



Internal Revenue Service

Automated Enrollment
For
ACA Providers
The Externals Guide

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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 7 or higher and one of the following Web browsers:
 - Internet Explorer 8 or higher

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

Function	Description
enrollAppSystem	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.
updateAppSystem	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.
Replace Certificate	AE Application allows you to change the certificate associated to an A2A Client Application System.

2.2. Data Attributes

Table 2-2 describes the data elements used in the AE Application.

Table 2-2 AE Data Elements

Data Element	Description
TCC	An active Transmission Control Code (TCC) assigned to the Customer's organization
Customer Name	The Legal Name of the Customer's organization associated to the TCC.
Doing Business As	The Doing Business As name of the Customer's organization associated to the TCC.
A2A Client System ID (ASID)	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.
ASID Sequence Number	A unique 2-digit sequence number used to create the A2A Client System ID (ASID). Enter a unique value in the range of 00 to 99.
Application System Name	The name assigned to the A2A Client Application System. It is limited to 30 alphanumeric characters.
Description	A description you want to use to identify an A2A Client Application System. It is limited to 50 alphanumeric characters.
Location	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.
A2A System ID Status	The status assigned to the A2A Client Application System. Table 2-4 describes the available statuses for an Application System.
Available Services	The IRS A2A Services that are available for ACA transmitters (see Table 2-3 for a description of the available services).
Selected Services	The IRS A2A Services assigned to an A2A

	Client Application System (see Table 2-3 for a description of the available services).
Credential Type	The authentication method the A2A Client Application System uses when accessing IRS A2A Services. Default to certificate. You cannot change the authentication method.
Certificate File Name	The X509 certificate used to authenticate an A2A Client Application System in the IRS A2A channel.
Certificate Authority	The CA is the trusted entity that issued the digital certificate.
Certificate Expiration	The date the digital certificate is no longer valid.

2.3. IRS A2A Services

Table 2-3 describes the list of IRS A2A services for ACA Transmitters.

Table 2-3 AE Available Services

Service	Description
IRS-ACASubmitService	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.
IRS-ACAackngService	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.

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

Current Status	Request Status	New Status	Action
	new	active	Allowed
active	inactivate	inactive	Allowed
active	un-enroll	deleted	Allowed
inactive	activate	active	Allowed
inactive	un-enroll	deleted	Allowed
disabled	activate	disabled	Disallowed
disabled	un-enroll	disabled	Disallowed

- “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 initiates 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 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.

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 <http://www.irs.gov> into your browser. The IRS Home page opens (see Figure 3-1).

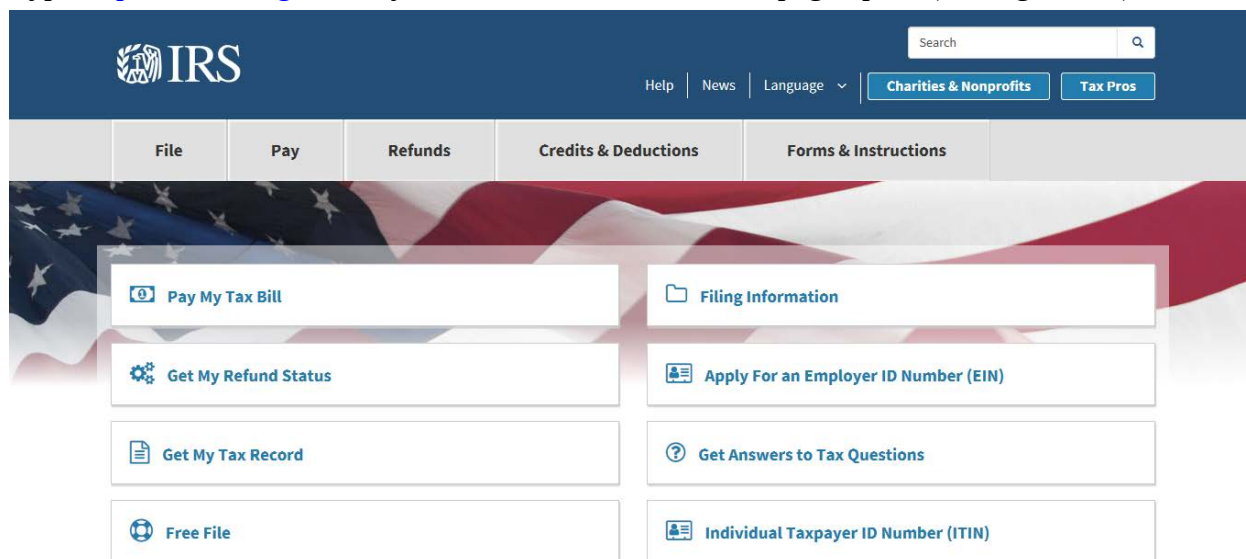


Figure 3-1 IRS Home Page

- Click the “**Tax Pros**” heading at the top of the page (see Figure 3-2).

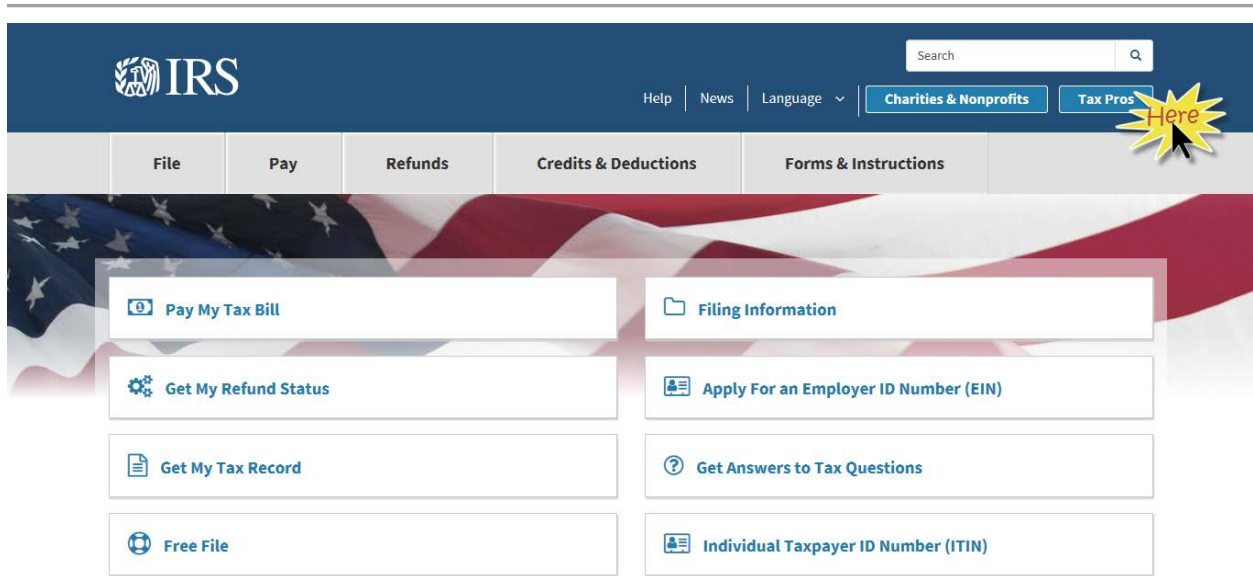


Figure 3-2 Tax Pros heading

- Click the “**Tax Pros**” heading at the top of the page. The Tax Professionals page opens (see Figure 3-3).

[Home](#) > [Tax Pros](#) > Tax Professionals

Tax Professionals

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organizations (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

Popular

- [Forms, Publications and Instructions](#)
- [EIN](#)
- [ITIN](#)
- [Refund](#)
- [Pay](#)
- [ACA](#)
- [Continuing Education Resources](#)
- [Power Of Attorney \(POA\)](#)
- [Notice or Letter](#)
- [Fraud or Scam](#)
- [Where to File](#)
- [Research Guidance](#)
- [Identity Theft](#)

e-Services

Get access to Transcript Delivery System, TIN Matching, e-file and ACA Applications.

[Access e-Services](#) **Here**

PTIN System

Status: ● Online

[Renew or Register](#)

Figure 3-3 Tax Professionals Page

- Click the “**Access e-Services**” link. The e-Services – Online Tools for Tax Professionals page opens (see **Figure 3-4**).

IRS

Search

Help | News | Language | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Home > Tax Pros > e-Services Online Tools for Tax Professionals

e-Services - Online Tools for Tax Professionals

English

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organizations (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

e-Services is a suite of web-based tools that allow tax professionals, reporting agents, mortgage industry and payers to complete transactions online with the IRS. The tools include Registration Services, e-file Application, Transcript Delivery System and Taxpayer Identification Number (TIN) Matching. These services are only available to approved IRS business partners as noted below and not to the public.

Authorized business partners who need assistance using the online tools can contact the e-help Desk at 866-255-0654. International callers must dial 512-416-7750 and ACA 866-937-4130.

e-Services Hot Topics

Subscribe to Quick Alerts: Stay informed about issues affecting e-Services and e-file. See [Subscribe to Quick Alerts](#).

Important information for e-Services users: The IRS is planning major improvements this summer and fall to e-Services that will affect all e-Services users. Please review [Important Update about Your e-Services Account](#) for details.

Scam Alert: There are ongoing criminal campaigns to steal tax pro account passwords and client data. See our [Protect Your Clients; Protect Yourself](#) for the latest alerts.

Registration Services

AIR Transmission Services

There are two data communication channels between external clients and the AIR system:

AIR ISS-A2A This transmission method uses Automated Enrollment (AE) to enroll and maintain the A2A Client Application Systems. You must have an e-Services Username and Password and a completed ACA Application for TCC to use AE. For more information see [Automated Enrollment Guide for ACA Providers](#) and [ACA Information Center for Tax Professionals](#).

GO

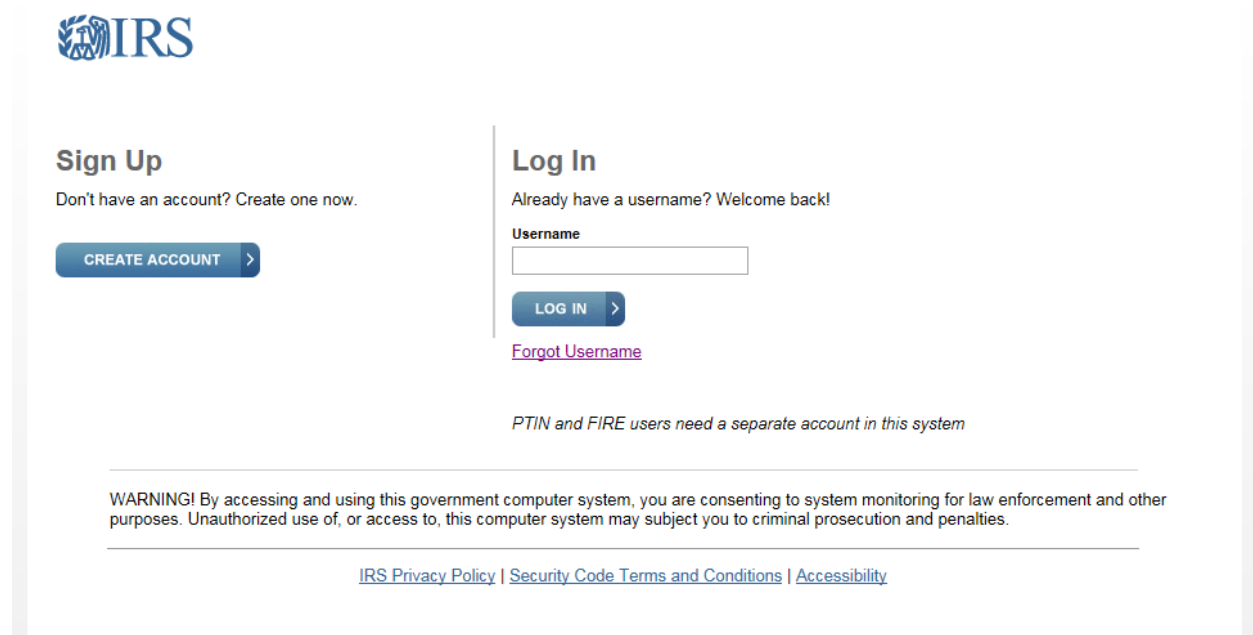
AIR ISS-A2A This transmission method allows users to login to e-Services and upload a file for transmission. You must have an

Figure 3-4 e-Services – Online Tools for Tax Professions Page

- Scroll down to the “**AIR Transmission Services (AIR ISS-A2A)**” section and click the “**GO**” link. The Login Page opens, (see Figure 3-5).

3.3. IEP Login

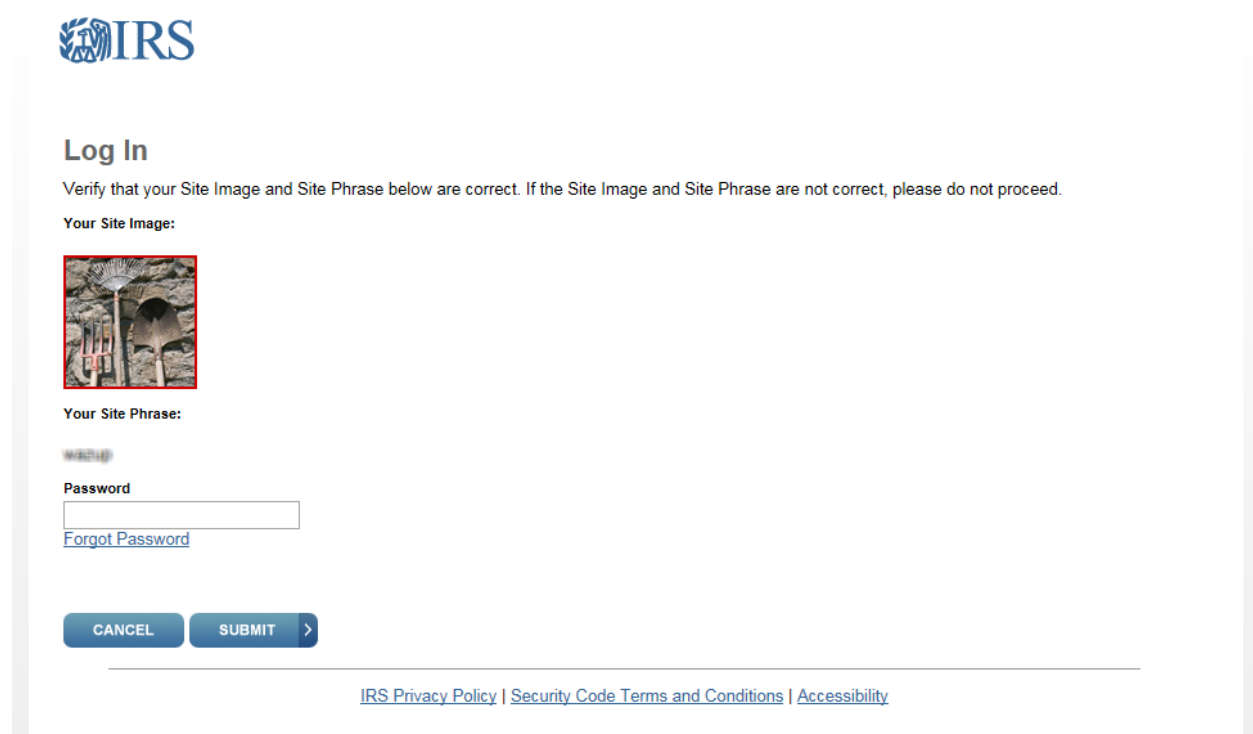
Tip: You can access the Login Page by directly typing the URL https://la.www4.irs.gov/ae_rup_atcc/ into the browser.



The screenshot shows the IRS AE Externals Login Page. At the top left is the IRS logo. Below it, the page is divided into two main sections: 'Sign Up' and 'Log In'. The 'Sign Up' section on the left includes the text 'Don't have an account? Create one now.' and a blue button labeled 'CREATE ACCOUNT >'. The 'Log In' section on the right includes the text 'Already have a username? Welcome back!', a text input field labeled 'Username', and a blue button labeled 'LOG IN >'. Below the 'Log In' section is a link for 'Forgot Username'. A note states 'PTIN and FIRE users need a separate account in this system'. At the bottom, a warning message reads: 'WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.' Below the warning are links for 'IRS Privacy Policy', 'Security Code Terms and Conditions', and 'Accessibility'.

Figure 3-5 Login Page

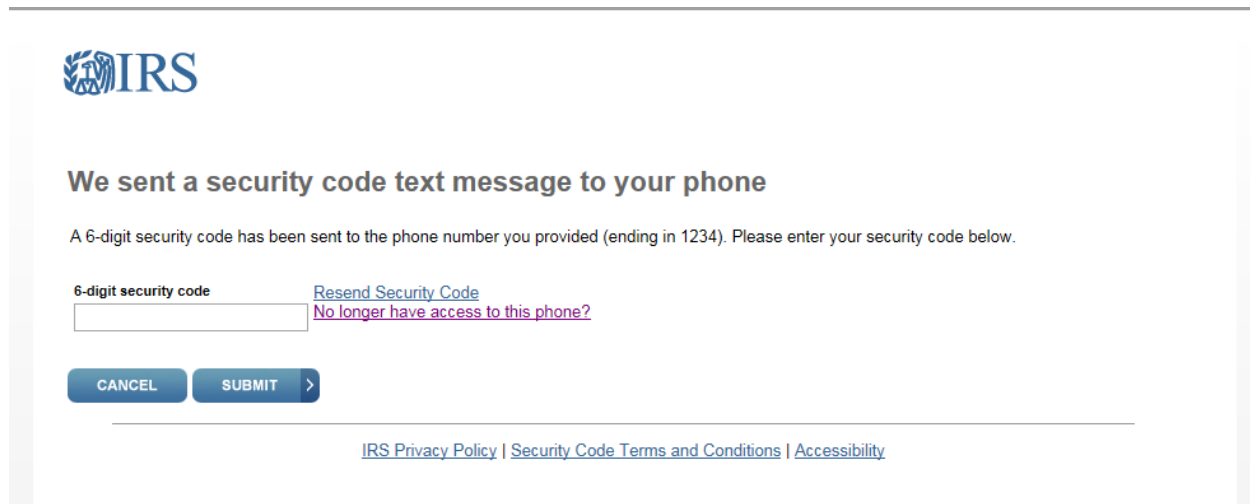
- Enter your username and click the **LOG IN** button. The Password Page opens (see Figure 3-6).



The screenshot shows the IRS Log In page. At the top left is the IRS logo. Below it is the heading "Log In". A message states: "Verify that your Site Image and Site Phrase below are correct. If the Site Image and Site Phrase are not correct, please do not proceed." Below this is the label "Your Site Image:" followed by a small image of a stone archway. Then is the label "Your Site Phrase:" followed by a small image of a stone archway. Below that is the label "Password" followed by a text input field. A link "Forgot Password" is below the password field. At the bottom are two buttons: "CANCEL" and "SUBMIT >". At the very bottom, there are links: "IRS Privacy Policy | Security Code Terms and Conditions | Accessibility".

Figure 3-6 Password Page

- Enter your password and click the **Submit** button. The Security Code page opens (see Figure 3-7).



The screenshot shows the IRS website's security code entry page. At the top left is the IRS logo. Below it, the heading "We sent a security code text message to your phone" is displayed. A message states: "A 6-digit security code has been sent to the phone number you provided (ending in 1234). Please enter your security code below." There is a text input field labeled "6-digit security code". To the right of the input field are two links: "Resend Security Code" and "No longer have access to this phone?". Below the input field are two buttons: "CANCEL" and "SUBMIT >". At the bottom of the page, there are three links: "IRS Privacy Policy", "Security Code Terms and Conditions", and "Accessibility".

IRS

We sent a security code text message to your phone

A 6-digit security code has been sent to the phone number you provided (ending in 1234). Please enter your security code below.

6-digit security code [Resend Security Code](#)
[No longer have access to this phone?](#)

CANCEL **SUBMIT >**

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Figure 3-7 Security Code Page

- Enter your six-digit security code and click the **Submit** button. Your login history page opens (see Figure 3-8).

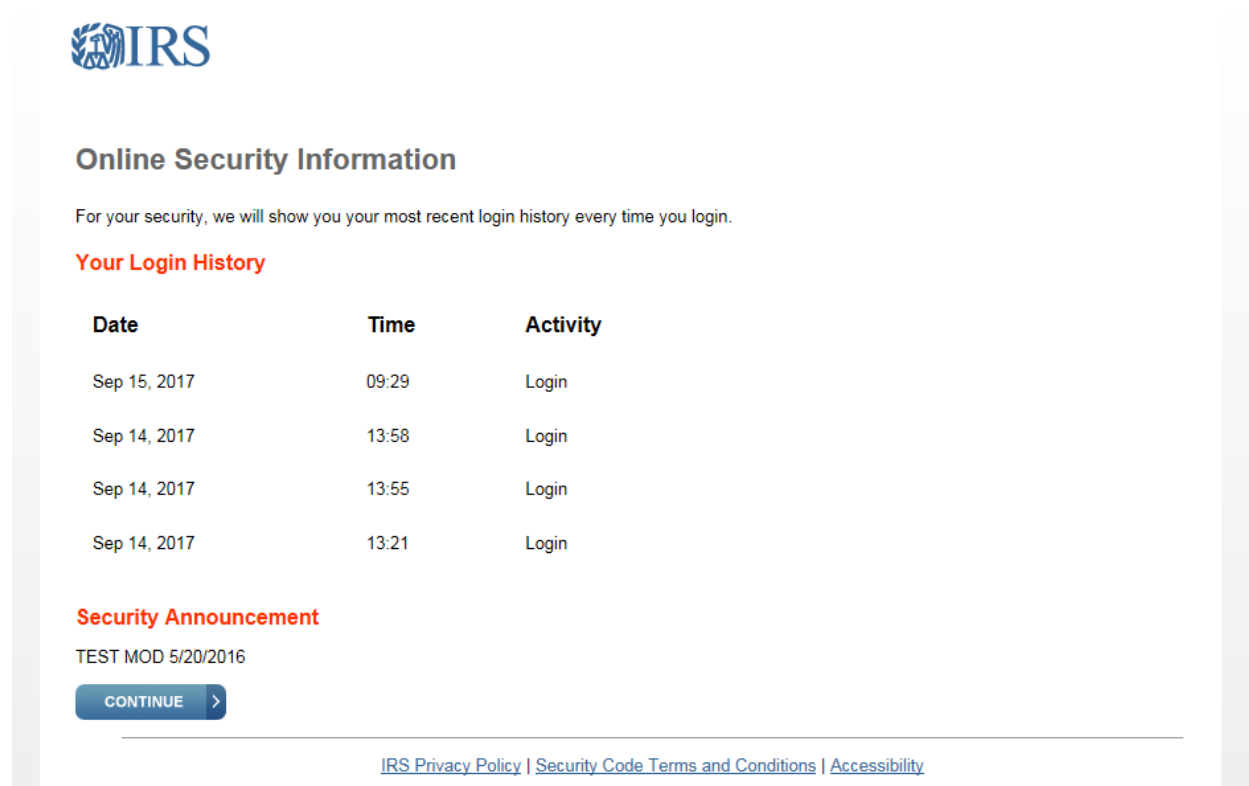


Figure 3-8 Login History Page

- 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 Section 3.4 Getting around Automated Enrollment)

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.

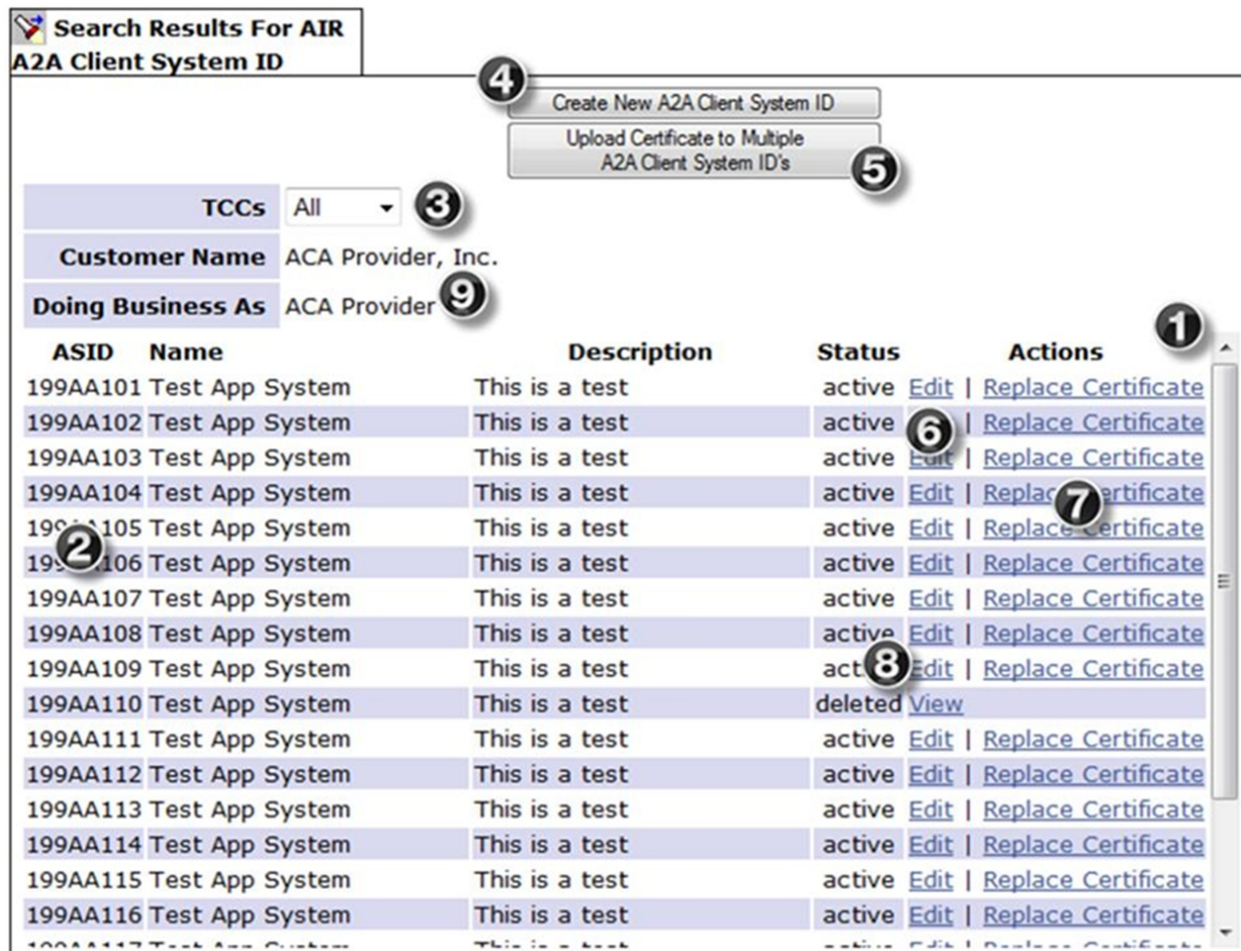


Figure 3-10 AE Application Search Results Page

1	Scroll through the list of Application Systems. The maximum number of records is set to 200.
2	By default, the AE Application sorts the list by TCC.
3	Click the arrow to the right of the TCCs field and select a TCC to filter the list.
4	Click the Create New A2A Client System ID button to enroll a new A2A Client Application System (see Section 4 Enrolling an Application System).
5	Click the Upload Certificate to Multiple A2A Client System ID's button to upload a certificate to many Application Systems in one transaction (see Section 10 Bulk Certificate Upload).

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 e-file application process

Note: In the event of an error displaying your Application Systems, an error page opens (see Figure 3-11). Contact the AIR Help Desk to report the error condition. Refer to Appendix C for additional information.

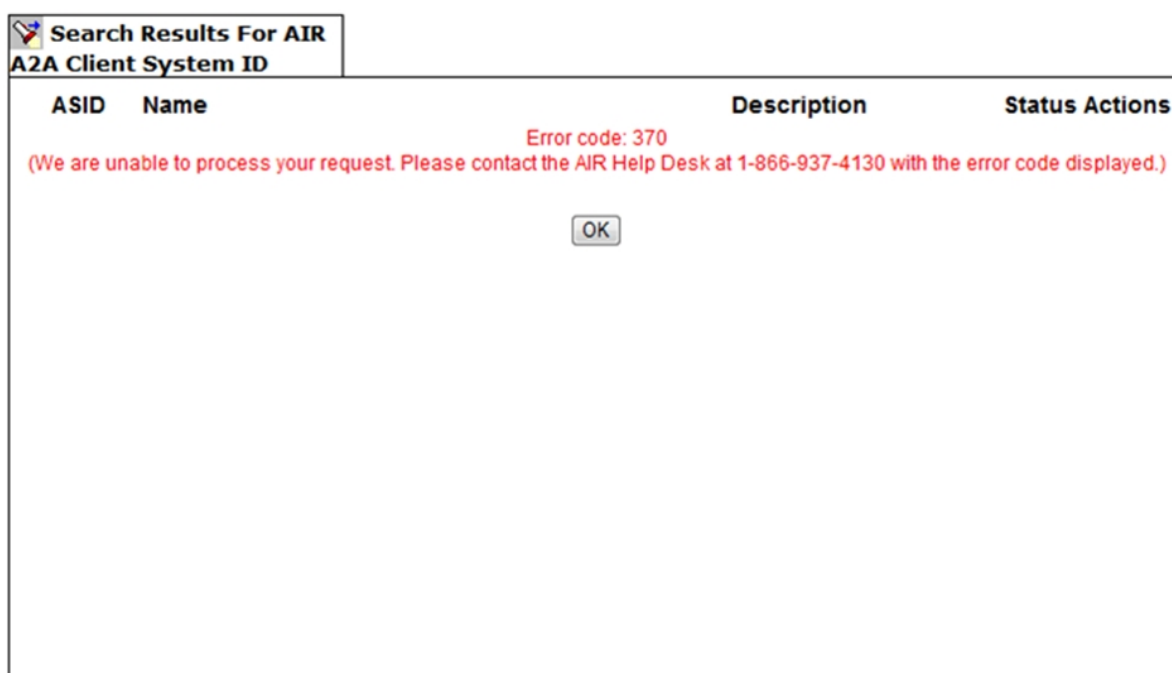


Figure 3-11 Error occurred displaying the search results page

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.

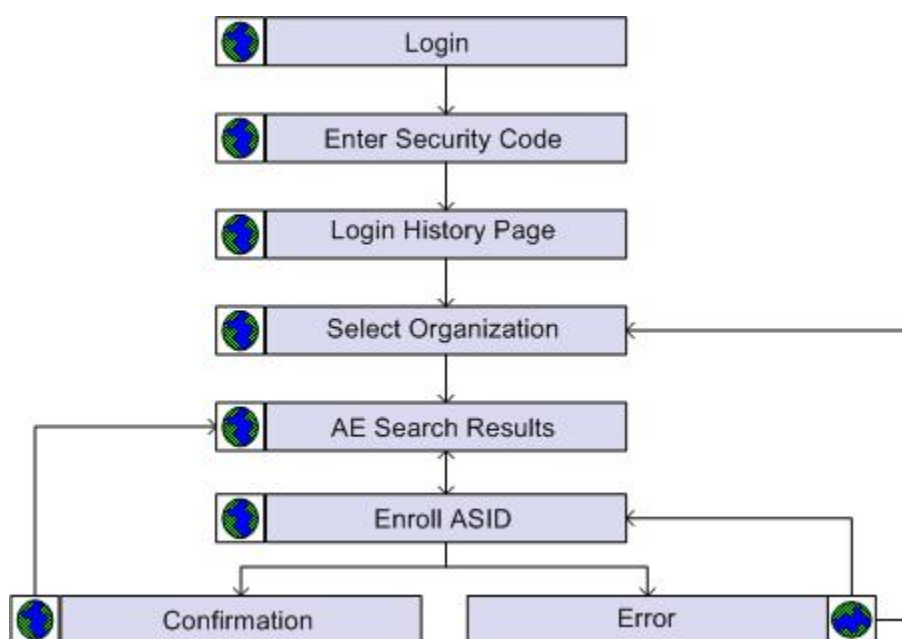


Figure 4-1 How to Enroll an Application System

- 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).

Search Results For AIR
A2A Client System ID

1

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

Figure 4-2 Create New A2A Client System ID Button

- 1

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.

Create New AIR A2A Client System ID

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

TCC

ASID Sequence Number

A2A Client System ID

99AA2

Application System Name

Description

Location

A2A Client System ID Status

new

Credential Type

Certificate

Certificate File Name

Browse...

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services

Selected Services

IRS-ACASubmitService

IRS-ACAAckngService

Add >>

<< Remove

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

Save

Cancel

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.

1	TCC: Click the arrow to the right of the TCC field and select a TCC from the list.
2	ASID Sequence Number: Enter a unique 2-digit sequence number. Enter a unique value in the range of 00 to 99

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

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.

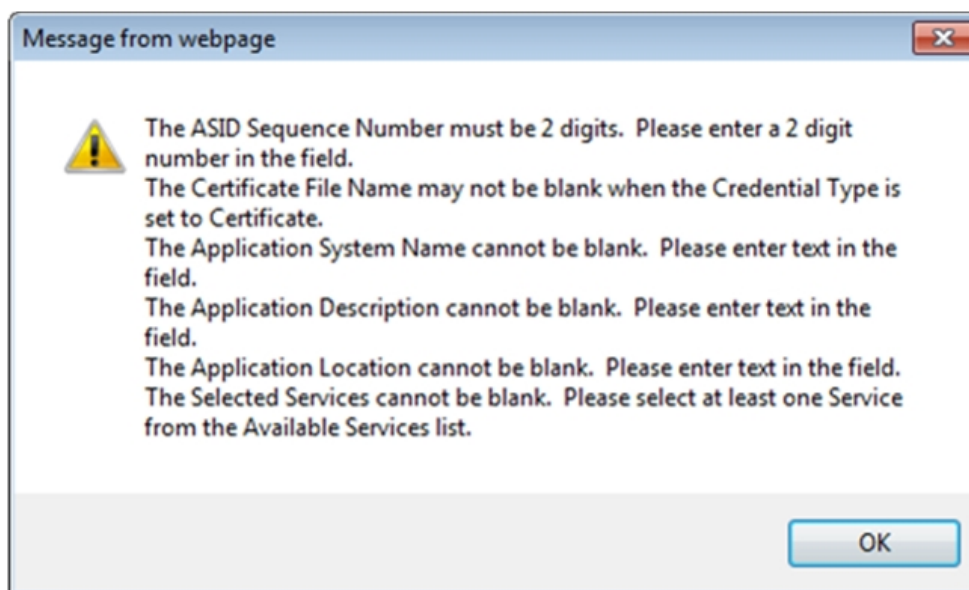


Figure 4-4 A data entry error occurred enrolling an Application System

4.3. Confirmation Page

Figure 4-5 depicts the Application System confirmation page.

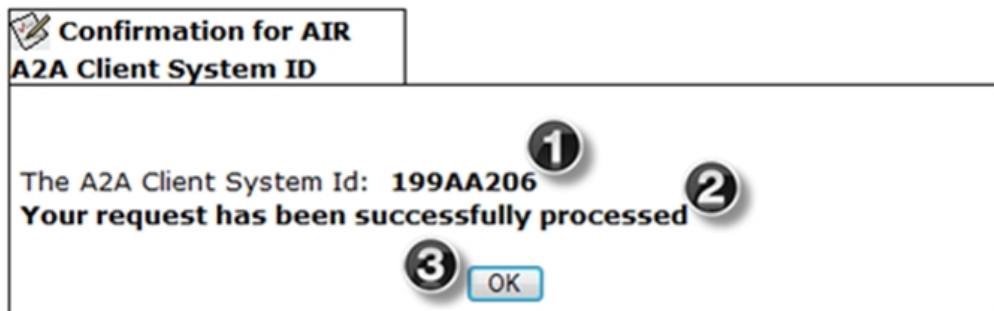


Figure 4-5 Confirmation for enrolling an Application System

1	The ASID assigned to the enrolled Application System
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

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.

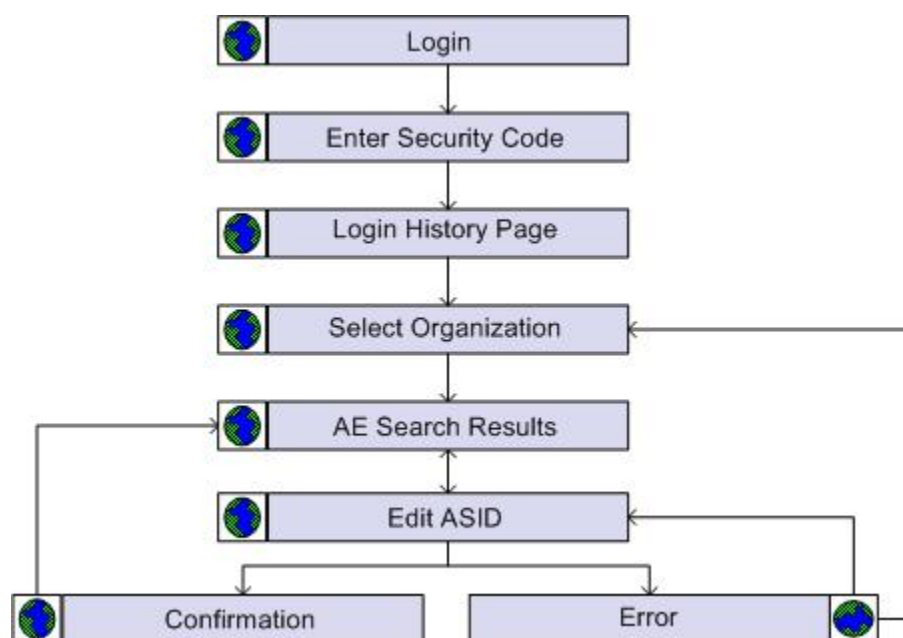


Figure 5-1 How to Edit an Application System

- 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).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

1

Figure 5-2 Selecting the Application System to update

1	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).
---	---

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.

Edit AIR A2A Client System ID

Customer Name	ACA Provider, Inc.
Doing Business As	ACA Provider
A2A Client System ID	199AA206
Application System Name	Test App System 1
Description	This is a test 2
Location	Some City, ST 3
A2A Client System ID Status	active 4
Credential Type	Certificate
Certificate File Name	Browse... 5
Current Certificate File Name	aca_provider.crt
Current Certificate File Expiration	Sun Aug 27 04:33:20 EDT 2017
Current Certificate File Authority	CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services	Selected Services
Add >> << Remove 6	6 IRS-ACASubmitService IRS-ACAACKngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

7
8
Save
Cancel

Figure 5-3 Edit AIR A2A Client System ID Page

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.

1	Application System Name: If you wish, change the name of the Application System.
2	Description: If you wish, change the description of the Application System.
3	Location: If you wish, change the location of the Application System.
4	If you wish, click the arrow to the right of the A2A Client System ID Status field and select another value from the list. Refer to Table 2-4 AE Status Matrix for a list of allowed status changes for an A2A Client Application System.
5	If you wish, click the Browse button to select a new certificate to assign to this Application System. The certificate must be accessible from the local system.
6	If you wish, change the Selected Services list. To add an IRS A2A Service, select the service from the Available Services list and click the Add button. To remove an IRS A2A Service, select the service from the Selected Service list and click the Remove button.
7	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 5-5).
8	Click Cancel to return to the AE Application Search Results page.

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.

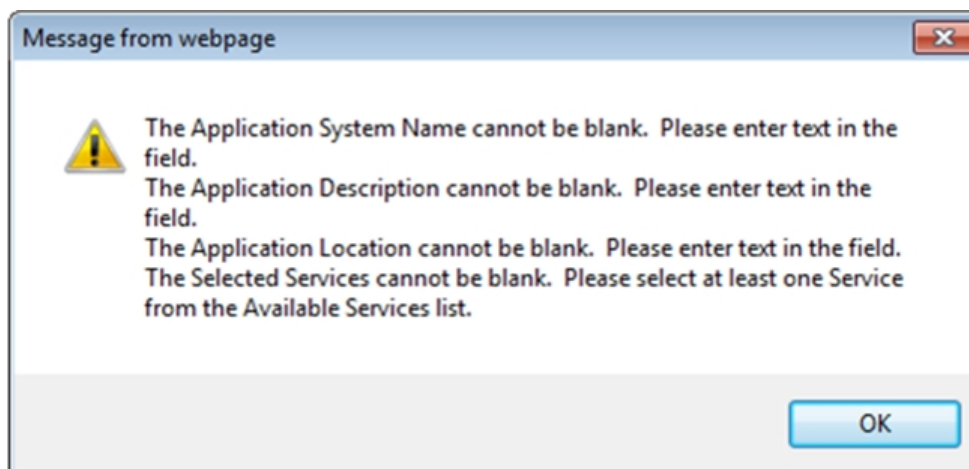


Figure 5-4 A data entry error occurred updating an Application System

5.3. Confirmation Page

Figure 5-5 depicts the Application System confirmation page.



Figure 5-5 Confirmation Page for updating an Application System

1	The Application System has been updated
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Important! If you replaced the certificate, the Application System must use the new certificate to access IRS A2A Services.

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.

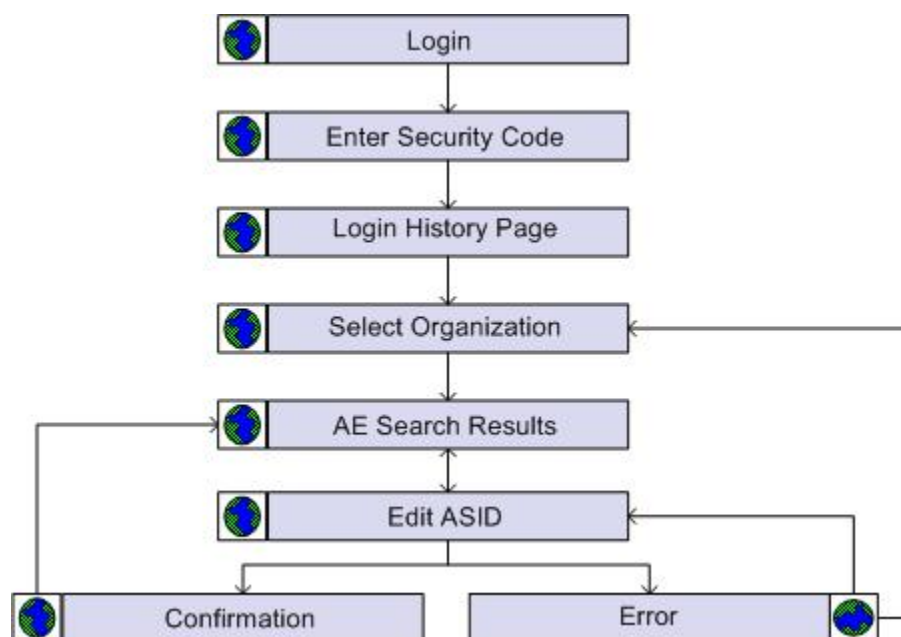


Figure 6-1 How to un-enroll an Application System

- 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).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCsAll

Customer NameACA Provider, Inc.

Doing Business AsACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	inactive	Edit Replace Certificate

1

Figure 6-2 Selecting the Application System to un-enroll

1	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).
---	---

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.

Edit AIR A2A Client System ID

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

A2A Client System ID

199AA206

Application System Name

Test App System

Description

This is a test

Location

Some City, ST

A2A Client System ID Status

active

un-enroll

1

Credential Type

Certificate

Certificate File Name

Browse...

Current Certificate File Name

aca_provider.crt

Current Certificate File Expiration

Sun Aug 27 04:33:20 EDT 2017

Current Certificate File Authority

CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services

Add >>

<< Remove

Selected Services

IRS-ACASubmitService

IRS-ACAACKngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

2

3

Save

Cancel

Figure 6-3 Un-enrolling an Application System

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.

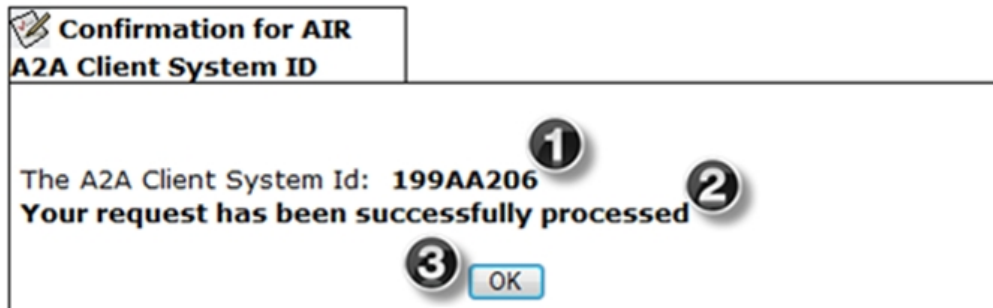


Figure 6-4 Confirmation for un-enrolling an Application System

1	This Application System has been un-enrolled and can no longer access IRS A2A Services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

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.

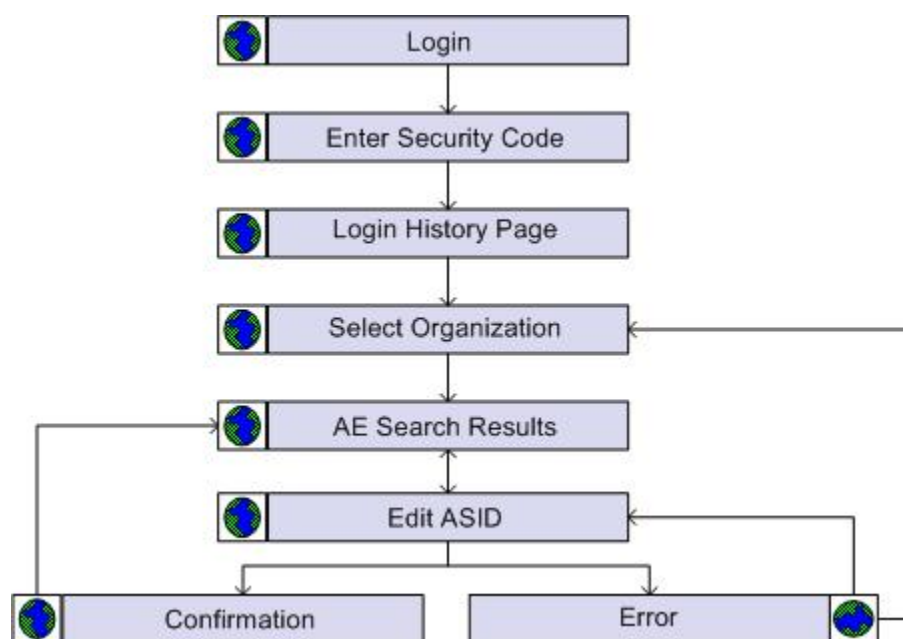


Figure 7-1 How to Inactivate an Application System

- 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).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

1

Figure 7-2 Selecting the Application System to inactivate

1	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).
---	---

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.

Edit AIR A2A Client

System ID

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

A2A Client System ID

199AA206

Application System Name

Test App System

Description

This is a test

Location

Some City, ST

A2A Client System ID Status

active

inactivate

1

Credential Type

Certificate

Certificate File Name

Browse...

Current Certificate File Name

aca_provider.crt

Current Certificate File Expiration

Sun Aug 27 04:33:20 EDT 2017

Current Certificate File Authority

CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services

Add >>

<< Remove

Selected Services

IRS-ACASubmitService

IRS-ACAACKngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

2

Save

Cancel

3

Figure 7-3 Inactivating an Application System

1

Click the arrow to the right of the **A2A Client System ID Status** field and select **inactivate**

Inactivating an Application System 7-3

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.

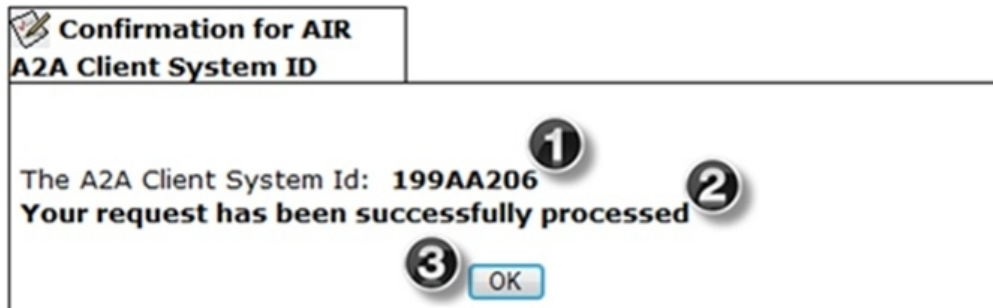


Figure 7-4 Confirmation for inactivating an Application System

1	This Application System has been inactivated and can no longer access IRS A2A Services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

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.

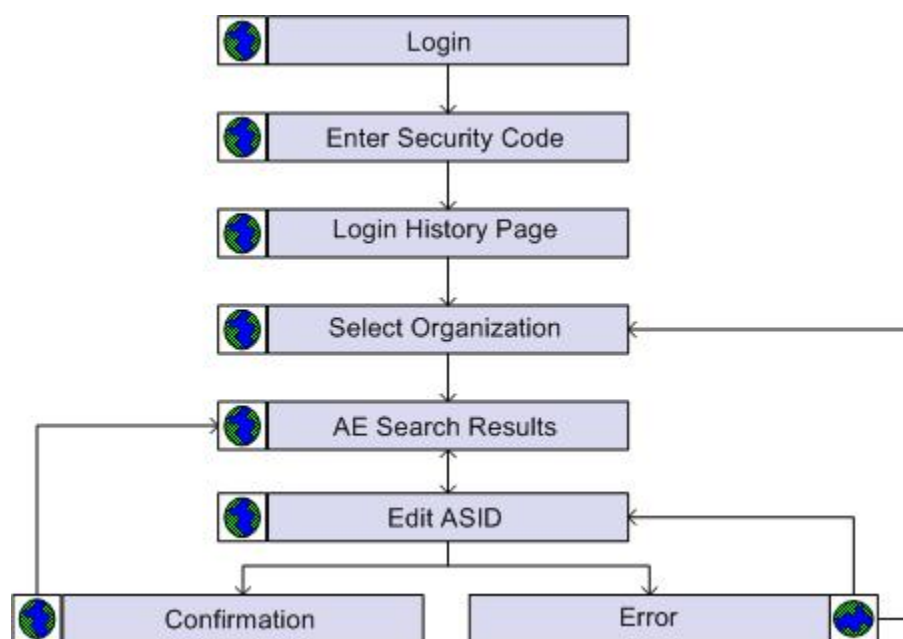


Figure 8-1 How to activate an Application System

- 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).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	inactive	Edit Replace Certificate

1

Figure 8-2 Selecting the Application System to activate

- 1

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.

Edit AIR A2A Client

System ID

Customer Name
ACA Provider, Inc.

Doing Business As
ACA Provider

A2A Client System ID
199AA206

Application System Name

Description

Location

A2A Client System ID Status
inactive

activate

1

Credential Type

Certificate File Name

Browse...

2

Current Certificate File Name

Current Certificate File Expiration

Current Certificate File Authority

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services

Add >>

<< Remove

Selected Services

IRS-ACASubmitService
IRS-ACAACKngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

3

4

Save

Cancel

Figure 8-3 Activating an Application System

1

Click the arrow to the right of the **A2A Client System ID Status** field and select activate.

2	If you wish, click the Browse button to select a new certificate to assign to this Application System. The certificate must be accessible from the local system.
3	Click Save , if the request is successful the Confirmation for AIR A2A Client System ID page opens (see Figure 8-4).
4	Click Cancel to return to the AE Application Search Results page.

8.3. Confirmation Page

Figure 8-4 depicts the Application System confirmation page.

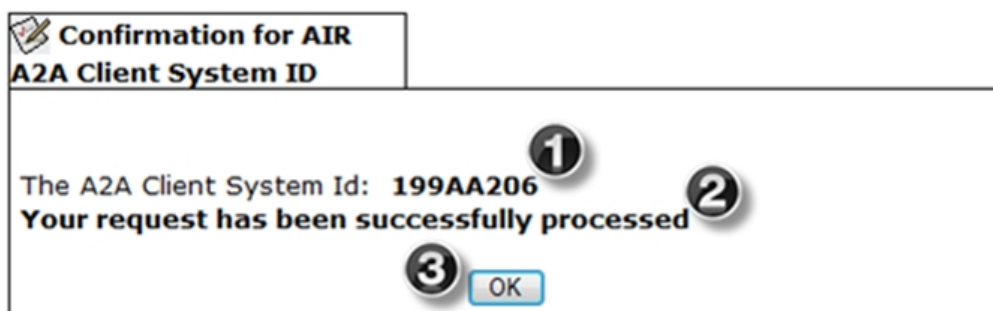


Figure 8-4 Confirmation for activating an Application System

1	This Application System has been activated and can now access IRS A2A Services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Important! If you replaced the certificate, the Application System must use the new certificate to access IRS A2A services.

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.

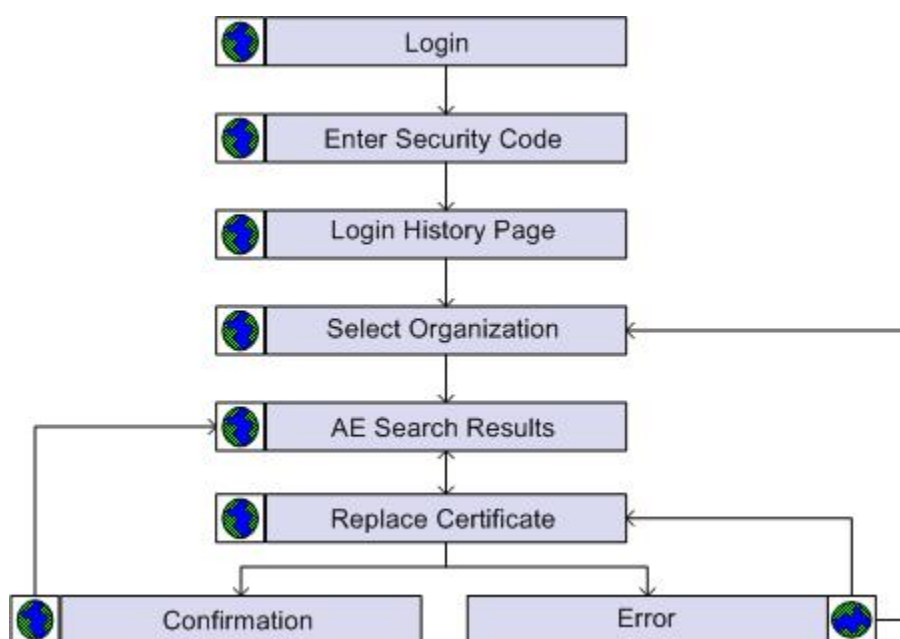


Figure 9-1 How to Replace a Certificate

- 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).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

Figure 9-2 Replace Certificate Link

- 1 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.


Replace Certificate

Application System ID	199AA206
Application System Name	Test App System
Description	This is a test
Location	Some City, ST
A2A Client System ID Status	active
Certificate File Name	Browse...
Current Certificate File Name	aca_provider.crt
Current Certificate File Expiration	Sun Aug 27 04:33:20 EDT 2017
Current Certificate File Authority	CN=Entrust Certification Authority - L1C,O

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Figure 9-3 Replace Certificate Page

1	Click the Browse button to select the new certificate. The certificate must be accessible from the local system
2	Click Save , if the request is successful the Confirmation for AIR Replace Certificate page opens (see Figure 9-5).
3	Click Cancel to return to the AE Application Search Results page

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.

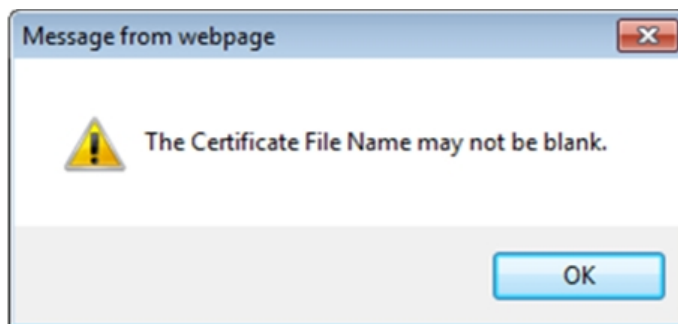


Figure 9-4 A data entry error occurred replacing a certificate

9.3. Confirmation Page

Figure 9-5 depicts the Replace Certificate confirmation page



Figure 9-5 Replace Certificate Confirmation

1	The Application System must use the new certificate to access IRS A2A services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

Tip: You can also replace the certificate when you change an Application System.

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

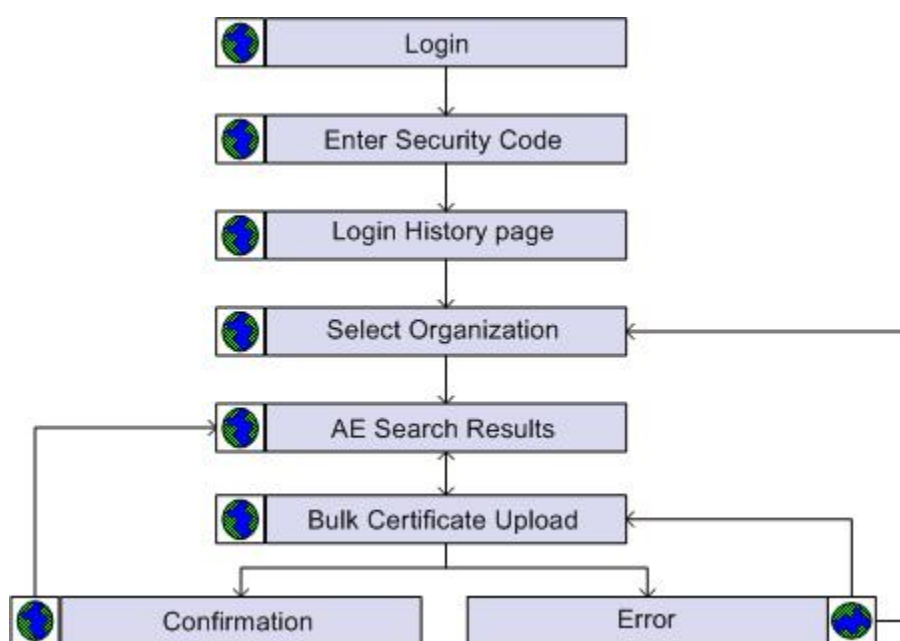


Figure 10-1 How to upload a certificate to many Application Systems

- 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).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple
A2A Client System ID's

1

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	active	Edit Replace Certificate

Figure 10-2 Upload Certificate to Multiple A2A Client System ID's Button

- 1

Click the ***Upload Certificate to Multiple A2A Client ID's*** button. The Upload Certificate to Multiple A2A Client System ID's page opens (see Figure 10-3).

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.


Upload Certificate to Multiple A2A Client System ID's

Available ASIDs

1
199AA202
199AA203
199AA204
199AA205

1
Add >>

<< Remove

Selected ASIDs

199AA201
199AA206

To add ASIDs, select your ASID choices from the Available ASIDs list above by highlighting them and clicking on the **Add** button.

To remove ASIDs, select your ASID choices from the Selected ASIDs list above by highlighting them and clicking on the **Remove** button.

Certificate File Name
\ae_rup\cert\testcert.cer
Browse...
2

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

3
Save
Cancel
4

Figure 10-3 Bulk Upload Page

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

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.

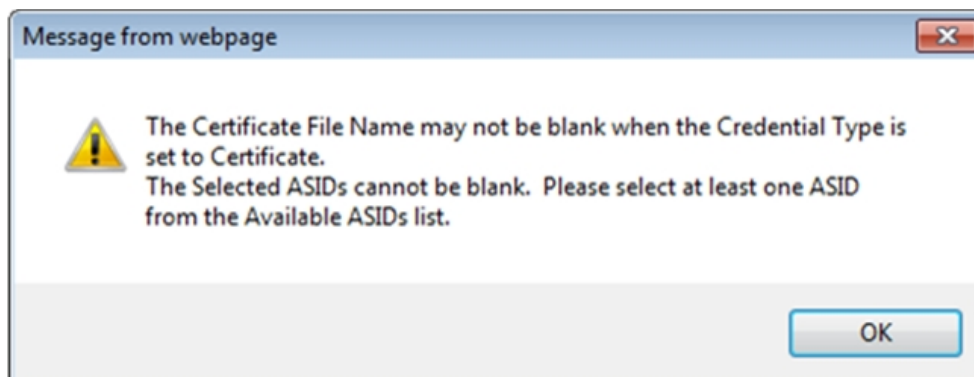


Figure 10-4 A data entry error occurred during a bulk upload

10.3. Confirmation Page

Figure 10-5 depicts the Bulk Certificate Upload confirmation page.



Figure 10-5 Bulk Upload Confirmation

1	The Application Systems must use the new certificate to access IRS A2A services
2	The Confirmation Message
3	Click OK to return to the AE Application Search Results page

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.



Figure 11-1 How 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).

Search Results For AIR
A2A Client System ID

Create New A2A Client System ID

Upload Certificate to Multiple A2A Client System ID's

TCCs

All

Customer Name

ACA Provider, Inc.

Doing Business As

ACA Provider

ASID	Name	Description	Status	Actions
199AA201	Test App System	This is a test	active	Edit Replace Certificate
199AA202	Test App System	This is a test	active	Edit Replace Certificate
199AA203	Test App System	This is a test	active	Edit Replace Certificate
199AA204	Test App System	This is a test	active	Edit Replace Certificate
199AA205	Test App System	This is a test	active	Edit Replace Certificate
199AA206	Test App System	This is a test	deleted	View

1

Figure 11-2 Locating an un-enrolled Application System

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.

 **View AIR A2A Client System Id**

Customer Name	ACA Provider, Inc.
Doing Business As	ACA Provider
A2A Client System ID	199AA206
Application System Name	Test App System
Description	This is a test
Location	Some City, ST
A2A Client System ID Status	deleted
Credential Type	Certificate ▾
Certificate File Name	Browse...
Current Certificate File Name	aca_provider.crt
Current Certificate File Expiration	Sun Aug 27 04:33:20 EDT 2017
Current Certificate File Authority	CN=Entrust Certification Authority - L1C,OU=(c) 2009 Entr

For a Credential Type of Certificate - Browse or enter the file name of the certificate to upload. Clicking the Save button below will upload the certificate and save the data.

Available Services		Selected Services
	Add >> << Remove	IRS-ACASubmitService IRS-ACAACKngService

Common Services are available to all authorized A2A Client Systems: Initial Login, Login, and Logout.

To add Services, select your Services choices from the Available Services list above by highlighting them and clicking on the **Add** button.

To remove Services, select your Services choices from the Selected Services list above by highlighting them and clicking on the **Remove** button.

1

Figure 11-3 View AIR A2A Client System Id Page

1

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

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 Provider 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. However, for severe errors, the AE Application aborts your request and returns to the search results page. Follow the instructions on the screen, contact the AIR Help Desk and provide them with the error code and error message. Appendix C provides you information on how to contact the AIR Help Desk.

Figure B-1 shows the format of the AE Error page.



Figure B-1 AE Error Page Format

	The error code, ### represents the numeric error code
	The error message text describing the error
	Click OK to close the error page and return to the previous page or the search results page. If the error persists, contact the AIR Help Desk.

Appendix C AIR Help Desk



Figure C-1 Contacting the AIR-Help Desk

- 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."