

IRS e-File Form Submission Process

For 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 Form 8963.

ACA Form Acceptance (AFA)

Only Forms 8963 with Form 8453-R 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 Form 8963 e-file webpage on [irs.gov](http://www.irs.gov/Form8963efile): www.irs.gov/Form8963efile

Download Your Forms

Download and complete your forms before visiting the (AFA) site.

Save your form with a “.pdf” file extension.

Forms are available for download on [irs.gov](https://www.irs.gov).

Forms on [irs.gov](https://www.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 Form 8963?

Access the AFA informational landing page, where you will find links to eservices, Forms for downloading and the AFA:

www.irs.gov/Form8963downloadlogin

Or go to AFA directly (through eservices):

<https://la.www4.irs.gov/aca/afa>

The following slide assume this link is used.

Go to: www.irs.gov/Form8963downloadlogin



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 and 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".

Access AFA Upload Portal



You may want to “bookmark” this site so you can find it easily in the future

[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



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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.

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

Select the ACA form type

EFIN

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

CONTINUE >

Upload Screen

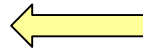
AFA Form Upload

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



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		
<p>REMOVE FILE(S)</p>		

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 8963” and “browse” for your saved file.

ACA forms must have .pdf or .zip file extensions in order to be uploaded.

The Form 8963 must be the “fillable” version of the form (with the light blue boxes), not scanned.

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 always required but are in several situations: to include a reconciliation, details for Schedule A, in accordance with directions in a Notice, or in response to an inquiry, for example.

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

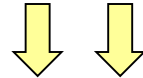


Click "Submit" to complete the upload and transmit your forms.

Submission Confirmation



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

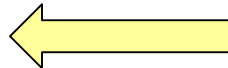


[Print](#) | [Contact Us](#) | [AFA Home](#) | [Logout](#)

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.

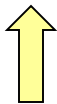
Receipt ID: 8963-14-00000992
Date of Submission: 11/27/2013 03:10:21 PM UTC



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.

VERY IMPORTANT: You need to check the status of your submission for acceptance or rejection. The initial submission confirmation only lets you know that we received the files, not that they were able to be read and accepted. You will need your ETIN and Receipt ID to check on the status.

Submission Status



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Affordable Care Act Form Acceptance (AFA)

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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



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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



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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

. .

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



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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	

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



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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 UTC

Status: Rejected 

Errors

Errors are issues reported by the system that result in a r

Error Code

AIR30023

Error Details

Validation Error: EFIN - Not Authorized. Your submission was not processed. Please review, provide corrected information, and resubmit the Information Report.

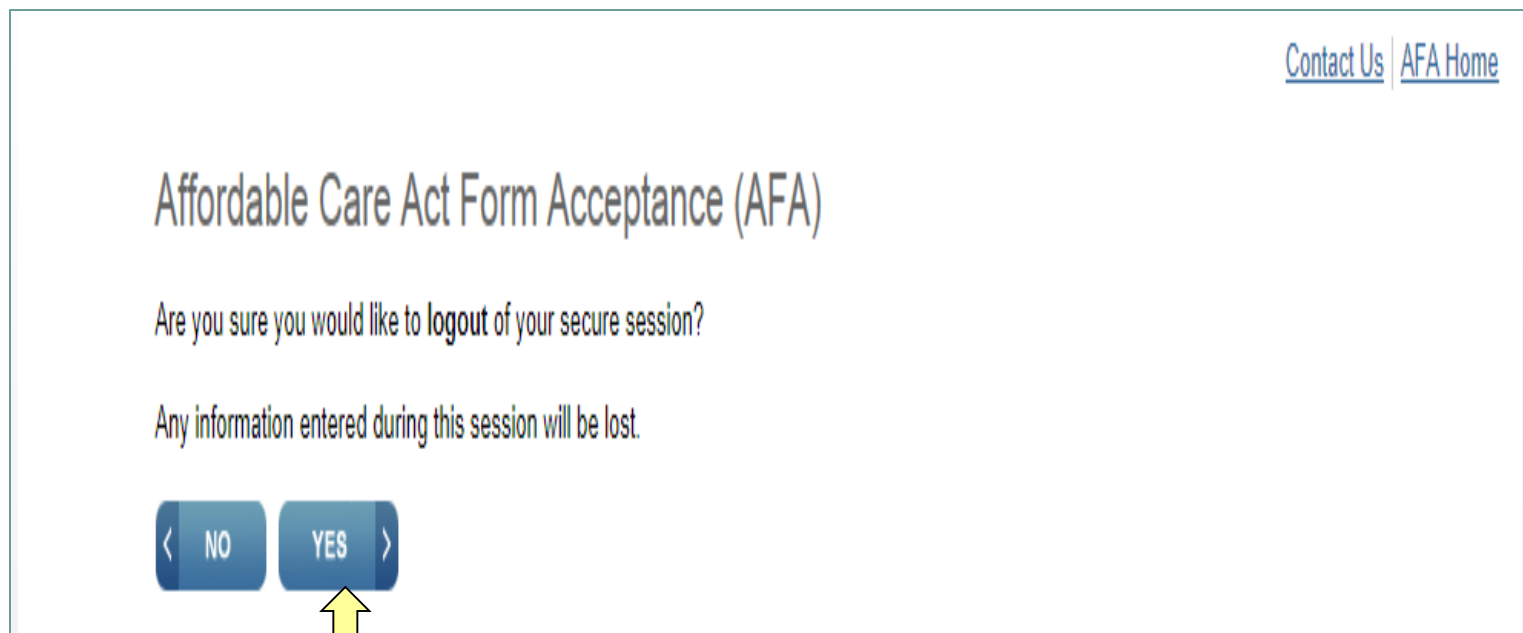
 BACK

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 8963, 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.




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

Affordable Care Act Form Acceptance (AFA)

Are you sure you would like to logout of your secure session?

Any information entered during this session will be lost.



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