

[ez1095 software](#) -> [Quick Start Guide](#)

## ACA Software ez1095: How to Import 1095C Data


ez1095 ACA software makes it easy to file ACA ax form 1095C and 1094C. Here is the step by step guide to import 1095C data. ez1095 supports quick data import feature to help customers file forms easily and quickly.

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### Step 1: Start ez1095 Software

If you have not installed ez1095 software, you need to download and install it first.

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[ez1095 software](#) can prepare and print efile forms 1095-B, 1094-B, 1095-C and 1094-C.

If you do not have ez1095 software installed, you can download the trial version for free from [halfpricesoft.com](#). No registration needed and no obligation. You can follow the step by step online instructions to finish the installation in minutes

This ACA form 1095 printing software is compatible with Windows 10 system, 32-bit or 64-bit. It can run on Windows 8.1, 8, 7, XP, Me, 2003 and Vista system also.

[Download Now](#) [Buy Now](#)

After you installed the ez1095 software, you will see a new shortcut created on desktop. You can double click this shortcut to start ez1095 software.



If you are using the trial version of ez1095 software, you will see the key input pop up screen. You can enter the key code here or click the "TRY DEMO Version" to try this software for free. (Note: The trial version will print TRIAL image on forms.)

### Step 2: Download Sample Data Files (optional)

**We would like to suggest you download the sample data file. So you can follow the templates to build your data files easily.**

You can download the file and save them to your local folder. You need to unzip them first. If you cannot unzip files, please feel free to [contact us](#). We can email you the test files.

[http://www.halfpricesoft.com/aca-1095/aca\\_sample\\_files\\_1095C.zip](http://www.halfpricesoft.com/aca-1095/aca_sample_files_1095C.zip)

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### How to convert Excel to .csv file

ez1095 can import data from .csv file. If you have data in Excel format, you can convert your file to .csv file easily

- Clicking Excel file top menu "File", then click "Save As"
  - Then save file as .csv (comma delimited) file.
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### Step 3: Clear Form List (Optional)

If you have test data in Form list, please remove it first.

ez1095 (2015) --- test

Current Company Company Management Import License Key Help

Company Settings Form 1094-B Form 1095-B Form 1094-C Form 1095-C Efile 1094/1095

Select All Forms **1095-C List** Order by

Checked	ID	Employee SS	First Name	Last Name
<input type="checkbox"/>	7	400-00-1234	Anne	Test

**You can check the form from list, then delete it.**

**You can click this button to remove all forms**

[Add 1095-C](#)  
[Edit ID 7 \(400-00-1234/Anne form\)](#)  
[Delete ID 7 \(400-00-1234/Anne form\)](#)

[Delete All 1095-C](#)

\* Warning: this action will delete all 1095C forms and you can't recover the deleted data!

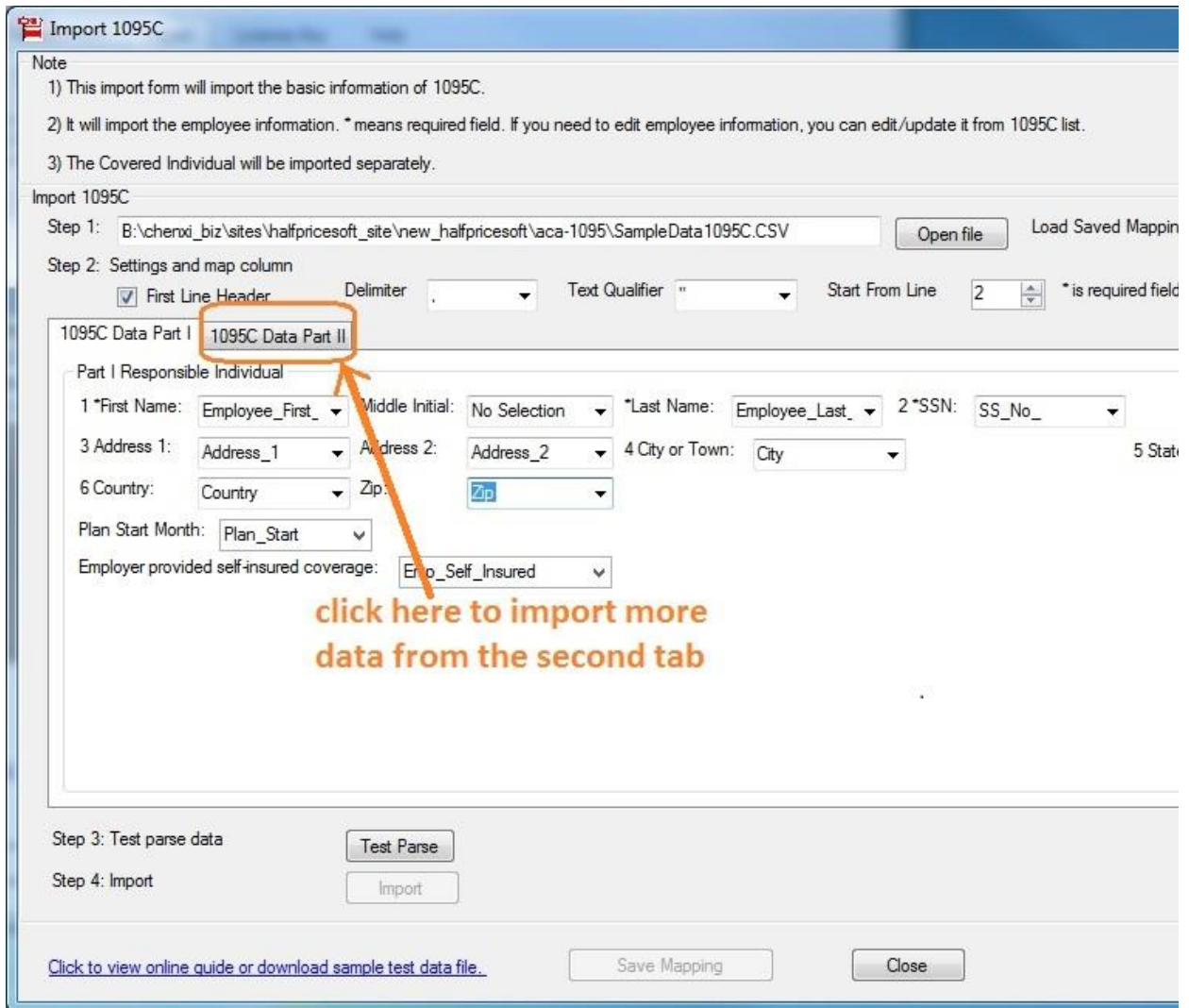
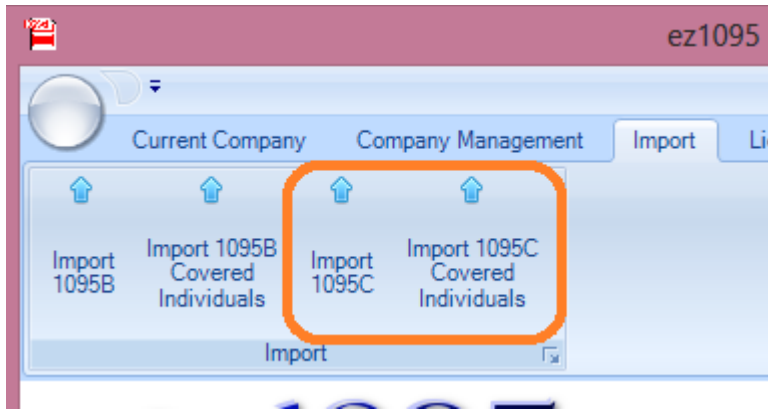
Truncate SSN Please DO NOT truncate SSN for IRS copy. Truncate SSN on recipient copy is optional.

Print Forms Save PDF Refresh List Help

### Step 4: Import 1095-C Data

**You should Import 1095-C Data BEFORE import 1095-C covered individuals data** - Click the top menu "Import" to access data import feature

- Click the sub menu "Import 1095C Data", and then follow the guide on form to import data.



Click to view larger image

**Import 1095C**

**Note**

- 1) This import form will import the basic information of 1095C.
- 2) It will import the employee information. \* means required field. If you need to edit employee information, you can edit/update it from 1095C list.
- 3) The Covered Individual will be imported separately.

**Import 1095C**

Step 1:

Step 2: Settings and map column

First Line Header    Delimiter:     Text Qualifier:     Start From Line:     \* is required field

1095C Data Part I    1095C Data Part II

**Part II Employee Offer and Coverage**

14 Offer of Coverage (enter required code)

All 12 Months:

Jan:     Feb:

Mar:     Apr:

May:     Jun:

Jul:     Aug:

Sep:     Oct:

Nov:     Dec:

15 Employer Share of Lowest Cost Monthly Premium

All 12 Months:

Jan:     Feb:

Mar:     Apr:

May:     Jun:

Jul:     Aug:

Sep:     Oct:

Nov:     Dec:

16 Applicable Section 4980C

All 12 Months:

Jan:

Mar:

May:

Jul:

Sep:

Nov:

Step 3: Test parse data   

Step 4: Import   

[Click to view online guide or download sample test data file.](#)       

Click to view larger image

## Step 5: Import 1095-C covered individuals

Click to view larger image

## Step 6: Review, Edit and Print Forms

After you import data, you can click the top menu "Current Company" then "Form 1095-C" to view the form list. Please do not forget to click the "**Refresh List**" button.

You can select one form from list to review the data, edit form, print form or generate efile document. More information can be found from [Quick Start Guide](#)

### Related Links

- 1. [How to Print Form 1095-B and 1094-B](#)
- 2. [How to Print Form 1095-C and 1094-C](#)
- 3. [How to Import Data](#)
- 4. [How to print forms in PDF format](#)
- 5. [How to eFile ACA forms?](#)
- 6. [Network printing \(Multiple-user version\)](#)

### Other Forms

- [How to print form W-2](#)
- [How to efile form W-2](#)
- [How to print form 1099](#)
- [How to efile form 1099](#)