PPACA PROCESS & TASKS GUIDE

- UPDATED -

- ▶ <u>Before You Begin</u>
- ▶ Phase 1: PPACA Initial Setup
- ▶ Phase 2: Maintenance and Generation
- ▶ Phase 3: Distribute, Print, and Report
- ▶ Phase 4: Prepare and File Corrections
- ▶ Summary: What to Send and to Whom...

UPDATED LAYOUT AND COLORS

Check out our fresh new layout using Ultimate's latest brand colors. New expandable and collapsible sections are available to easily navigate tasks in each phase.

NEW BENEFITS PRIME TASKS

Access separate tasks for UltiPro Benefits and Benefits Prime products by selecting new tabs in each section. By default, UltiPro Benefits tasks display.





NEW LEARNING RESOURCES

New Benefits Prime Job Aids and State Healthcare Reporting Guide are available:

- 1 Update PPACA Reporting Settings for Benefits Prime (Phase 1, Step 2)
- Configure PPACA Reporting Settings for Benefits Prime (Phase 1, Step 4)
- **3** Configure Auto-Population Settings for Benefits Prime (Phase 1, Step 4)
- 4 Manage Benefits Prime ACA Medical Offers and Self-Insured Enrollee Data (Phase 2, Step 2)
- **5** State-Level Healthcare Reporting Guide (Phase 3, Step 1)

