

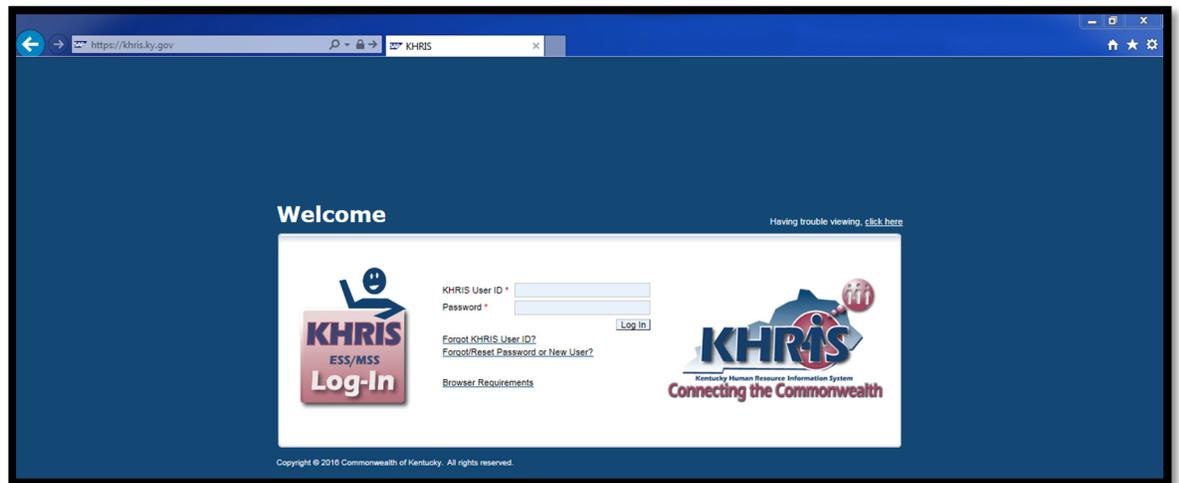
ZBNR032 Covered Lives for ACA Reporting

Go to <https://khris.ky.gov>



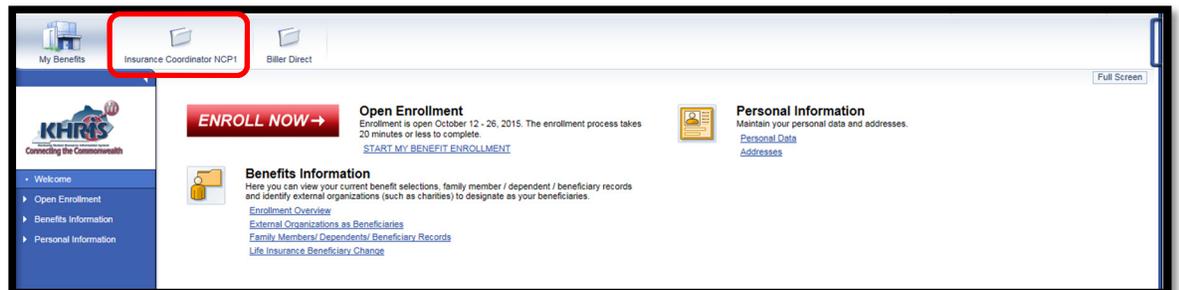
Example Internet Explorer search bar

Once you've reached the KHRIS Welcome screen, sign in with your KHRIS user id and password.



KHRIS ESS/MSS Welcome screen

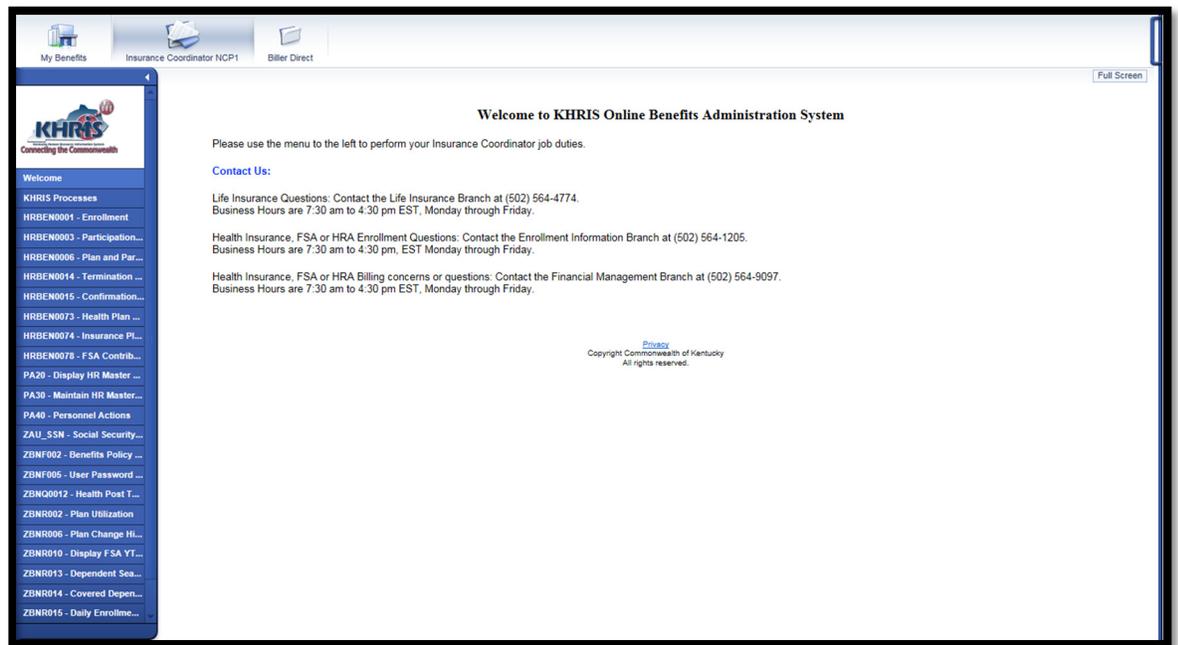
Now that you have signed into the portal, select the <<Insurance Coordinator NCP1>> tab in your upper left hand corner.



KHRIS Welcome Screen

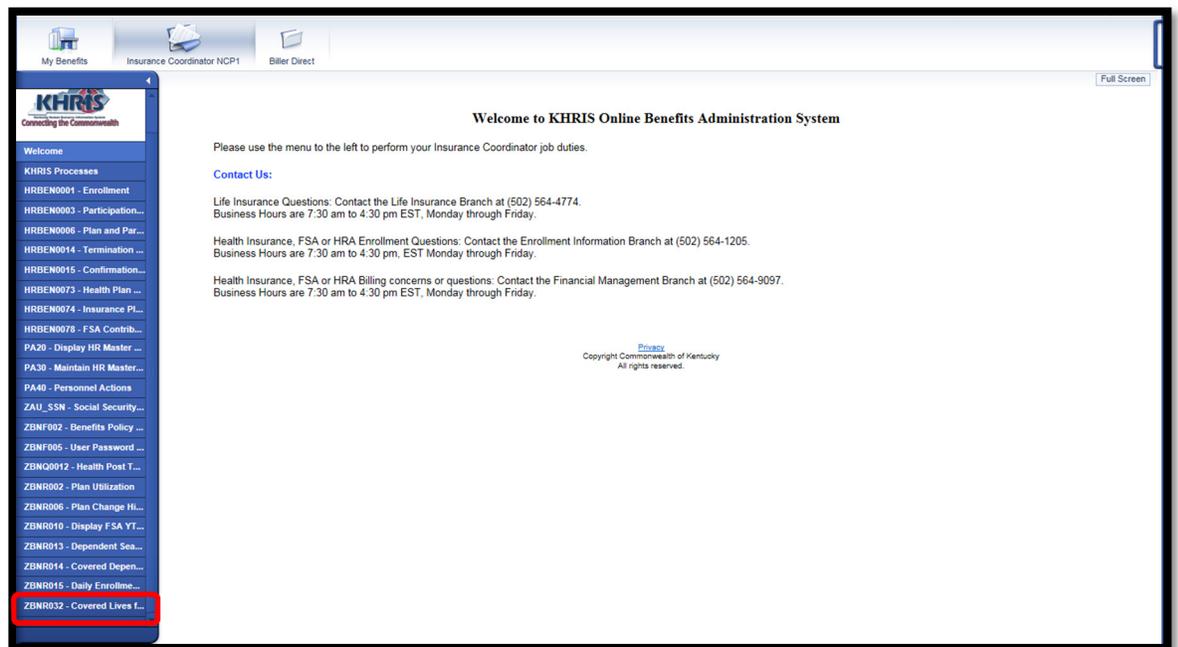


The screen will refresh and to the **KHRIS Online Benefits Administration System** welcome screen.



KHRIS Online Benefits Administration System welcome screen

On the left hand side you'll see the transaction list. Select the <<**ZBNR032-Covered Lives for ACA Reporting**>> transaction.



KHRIS Online Benefits Administration System welcome screen



The page will refresh to the *Search Criteria* screen.

The screenshot shows the KHRIS Search Criteria screen. The left sidebar contains a navigation menu with various HR processes. The main content area has search filters: Plan Year (2015), Organizational Unit, Personnel Number, and Personnel Subarea. A red box highlights the Search button. Below the filters is a Results List section with a table header and a message: "The table does not contain any data".

Company Number	Employee First Name	Employee Middle Initial	Employee Last Name	Employee SSN	Plan Code	Plan Description	Covered Individual First Name	Covered Individual Middle Initial	Covered Individual Last Name	Covered Individual SSN	Covered Individual DOB	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
The table does not contain any data																				

Search Criteria screen

Your Organizational Unit will populate. Select the **<Search>** button. [Note: You may additionally add a Personnel Number(s), if you need to run the report for less than your full organization.]

This screenshot is identical to the one above, but with a red box highlighting the Search button in the search criteria section.

Search Criteria screen



Once the search completes and your data is displayed, select the <<Export>> button to export the report to Microsoft Excel.

The screenshot shows the KHRIS Search Criteria screen. The 'Search Criteria' section includes fields for Plan Year (2015), Organizational Unit, Personnel Number, and Personnel Subarea. The 'Results List' section shows a table with columns for Company Number, Employee Name, Employee SSN, Plan Code, Plan Description, and various Covered Individual fields. The 'Export' button is highlighted with a red box.

Search Criteria screen

Select <<Save As>>. Name and save the report to a secure, HIPAA compliant, location on your network or PC.

The screenshot shows the 'Save As' dialog box. The file name is 'Covered Lives for ACA Reporting' and the save as type is 'Microsoft Excel Worksheet (*.xlsx)'. The dialog box is open on the Desktop.

Save As screen

