

# California Minimum Essential Coverage Information Returns (CA MEC IR)

How-To Process MEC Information Reporting Using Datatech's HRM  
Software

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## Process your FTB MEC Information Returns

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This guide assumes you are a California ALE that offers at least one self-insured plan to employees. If all of the plans you offer are fully insured by a carrier, you are not required to file California Minimum Essential Coverage Information Returns (CA MEC IR.)

Additionally, you are **only required** to file information returns for employees that are actually **enrolled in a self-insured plan**.

**Before you begin using this guide, you must have**

1. Already processed your IRS ACA Information Returns.
2. At minimum, reached Section 6 in the “How-To File ACA Information Returns” guide (provided by Datatech).

CA MEC IRs for each tax-reporting year are due to be filed by March 31 of the year that immediately follows the tax-reporting year.

2020 MEC information returns are automatically extended until **May 31, 2021**.

<https://www.ftb.ca.gov/forms/2020/2020-3895c-publication.pdf>

# Enter Form 1094-C

Form 1094-C accompanies any submissions of Forms 1095-C to the Franchise Tax Board. Form 1094-C is a summary of your 1095-C forms.

You must **MANUALLY** create your 1094-C form. The program **does not** create it automatically. You should only create your Form 1094-C after you have completed and reviewed your 1095-C forms. Refer to publication FTB Pub.3895C provided by the Franchise Tax Board for information on how to properly fill out the form.

For California, the information requested in Parts II, III, and IV of federal Form 1094-C is not required.

To create your 1094-C, follow these steps:

1. Go to **ACA > Annual Reports > Enter/Print 1094-C Form**.

## Part I

2. Enter the tax year you wish to compile for the Form 1094-C in the **Tax Year** entry. You must enter the year before you compile.

### Complete Part I

3. Enter **CA** in the State entry.
4. Then enter your Test TCC code in the State TCC entry.

5. Finally, enter your contact name and phone number.

**Important: Do not** manually enter the number of forms you are submitting in the Total number of Forms 1095-C submitted with this transmittal entry. **Do not** select the authoritative transmittal check box.

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## Create Electronic Test Files

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The following information is a brief guide on how to upload your electronic test files to the Franchise Tax Board.

Upon enrollment in the MEC IR Program, you will receive a “Test” California Transmitter Control Code (CA-TCC). Once your testing cycle is complete, the FTB will issue a “Production” CA-TCC to use when submitting the production files.

### Electronic Test Files

#### Transmitter Communication Testing

Transmitters and Issuers must pass a **one-time** communication test to be able to submit their electronic files. The communication test is considered passed when you receive a status of *Accepted*.

**If you need help, contact their Help Desk:** Call (800) 353-9032, they are available weekdays, 8 AM to 5 PM (Pacific Time), closed on state holidays.

#### What is a Receipt ID?

A Receipt ID is a code which is used to retrieve the Acknowledgment file applicable to the specific transmission. You will receive your Receipt ID after you have successfully uploaded your Test files.

#### When to test?

The FX Porta is open for registration and enrollment begin October 5, 2020. When your enrollment is approved by FTB, testing may begin immediately.

### Create Electronic Test Files

The testing cycle requires two separate test files, an original file and a correction file.

1. Go to **ACA > Annual Reports > Generate Electronic Files**.
2. Enter or lookup the transaction number for the California 1094-C form.
3. In the Issuer/Transmitter TCC entry, enter **your** CA-TCC.
4. Click on the Create Test File button (do not close the window).

**(Note:** You can leave the Substitute Employer Address for Invalid/Missing Employee Address checkbox and Employer Name Control entry blank.)

Generate Electronic ACA Files

Trans #: 8

Tax Year: 2020

Transmission Type:
  Original
  Replacement
  Correction (1095-C)

Original Receipt ID:

Folder: C:\Winfarm\Data 11\Export\HR\ACA

Issuer/Transmitter TCC: 000CB

Business Name Line 1: 1234 N Main St

Business Name Line 2:

Federal Employer ID #: 99-487874

Company Name: Company ABC

Address Line 1: PO Box 5555

Address Line 2:

City: Watsonville

State: CA Zip Code: 95076

Contact First Name/Last Name: Owner Name Owner Last

Contact Phone #: 559-123-4578

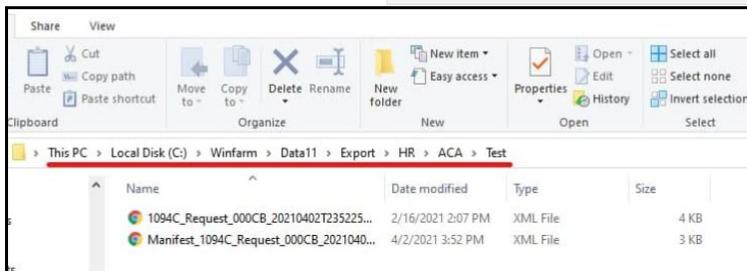
Substitute Employer Address for Invalid/Missing Employee Address

Employer Name Control: GARR

Validate File

Create Test File Preview Print Setup Generate Cancel

**Note:** Make a note of the **file location**; you will need to locate these files when uploading to the FTB website.



## Upload Electronic Test Files

1. Log in to your FTB account. Select *Begin New Transmission*.

MEC FX Portal

## MEC FX Portal

**Welcome pearlsfarm**  
 This portal allows you to manage your participation in the FTB's file exchange system for Minimum Essential Coverage Information Return reporting.

**Manage Enrollment Request**

- Begin or Continue Enrollment Request
- View or Manage Enrollment

**Manage Keys**  
 Keys are available for viewing and management after your enrollment is approved.

- View or Manage Firm's TCC, Secret Key

**Manage Transmissions**  
**Important:** Data files transmitted using FTB's FX Portal are limited to **10 (ten) MB or smaller**.  
 You may manage transmissions after your enrollment is approved or you have a transmission history.

- **Begin New Transmission**
- View Transmission History or Get Acknowledgement
- Get Acknowledgement using Receipt ID

**Manage Profile**  
 Change password, email address, security questions, or username

[Log Out >](#)

This will take you to the Upload and Transmit page.

MEC FX Portal

## Upload and Transmit

\* = Required Field

A transmission must contain one Manifest file and one associated Form Data file.  
 Both files must be uncompressed XML.

**\* Manifest file**  
 75 character maximum. Must have .xml extension.

Choose file [Browse](#)

**\* Form Data file**  
**Important: The form data file must be 10 (ten) MB or smaller.**  
 75 character maximum. Must have .xml extension.

Choose file [Browse](#)

You do not need to indicate Test or Production on this screen.

Once you select "Transmit" you cannot cancel your transmission. After you transmit, you will receive a Transmission Response screen. Please allow sufficient time for large Form Data files to be transmitted.

[Transmit >](#) [Home](#) [Transmission History](#) [Exit](#)

2. **Upload the Manifest file.** Click Browse and select the correct Manifest File from the network folder location where it was saved.
3. **Upload the Form Data File.** Click Browse and select the Form (Request) File from the network file location where it was saved.
4. After you have selected your files, click *Transmit*.

## Transmission Received

We received your transmission.

Receipt ID :	b95c13af-082b-4c75-a434-8ead7e7489f
UTID :	0e799d4f-c31e-4650-9319-510ac109ab49:0001:0013C
Date and Time :	03/23/2021 04:48:53 PM
Transmission Status :	Processing

We recommend you retain the Receipt ID for your records. The Receipt ID is proof that FTB received the transmission.

You must retrieve the Acknowledgement to obtain proof of acceptance or rejection of the transmission. Please allow 10 minutes for FTB to process the transmission before you retrieve the Acknowledgement.

Transmission status information is available on the [Transmission History](#) screen.

[Home >](#)

[Transmit More Files](#)

[Exit](#)

5. Print this page for your files.

6. Copy the Receipt ID.

Now you need to save the Receipt ID in your Human Resource program with the files associated with that ID.

7. Go to ACA > Annual Reports > Electronic File Details. Use the look up button on the Tax Year to search for the latest files.

8. Enter the Receipt ID number and click save.

Return to the FTB website. Click on the Transmission History hyperlink to review your results.

## Transmission History

Received transmissions are displayed. Select Receipt ID to view acknowledgement.

Receipt ID	Transmission ID	Submitted Timestamp	Status
B95C13AF-082B-4C75-A434-8EEAD7E7489F	0e799d4f-c31e-4650-93f9-510ac109ab49	03/23/2021 04:48:53 PM	Accepted

Home >

Exit

Once you have verified your transmission has been accepted, return to the Human Resource program to generate the correction file.

9. With the Generate Electronic ACA Files window still open, select the *Correction (1095-C)* option from the Transmission Type section.
10. Click in the *Original Receipt ID* entry, this will automatically populate your most recent Receipt ID.
11. Click *Create Test File*.

Generate Electronic ACA Files

Trans #: 8 ...

Tax Year: 2020

Transmission Type:  
 Original  Replacement  Correction (1095-C)

Original Receipt ID: B95C13FA-082B-75A434-8EEAD7E7498F

Folder: C:\Winfarm\Data 11\Export\HR\ACA

Issuer/Transmitter TCC: 000CB

Business Name Line 1: 1234 N Main St

Business Name Line 2:

Federal Employer ID #: 99-487874

Company Name: Company ABC

Address Line 1: PO Box 5555

Address Line 2:

City: Watsonville

State: CA Zip Code: 95076

Contact First Name/Last Name: Owner Name Owner Last

Contact Phone #: 559-123-4578

Substitute Employer Address for Invalid/Missing Employee Address

Employer Name Control: GARR

Validate File

Create Test File Preview Print Setup Generate Cancel

Go back to FTB website. Select *Home* to return to the main page.

## Upload and Transmit

\* = Required Field

A transmission must contain one Manifest file and one associated Form Data file.  
Both files must be uncompressed XML.

**\* Manifest file**

75 character maximum. Must have .xml extension.

Manifest\_1094C\_Request\_0013C\_20210324T004157463Z.xml

Browse

**\* Form Data file**

**Important: The form data file must be 10 (ten) MB or smaller.**

75 character maximum. Must have .xml extension.

1094C\_Request\_0013C\_20210324T004157463Z.xml

Browse

You do not need to indicate Test or Production on this screen.

Once you select "Transmit" you cannot cancel your transmission. After you transmit, you will receive a Transmission Response screen. Please allow sufficient time for large Form Data files to be transmitted.

Transmit >

Home

Transmission History

Exit

12. Click on *Begin new Transmission*.

13. **Upload the Manifest file.** Click Browse and select the correct Manifest File from the network folder location where it was saved.

14. **Upload the Form Data File.** Click Browse and select the Form (Request) File from the network file location where it was saved.

15. Click *Transmit*.

## Transmission Received

We received your transmission.

Receipt ID :	1e19a56d-8bc1-4cdd-b556-6451421cc78f
OTID :	3252b1b1-0a0d-4ccc-aab5-f0c682f7f1e7:0001:0013C
Date and Time :	03/23/2021 05:00:32 PM
Transmission Status :	Processing

We recommend you retain the Receipt ID for your records. The Receipt ID is proof that FTB received the transmission.

You must retrieve the Acknowledgement to obtain proof of acceptance or rejection of the transmission. Please allow 10 minutes for FTB to process the transmission before you retrieve the Acknowledgement.

Transmission status information is available on the [Transmission History](#) screen.

Home >

Transmit More Files

Exit

16. Once again, Copy the second Receipt ID.

In the Human Resource program, save the Receipt ID with the files associated with it.

17. Go to ACA > Annual Reports > Electronic File Details. Using the look up button on the Tax Year, search for the latest files.

ACA Electronic File Details

Tax Year: 2020

Filename: C:\Winfarm\Los Amigos2018\Export\HR\ACA\Test\Test\1094C\_Request\_000CB\_20210402T23522520

UTID: 6dfbde6a-4825-4670-b4f9-a96fbf93e148:SYS12:000CB::T

Submission ID: 1

Receipt ID: 1e19a56d-8bcdd-b556-6451421cc78f

MD5 Checksum: EB6EFEDD09F9491DD5AADC303E799F48

Error Filename:

Type of File: Correction

Save Clear Delete

18. Make sure you are attaching the second Receipt ID to the **Correction** file type.

Return to the FTB page. Click on the Transmission History hyperlink.

MEC FX Portal

### Transmission History

Received transmissions are displayed. Select Receipt ID to view acknowledgement.

Receipt ID	Transmission ID	Submitted Timestamp	Status
1E19A56D-8BC1-4CDD-B556-6451421CC78F	3232b1b1-0a0d-4ccc-aab5-f0c682f7f1e7	03/23/2021 05:00:32 PM	Accepted
B95C13AF-082B-4C75-A434-8EEAD7E7489F	0e799d4f-c31e-4650-93f9-510ac109ab49	03/23/2021 04:48:53 PM	Accepted

Home > Exit

The status of your second transmission should be accepted.

After you have processed your testing files you will receive an e-mail confirmation that you can transmit production data. This can take 5 business days. If you have not received an e-mail, check your FTB account. They might have already assigned the production CA-TCC code without e-mailing you.

# Electronic Filing Forms 1094-C & 1095-C (cont.)

## Before You Start

### Before Generating Files

You must complete a new 1094-C with the production TCC code.

1. Enter the Tax year.
2. Enter CA on the State field.
3. Enter the production TCC code and then tab to continue.
4. Enter the Contact Name for the designated person.
5. Enter the Contact Phone number.
6. **Do not** manually add the number of 1095-C forms.
7. **Do not** select the authoritative transmittal check box.

## Generate Electronic Files

The Generate Electronic ACA Files window is designed to generate a Manifest File and a Form (Request) File. The Form (Request) File contains the 1094-C information, along with all 1095-C forms for the year. Both files are uploaded together to the FTB e-Services website.

If you are ready to file electronically, follow these steps:

1. Go to **ACA > Annual Reports > Generate Electronic Files.**

**Note:** The program may have saved your previously entered information on the Generate Electronic ACA Files window. Ensure all entries are correct before generating.

Generate Electronic ACA Files

Trans #: 9 ...

Tax Year: 2020

Transmission Type:  
 Original  Replacement  Correction (1095-C)

Original Receipt ID:

Folder: C:\Winfarm\Los Amigos2018\Export\HR\ACA

Issuer/Transmitter TCC: 00H78

Business Name Line 1: 1234 N Main St

Business Name Line 2:

Federal Employer ID #: 99-487874

Company Name: Company ABC

Address Line 1: PO Box 5555

Address Line 2:

City: Watsonville

State: CA Zip Code: 95076

Contact First Name/Last Name: Owner Name Owner Last

Contact Phone #: 559-123-4578

Substitute Employer Address for Invalid/Missing Employee Address

Employer Name Control: GARR

Validate File

Create Test File Preview Print Setup Generate Cancel

2. **Trans #**

Select the 1094-C Transaction number that contains the Production TCC code.

**Caution:** There could be multiple transactions created for each tax year. Ensure you have selected the correct Transaction number for your 1094-C.

3. **Transmission Type**

If you have not uploaded a file for the current tax year, leave **Original** selected.

4. **Issuer/Transmitter TCC**

Type your Production Transmitter Control Code in this entry.

5. **Issuer/Transmitter Information**

Fill in the rest of the entries dealing with your company information.

## 6. **Substitute Employer Address for Invalid/Missing Employee Address**

Select this checkbox if you want to use the company's address for employees with invalid or missing addresses.

(This will use the address entered on Tools > Program Setup > Main > Company Information. If a comma is not placed after the City in the City/State/Zip entry, under the Company Information tab, your files could be rejected.)

Once you click Generate, the program will generate an **Exception Report**, listing which employees do not have valid addresses.

**If you do not select this checkbox**, you will need to enter valid addresses for the employees listed on the Exception Report. This must be done before uploading the files to the FTB.

1. Answer **No** to the dialog box asking, "Is this the final file that will be uploaded?"
2. Correct all employee files that are listed with invalid addresses on the **Exception Report**.
3. Generate your files again.

**Caution:** The Address, City, State, and Zip Code are all required in the electronic files. If these fields are left blank on any employee, your files may be rejected.

## 7. **Employer Name Control**

Click in this entry to have the Name Control automatically populated.

The program will automatically generate the employer name control based on the FTB rules, but it may not be able to determine the correct name control code in all cases, including sole proprietorships. You can override the name control if necessary.

**Important:** If you are transmitting on behalf of another company, ensure you have entered the Name Control for *their* company and not your own.

## 8. **Validate File**

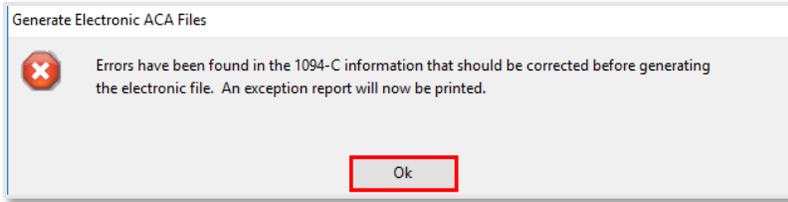
The purpose of the Validate File checkbox is to detect errors before your final files are generated. This allows you to correct errors before uploading your files to the FTB.

**Note:** If this option is unavailable, contact Datatech Support to have it activated.

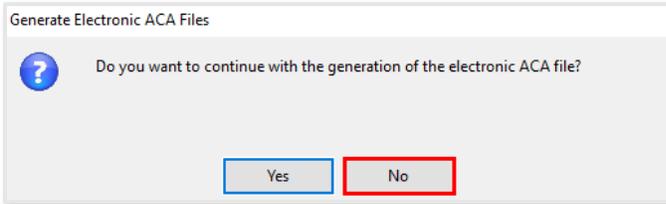
## 9. **Generate**

Click **Generate**.

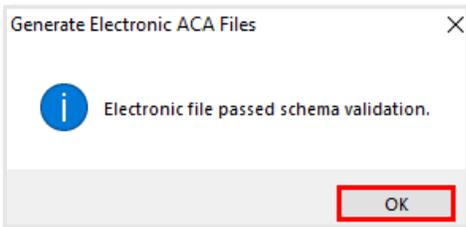
- A. If you have selected the **Validate File** checkbox and errors are found, the following dialog box will appear. Click **Ok** and review the Exception Report.



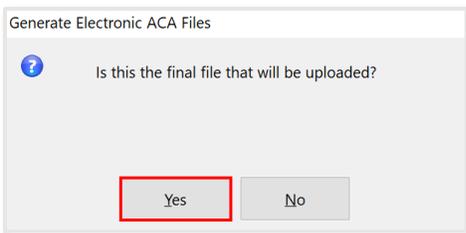
- B. A second dialog box will appear asking, ‘Do you want to continue with the generation of the electronic ACA file?’ Click **No** and correct the errors found on the Exception Report.



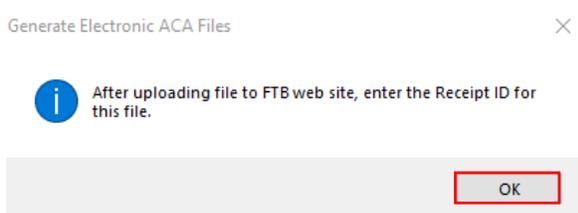
- C. Once the errors have been corrected, click **Generate** to generate the files again. If no errors are found, the following dialog box will appear. Click **Ok**.



- D. The next dialog box, shown in the following image, will ask, “Is this the final file that will be uploaded?” Click **Yes**.



- E. The last dialog box says, “After uploading file to FTB web site, enter the Receipt ID for this file.” Click **Ok**.



10. The ACA Electronic File Details window will then appear. This is where you will enter your **Receipt ID** after uploading your files to the FTB. Leave this window open while you upload your files to the FTB website.

This window will contain details about the files you have just generated. Do **not** modify this information.

**Note:** Make a note of the network file location shown in the **Filename** entry. You will need to locate these files when you are uploading to the FTB website.

ACA Electronic File Details

Tax Year: 2018

Filename: C:\\Winfarm\\DATA2\\Export\\HR\\ACA\\1094C\_Request\_ABCD1\_2018.xml

UTID: 7314F438-9AFD-449A-AFF6-0AFA411942BB-SYS12:ABCD1:T

Submission ID: 1

Receipt ID: [Yellow Highlight]

MD5 Checksum: 7DCCD664BB4AD3A078C6569814677CA9

Error Filename:

Type of File: Original

Save Clear Delete

11. Log in to your FTB account. Select *Begin New Transmission*.

MEC FX Portal

Welcome pearlsfarm

This portal allows you to manage your participation in the FTB's file exchange system for Minimum Essential Coverage Information Return reporting.

**Manage Enrollment Request**

- Begin or Continue Enrollment Request
- View or Manage Enrollment

**Manage Keys**

Keys are available for viewing and management after your enrollment is approved.

- View or Manage Firm's TCC, Secret Key

**Manage Transmissions**

**Important:** Data files transmitted using FTB's FX Portal are limited to **10 (ten) MB or smaller**. You may manage transmissions after your enrollment is approved or you have a transmission history.

- **Begin New Transmission**
- View Transmission History or Get Acknowledgement
- Get Acknowledgement using Receipt ID

**Manage Profile**

Change password, email address, security questions, or username

Log Out >

12. This will take you to the Upload and Transmit window. Using the Browse button, navigate to the ACA folder. Select the corresponding Manifest file and Request file.

## Upload and Transmit

\* = Required Field

A transmission must contain one Manifest file and one associated Form Data file.  
Both files must be uncompressed XML.

\* **Manifest file**

75 character maximum. Must have .xml extension.

Choose file

Browse

\* **Form Data file**

Important: The form data file must be 10 (ten) MB or smaller.  
75 character maximum. Must have .xml extension.

Choose file

Browse

You do not need to indicate Test or Production on this screen.

Once you select "Transmit" you cannot cancel your transmission. After you transmit, you will receive a Transmission Response screen. Please allow sufficient time for large Form Data files to be transmitted.

Transmit >

Home

Transmission History

Exit

13. Click Transmit to upload the files to the FTB.
14. After your transmission, you will receive a Receipt ID. Please copy and add this Receipt ID to the Electronic File Details window.
15. Wait ten minutes. Then check your transmission history to get the acknowledgement that your data has been processed.

If your file is **Accepted**, you have completed your information return. If it is **Rejected**, please download the error file and contact Datatech.