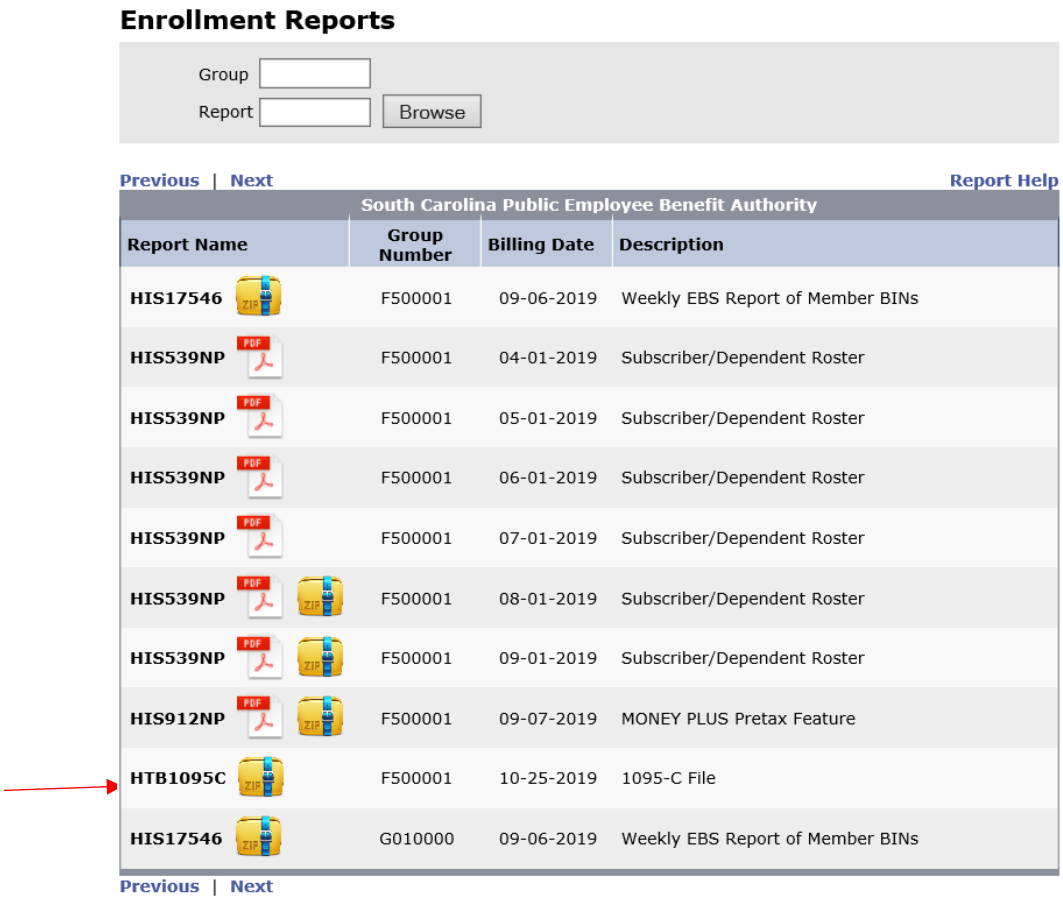
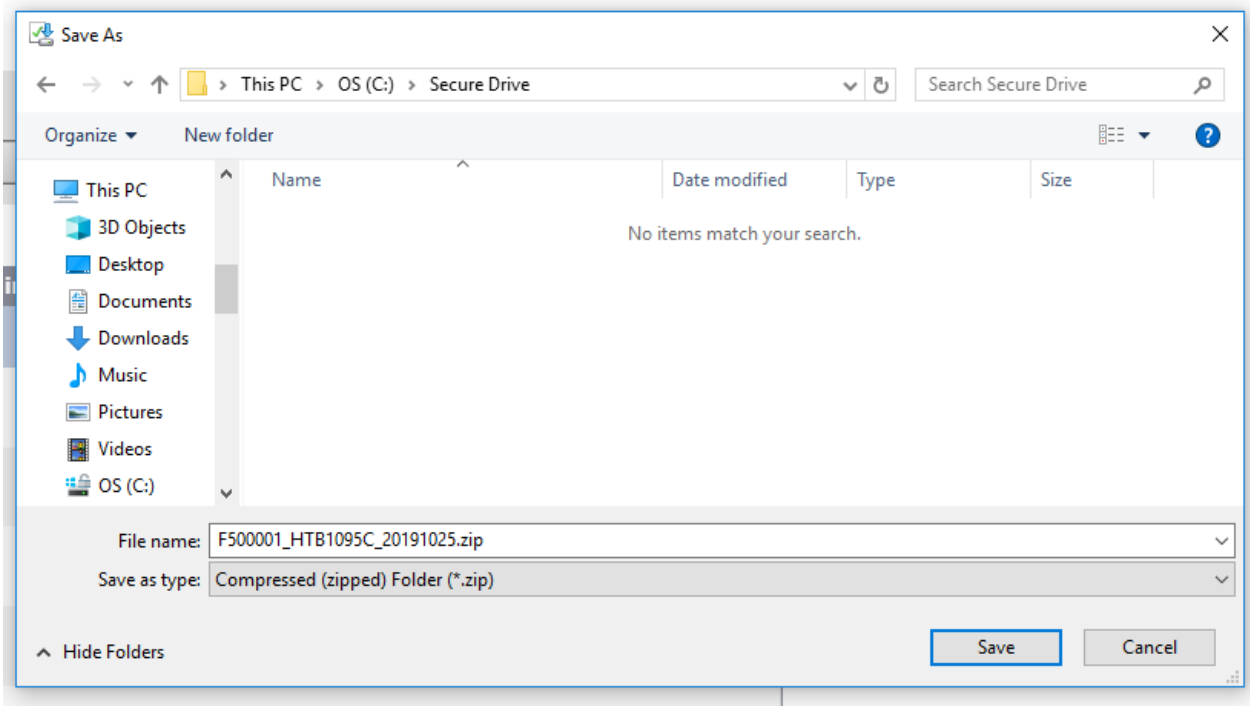
Converting ACA file to Excel file

1. Download the file to your preferred drive (keep in mind this file contains PHI so should be saved to a secure location).
   a. Select the 1095B/C file you wish to download.

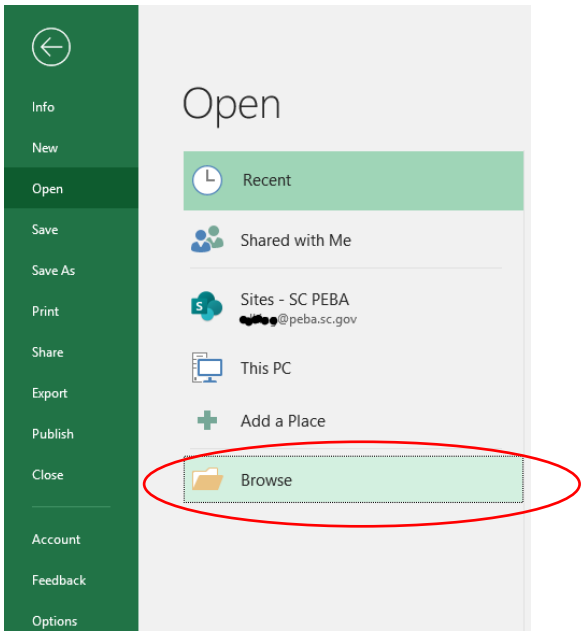


   b. Select the dropdown box next to Save and click Save As.

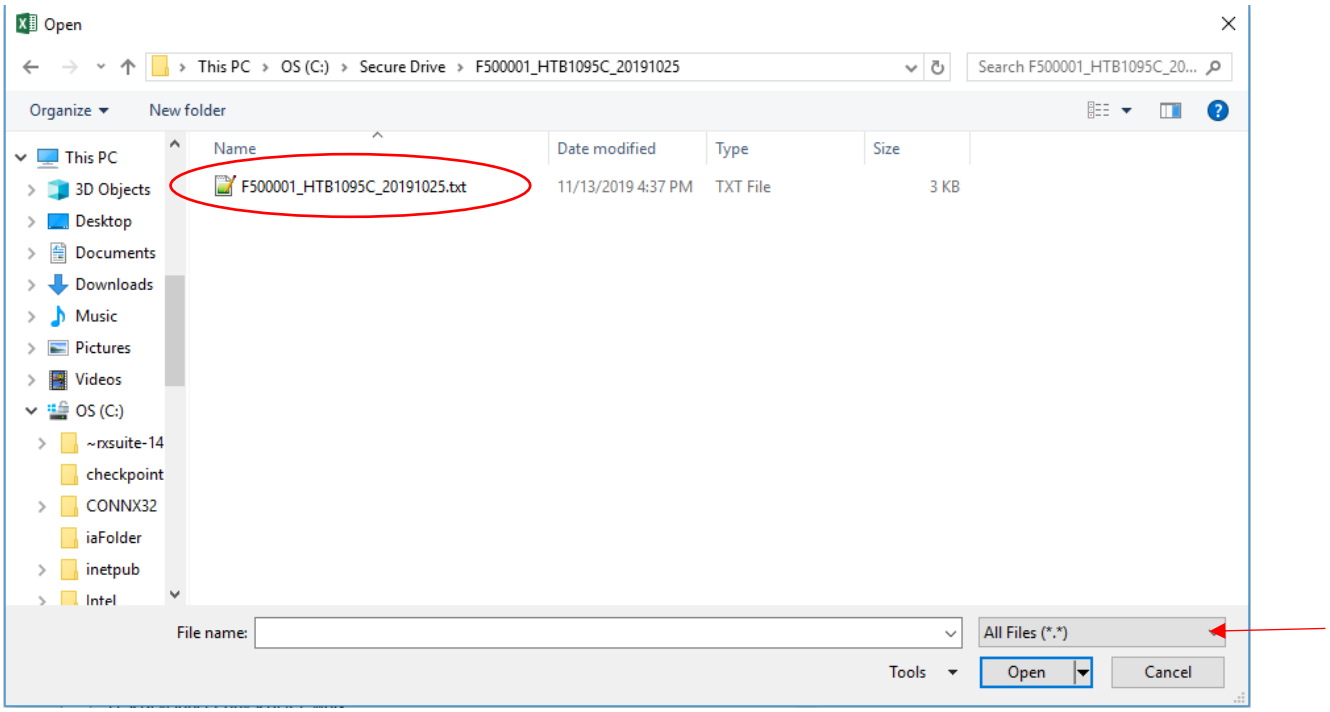
c. Select your preferred location and click Save.



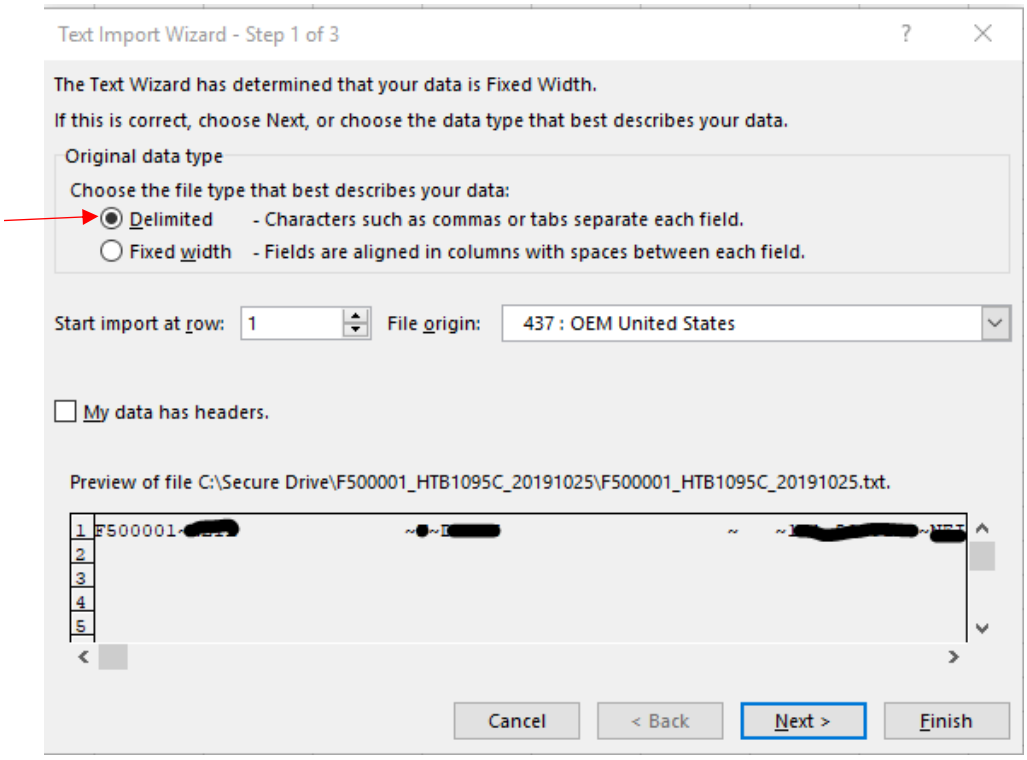
2. Open the 1095B/C text file in Excel.
   a. From the File menu in Excel, select Open. Then, click Browse and navigate to the location where you saved the text file.



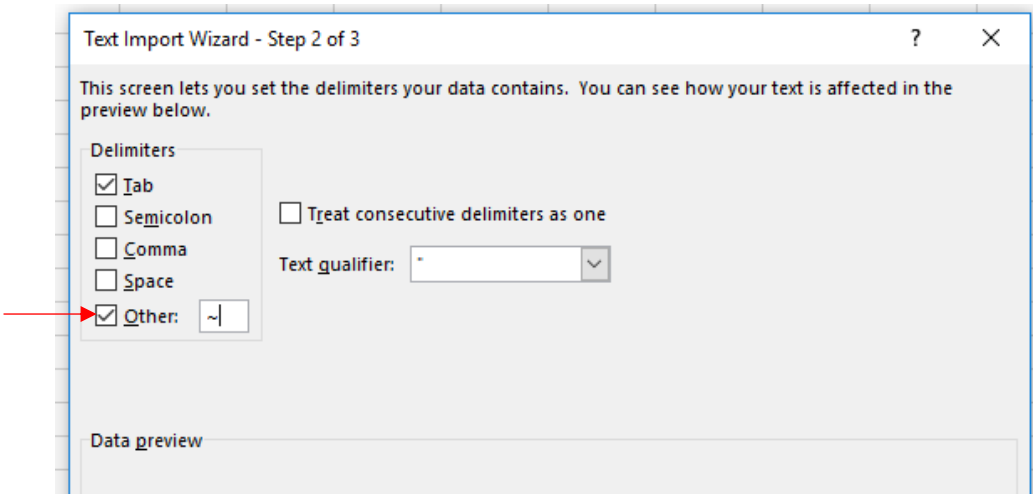
b. Select the 1095B/C text file (.txt) and click open (if you do not see the file, you may need to change the file option to All Files (*.*) in the dropdown above the open button).



c. The Text Import Wizard should open. Select Delimited from the original data type options and click next.

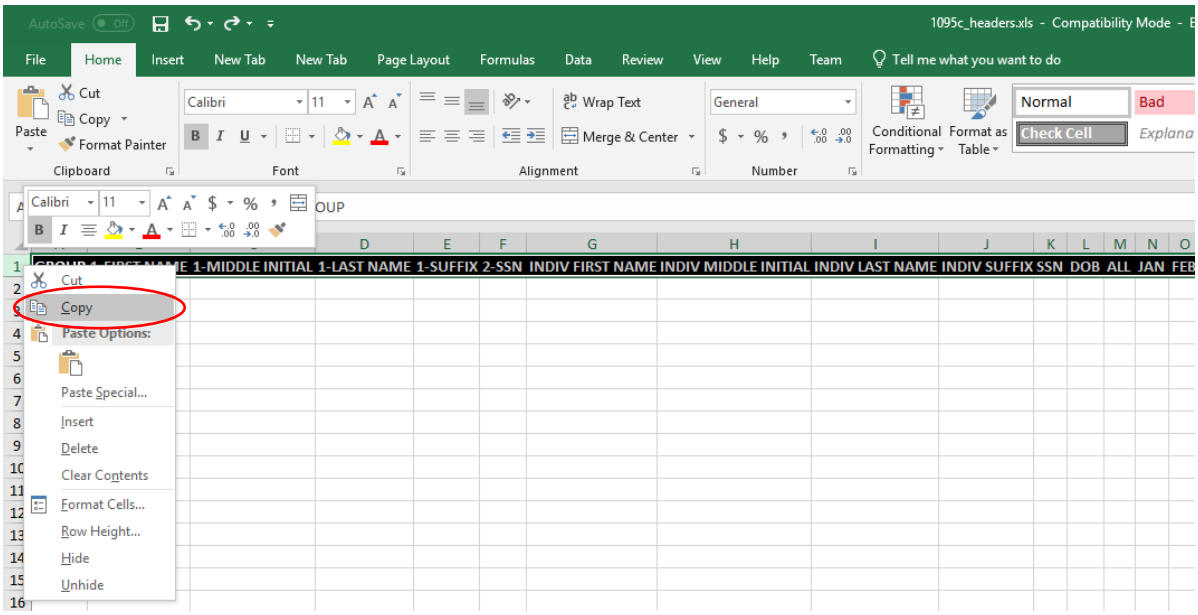


d. Select Other from the Delimiters options and key a ~ in the space provided.

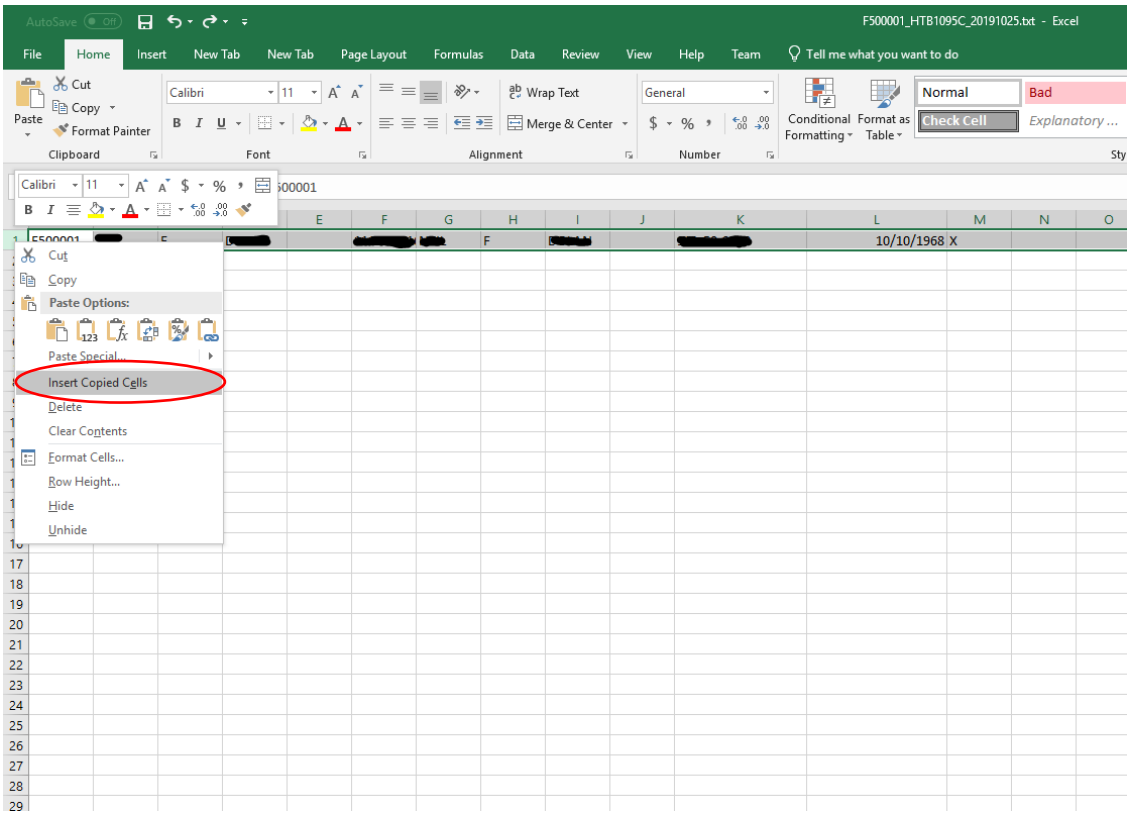
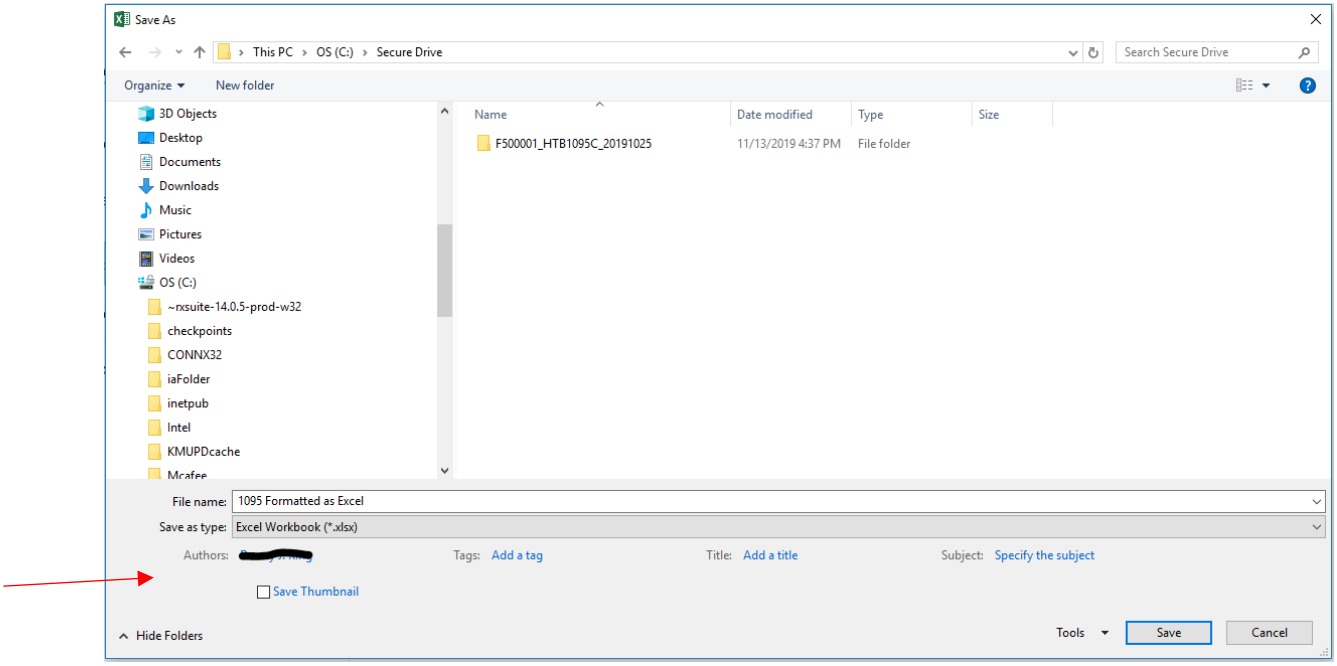


e. Select Next and Finish. Your 1095B/C file should now be properly formatted in Excel.

3. Add header row if desired.
   a. If you have not already done so, you should save a copy of the 1095B/C header files to your preferred location. These are located online at peba.sc.gov/aca under Resources.
   b. Open the 1095B/C header file in Excel (this file is in Excel format so simply open from the File menu).
   c. Right click on the header line (row one), then pick Copy.



d. Return to the 1095 text file previously opened in Excel, right click on row one and pick Insert Copied Cells.



e. To maintain the file as an Excel spreadsheet, select File, Save As, change the Save as type to Excel Workbook and select Save.