

Can you give me step-by-step instructions on how to access my UnitedHealthcare level-funded client's Forms 1095-B/C?

Step 1: The employer contact, provided by UnitedHealthcare to Mineral (Client Admin), logs into the Mineral Platform at apps.trustmineral.com

[Click Here](#) to learn how to obtain your Login Credentials and Sign In to the Mineral Platform

Step 2: Client Admin hovers on the 'HR Tools' tab at the top and selects 'ACA Reporting Hub'

Step 3: Client Admin selects the 'Get Started' Tab on the ACA Questionnaire.

Step 4: Client Admin completes the 3 questions in the ACA Questionnaire.

Step 5: Client Admin selects the 'Get Started' Tab on the ACA Tool.

Step 6: Client Admin has the option to add an external third-party user if they choose to by selecting the "Admin" menu option in the ACA Reporting Tool, clicks on "Create User", and enters the external user's email address as the username, adds the email address, creates a password, confirms the password by re-entering it, selects "Yes" they are approving the addition of the user, and click "Create".

Disclaimer: *By approving and creating a user with ACA Admin access, you are consenting to the new user's access to your ACA reporting information and understand this access may include the personally identifiable information of your employees.*

Note: Client Admin must contact Mineral's Technical Support Team to remove access at any time.

We have 2 upcoming ACA Reporting Tool webinars that will provide a live demonstration of the ACA Reporting Tool. Below is the link to register for one of these webinars. Those who register will receive a link to the recording after the session.

[UnitedHealthcare + Mineral - ACA Reporting Tool for Level Funded Plans Webinar Registration Link](#)

Every page in the Mineral Platform has a "**Get Help**" button at the bottom right corner. UnitedHealthcare client admins can access numerous user guides in Mineral's Help Center and get ACA compliance questions answered by Mineral's HR Experts using the phone number located on the Mineral Platform homepage.

For additional questions regarding the Mineral Platform or our ACA Reporting Tool contact the Mineral team at Unitedhealthcare@trustmineral.com.