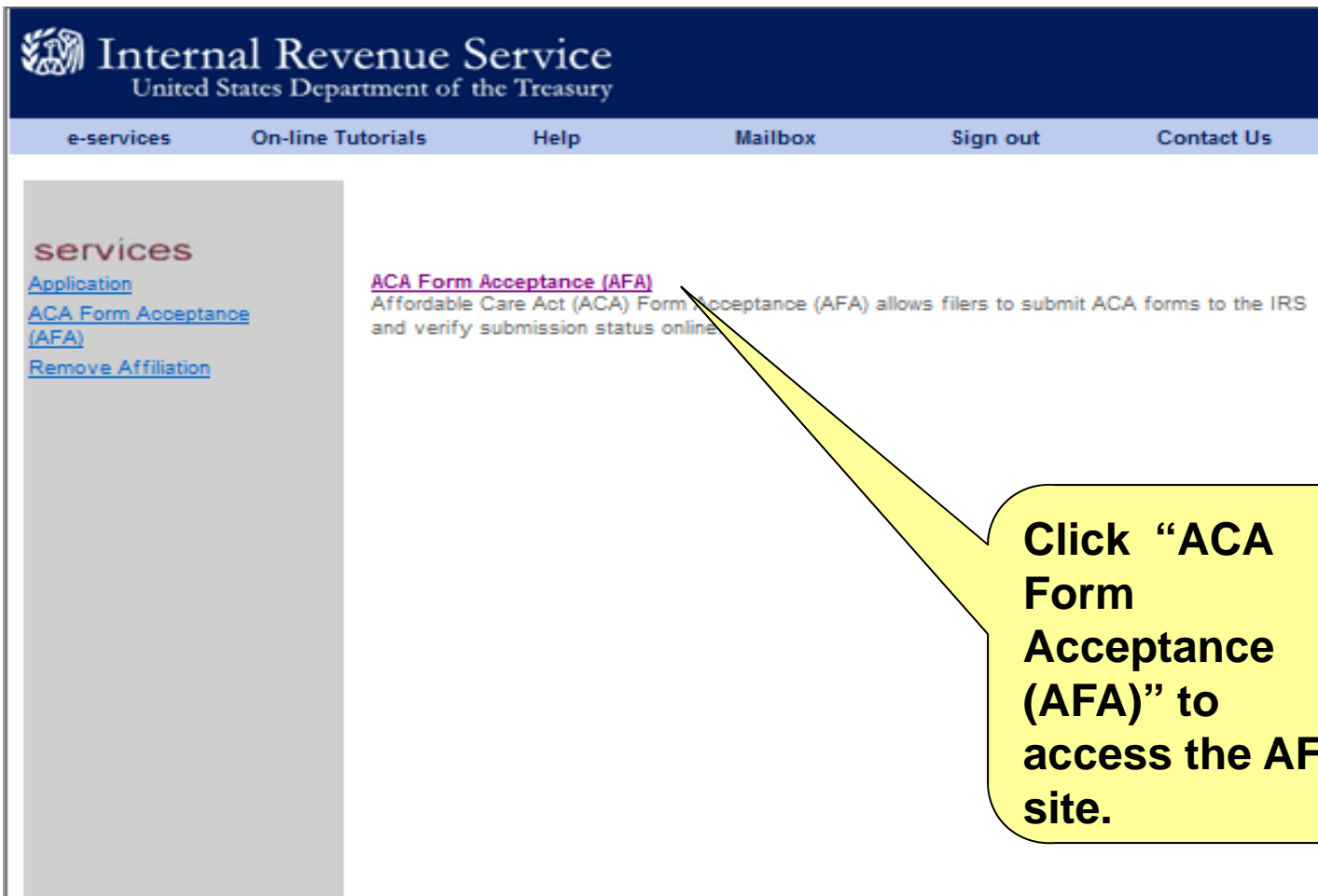
[ACA Form Acceptance \(AFA\)](#)

Affordable Care Act (ACA) Form Acceptance (AFA) allows filers to submit ACA forms to the IRS and verify submission status online.

[Registration Services](#)

Registration Services allows you to confirm your registration, revise your registration information, change your password or PIN and recover a lost password or PIN.

Select The AFA Link



The screenshot shows the Internal Revenue Service (IRS) e-services portal. The header includes the IRS logo and the text "Internal Revenue Service United States Department of the Treasury". Below the header is a navigation bar with links: "e-services", "On-line Tutorials", "Help", "Mailbox", "Sign out", and "Contact Us". On the left side, under the "services" heading, there is a list of links: "Application", "ACA Form Acceptance (AFA)", and "Remove Affiliation". The "ACA Form Acceptance (AFA)" link is highlighted with a yellow callout box that contains the text: "Click 'ACA Form Acceptance (AFA)' to access the AFA site." The callout box also includes a description of the AFA service: "Affordable Care Act (ACA) Form Acceptance (AFA) allows filers to submit ACA forms to the IRS and verify submission status online."

Internal Revenue Service
United States Department of the Treasury

e-services On-line Tutorials Help Mailbox Sign out Contact Us

services

- [Application](#)
- [ACA Form Acceptance \(AFA\)](#)
- [Remove Affiliation](#)

ACA Form Acceptance (AFA)
Affordable Care Act (ACA) Form Acceptance (AFA) allows filers to submit ACA forms to the IRS and verify submission status online.

Click "ACA Form Acceptance (AFA)" to access the AFA site.

Access AFA Upload Portal



You may want to bookmark this site so you can come back here directly next time

[Contact Us](#) | [Logout](#)

Affordable Care Act Form Acceptance (AFA)

A

Upload ACA Forms

Upload your completed ACA form, signature form, and any additional supporting documentation.

Prior to uploading, read the instructions to ensure the form has been completed correctly. Be sure to have ready for upload:

- Completed Form 8947, Report of Branded Prescription Drug Information, or Form 8963, Report of Health Insurance Provider Information
- Signed and scanned Signature Form 8453-R
- Any additional supplemental documentation

In addition, you should have your e-File Acceptance letter handy. You will need to provide your ETIN (Electronic Transmitter Identification Number) and EFIN (Electronic Filing Identification Number) before submitting documents. You will find your EFIN and/or ETIN on e-file ACA Provider acceptance letter (5120C Letter).

UPLOAD ACA FORMS >

B

Check Submission Status

Once you have completed your submission in Step A, you may check the submission status of your forms.

Have your Receipt ID and ETIN available.

CHECK SUBMISSION STATUS >

Click "Upload ACA Forms".

ETIN Selection



[Contact Us](#) | [AFA Home](#) | [Logout](#)

Electronic Transmitter Identification Number (ETIN) Selection

Each ETIN below represents the ACA Provider role for which you are authorized to perform work based upon the company you selected during login. Please select which ETIN will be used for this ACA submission.

☒ 10960

SUBMIT SELECTED ETIN >

Select the ETIN you will be using to transmit your ACA Form. This number can be found on the 5120C Letter you received.

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Select Form Type



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ACA Form Upload

ACA Form Type Selection

Please select which ACA form you will be uploading in your submission.

Acceptance submission window:

- Form 8963, Report of Health Insurance Provider Information – MM/DD/2014 to MM/DD/2014.
- Form 8947, Report of Branded Prescription Drug Information – MM/DD/2014 to MM/DD/2014.

Any attempt to submit an ACA form outside the respective submission windows will not be accepted.

ACA Form Type

Select ACA Form Type...

- Form 8963, Report of Health Insurance Provider Information
- Form 8947, Report of Branded Prescription Drug Information

Select the ACA form type

EFIN

**Input your 6-digit EFIN
then select "Continue".**

CONTINUE

Upload Screen

AFA Form Upload

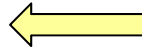
Select File Category

Browse for files you would like to upload and select the category to which the uploaded file is applicable. Press "Upload" to add your selected file to a list of the files that you will submit.

* Note that one ACA form and one ACA Signature form are required for submission and are limited to .pdf and .zip file extensions. And, allowable file extensions for supplemental attachment are .zip, .pdf, .xls, .xlsx, .doc, .docx and allowed only up to 200 total file attachments. Individual file size and total size of upload list cannot exceed 100MB.

File Category

Select File Category...



Upload File

BROWSE

UPLOAD

After selecting the file category and browsing for your saved file click "Upload".

Your Upload List

* ACA Form 8963

Form8963_IPF_7.25.13.Accepted- SAND.pdf

69.77 KB

Remove File

* ACA Signature Form 8453-R

Signature_Form-F8453EO.pdf

Supplemental Attachment

No File Uploaded

REMOVE FILE(S)

You will see each file you have selected to upload in this list. You can remove or add files as needed.

Uploading Your Form

- Select the file category “ACA Form XXXX” and “browse” for your saved file.
- ACA forms must have .pdf or .zip file extensions in order to be uploaded.

Uploading Your Signature Form

- ACA Signature Form 8453-R is required with all electronic form submissions.
- Form 8453-R needs to be signed manually and scanned as a PDF file.
- Select the file category “ACA Signature Form 8453-R” and “browse” for your saved file.
- ACA signature forms must have .pdf or .zip file extensions in order to be uploaded.

Supplemental Attachments

- Select the file category “Supplemental Attachments” and browse for your saved file.
- Supplemental attachments are not required.
- Allowable file extensions for the attachments include: .zip, .pdf, .xls, .xlsx, .doc and .docx.
- Up to 198 supplemental attachments are allowed.
- Individual file size and total size of upload list cannot exceed 100MB.

Form Submission

Submission

BEFORE you submit:

Check that **all** files have been added to your list for submission. Please note that a resubmission will **supersede** any previous submissions.

Once you click "Submit", you will NOT be able to cancel your submission.

If your files are successfully received after clicking "Submit", a confirmation page will appear that contains the Receipt ID for this submission. It is recommended that you save your Receipt ID in a secure location.

CANCEL

SUBMIT

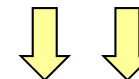


Click "Submit" to complete the upload and transmit your forms.

Submission Confirmation



After printing, you may click “Logout” or “AFA Home”.



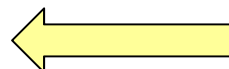
[Print](#) | [Contact Us](#) | [AFA Home](#) | [Logout](#)

Submission Confirmation

Your uploaded files have been submitted. Please see details of this submission below. It is **highly recommended** to print this page to keep for your records. Remember to check the status of this submission using the Receipt ID provided below to ensure your form is accepted.

Receipt ID: 8963-14-00000992

Date of Submission: 11/27/2013 03:10:21 PM UTC



Your Submitted Files

File Name	File Size	File Category
Signature_Form-F8453EO.pdf	87.06 KB	ACA Signature Form
Form8963_IPF_7.25.13.Accepted- SAND.pdf	69.77 KB	ACA Form

PRINT



You will see this screen after submitting your forms. Print this page as you will need the Receipt ID to check on the status of your submission in the future.

Post Submission

- Once you have completed your submission and printed your Receipt ID, you may logout or return to the AFA Home Page if you need to upload additional forms.
- Log back into the AFA site to check the status of your submission for acceptance or rejection.
- You will need your ETIN and Receipt ID to check on the status.

Submission Status



[Contact Us](#) | [Logout](#)

Affordable Care Act Form Acceptance (AFA)

A

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In addition, you should have your e-File Acceptance letter handy. You will need to provide your ETIN (Electronic Transmitter Identification Number) and EFIN (Electronic Filing Identification Number) before submitting documents. You will find your EFIN and/or ETIN on e-file ACA Provider acceptance letter (5120C Letter).

UPLOAD ACA FORMS >

B

Check Submission Status

Once you have completed your submission in Step A, you may check the submission status of your forms.

Have your Receipt ID and ETIN available.

CHECK SUBMISSION STATUS >

Click “Check Submission Status”.

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ETIN Selection



[Contact Us](#) | [AFA Home](#) | [Logout](#)

Electronic Transmitter Identification Number (ETIN) Selection

Each ETIN below represents the ACA Provider role for which you are authorized to perform work based upon the company you selected during login. Please select which ETIN will be used for this ACA submission.

☒ 10960

SUBMIT SELECTED ETIN >

Select the ETIN used to upload your ACA Form.

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Submission Status Record



[Contact Us](#) | [AFA Home](#) | [Logout](#)

Submission Status Record

You may enter a Receipt ID applicable for the current tax year in the search tool to find a specific submission or choose from one of your submissions listed below. You must enter the Receipt ID **exactly** how it is written in your submission confirmation.

Receipt ID

ABCDE12345

2012

00000007

CLEAR

FIND

Receipt ID	Date of Submission	Status
ABCDE12345.2012.00000007	02/06/2013 03:23:00 pm	Accepted

All current year Receipt IDs will be listed or you may search for a specific submission by entering the Receipt ID from your submission confirmation and clicking "Find".

Submission Status Details



[Contact Us](#) | [AFA Home](#) | [Logout](#)

Submission Status Record

You may enter a Receipt ID applicable for the current tax year in the search tool to find a specific submission or choose from one of your submissions listed below. You must enter the Receipt ID **exactly** how it is written in your submission confirmation.

Receipt ID
ABCDE12345 . 2012 . 00000007

Receipt ID	Date of Submission	Status
ABCDE12345.2012.00000007	02/06/2013 03:23:00 PM	Accepted

Click on the highlighted "Receipt ID" to see details.



[Print](#) | [Contact Us](#) | [AFA Home](#) | [Logout](#)

Submission Status Details

Please see details for this submission below.

Receipt ID: ABCDE56789.2014.00000001
Date of Submission: 12/12/2014 5:15:01 PM UTC
Status: Accepted

Print this page for your records.

Rejected Submission

Submission Status Details

Please see details for this submission below.

Receipt ID: 8963-14-00000992

Date of Submission: 11/27/2013 03:10:24 PM

Status: Rejected

Errors

Errors are issues reported by the system that result in a rejection of the submission

Error Code	Error Details
AIR30023	Validation Error: EFIN - Not processed. Please review, resubmit the Information R

< BACK PRINT

If the submission was rejected, the reason for the rejection will be displayed under “Errors”.

You will need to correct any errors and re-upload the corrected forms by the due date for the form.

Be sure that resubmissions are complete – include complete Form XXXX, Form 8453-R and all supplemental attachments.

Log Out

- Once you have finished uploading your forms and confirmed acceptance, you should log out of the system.



The screenshot shows a web interface for the Affordable Care Act Form Acceptance (AFA) system. In the top right corner, there are two links: [Contact Us](#) and [AFA Home](#). The main heading is "Affordable Care Act Form Acceptance (AFA)". Below this, the text asks, "Are you sure you would like to logout of your secure session?". A warning message follows: "Any information entered during this session will be lost." At the bottom, there are two buttons: "NO" and "YES". A yellow arrow points to the "YES" button, indicating the correct action to take.

e-Help Desk

The IRS e-Help Desk is available to answer any questions you may have on the AFA Form Submission Process.

1-866-937-4130

Monday - Friday

6:30 am to 6:00 pm CST