SOLV

HOW TO UPLOAD ELECTRONIC 1094 XML

1. If your software will produce the 1094 IRS xml files (there are 2 files, a data file and a manifest file), then we strongly encourage you upload these files to us.

2. If your software will not produce the 1094 IRS xml files, then we need you to upload a 1094C.pdf file for every EIN. Email *w2processing@thesolvgroup.com* for PDF upload instructions.

HERE ARE INSTRUCTIONS ON HOW TO UPLOAD THE 1094 XML FILES.

1. Log into *w2copy.com*

2. Click *"Upload Files"*

3. Click on the *"Drop Files Here to Upload"*

4. There should be 2 files for every EIN (a manifest files and a data file). Upload all of your files that you have. You can upload as many files as you want at the same time.

1094C_Request_BB1QD_20180826T081931542Z_Manifest.xml
1094C_Request_BB1QD_20180826T081931542Z.xml

4. For Customer Code, select the code that says *"1094 Electronic Transmittal Files"* and the File Type should be **ACA SUBMISSION**. If you don't have a code for *"1094 Electronic Transmittal Files"*, then email *w2processing@thesolvgroup.com* and support will create a new code for you.

Customer Code

1094Electronic Transmittal Files

File Type ❓

-
-
W-2
1099
1095-B
1095-C
SSN Validation File
1094 PDF
Other - please specify in comments
ACA Submission
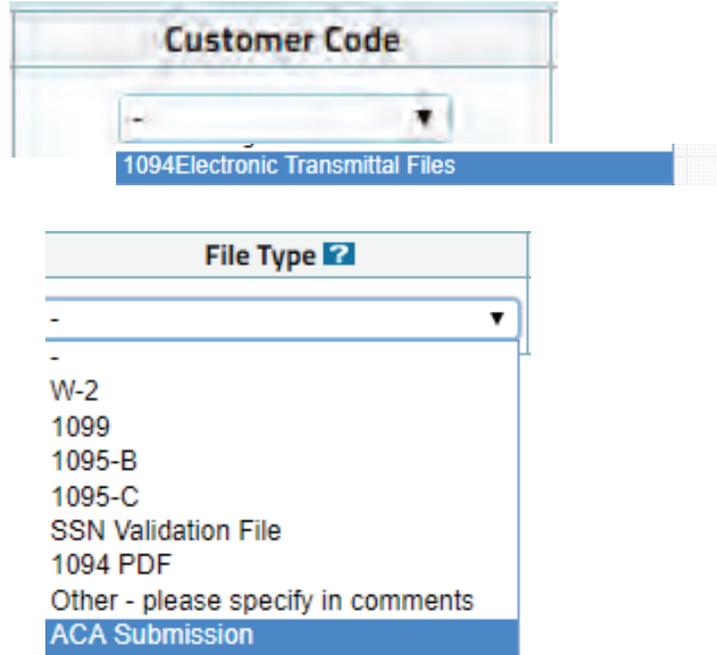
5. Hit *"Complete Upload"* to finish the upload.