

# Setting up the ACA tab on Employee Information

13 Steps

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Created by  
APS Staff

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December 7, 2023

# S Login to your Elements account.

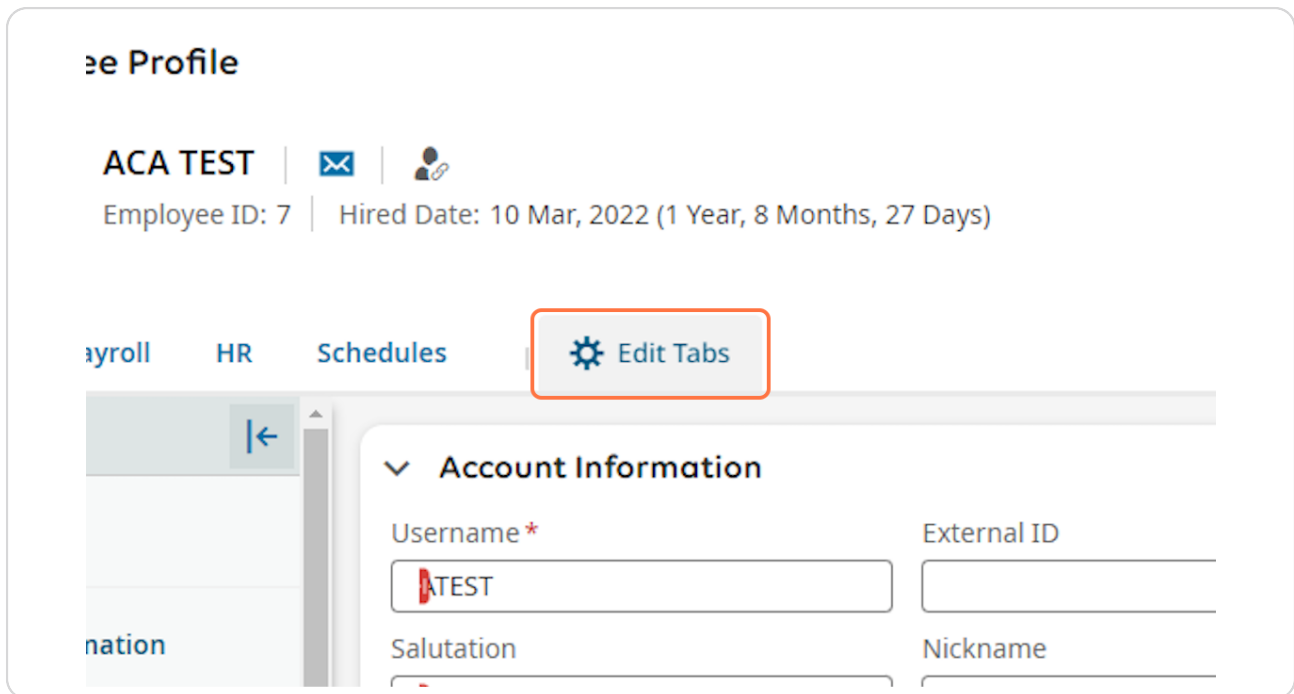
13 Steps 

Go to one of your employees' profiles.

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## STEP 1

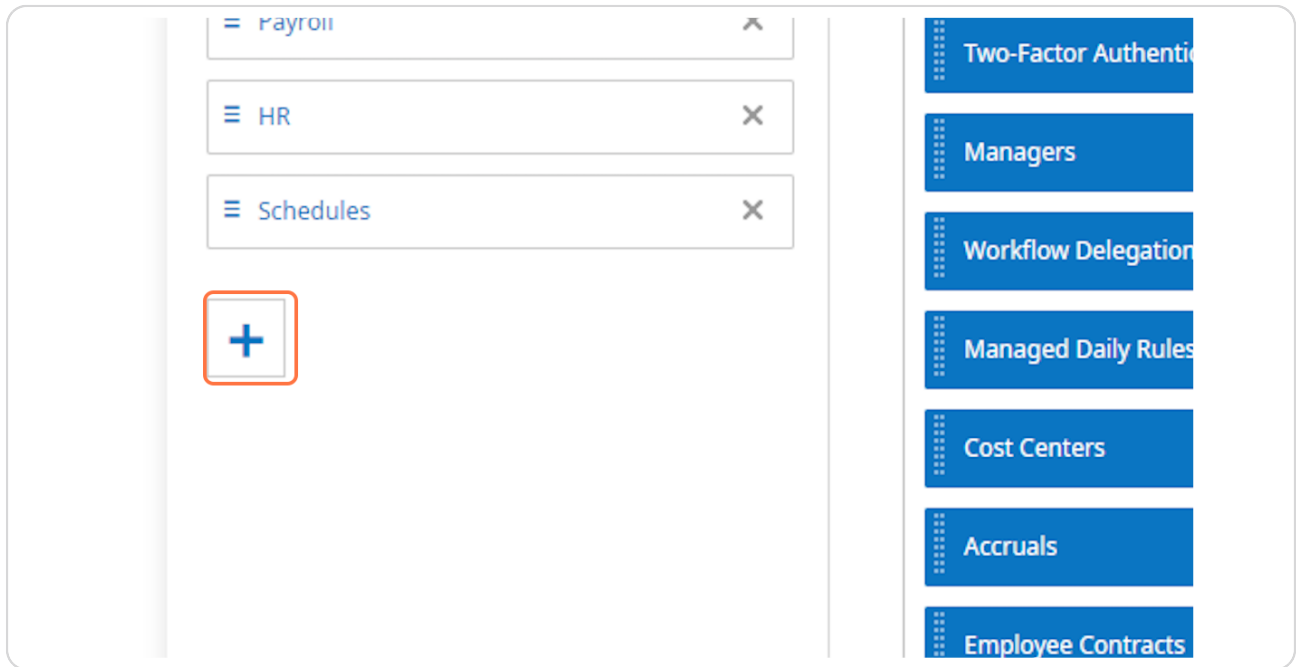
### Click on Edit Tabs



The screenshot shows an employee profile for 'ACA TEST'. At the top, there are icons for email and a person. Below that, it says 'Employee ID: 7' and 'Hired Date: 10 Mar, 2022 (1 Year, 8 Months, 27 Days)'. There are four tabs: 'Payroll', 'HR', 'Schedules', and 'Edit Tabs'. The 'Edit Tabs' tab is highlighted with a red box. Below the tabs, there is a sidebar with a back arrow and the word 'nation'. The main content area is titled 'Account Information' and contains several input fields: 'Username\*' with the value 'ATEST', 'External ID', 'Salutation', and 'Nickname'.

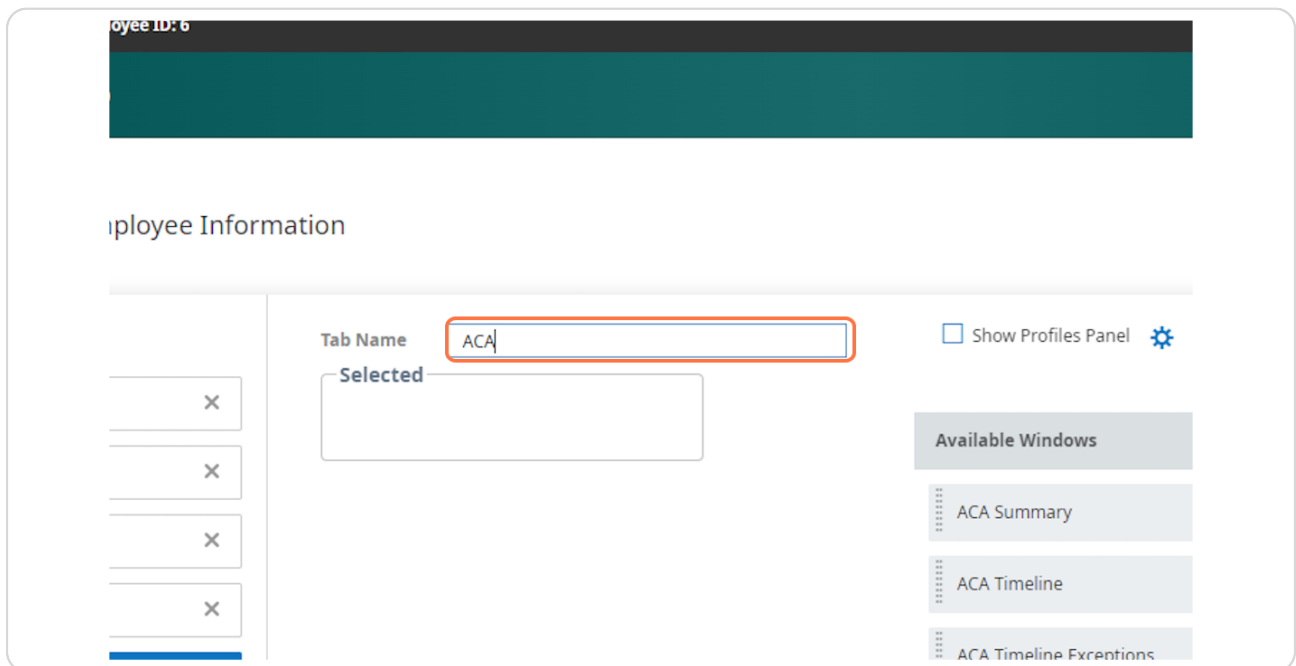
**STEP 2**

**Click on the plus button to add a new tab.**



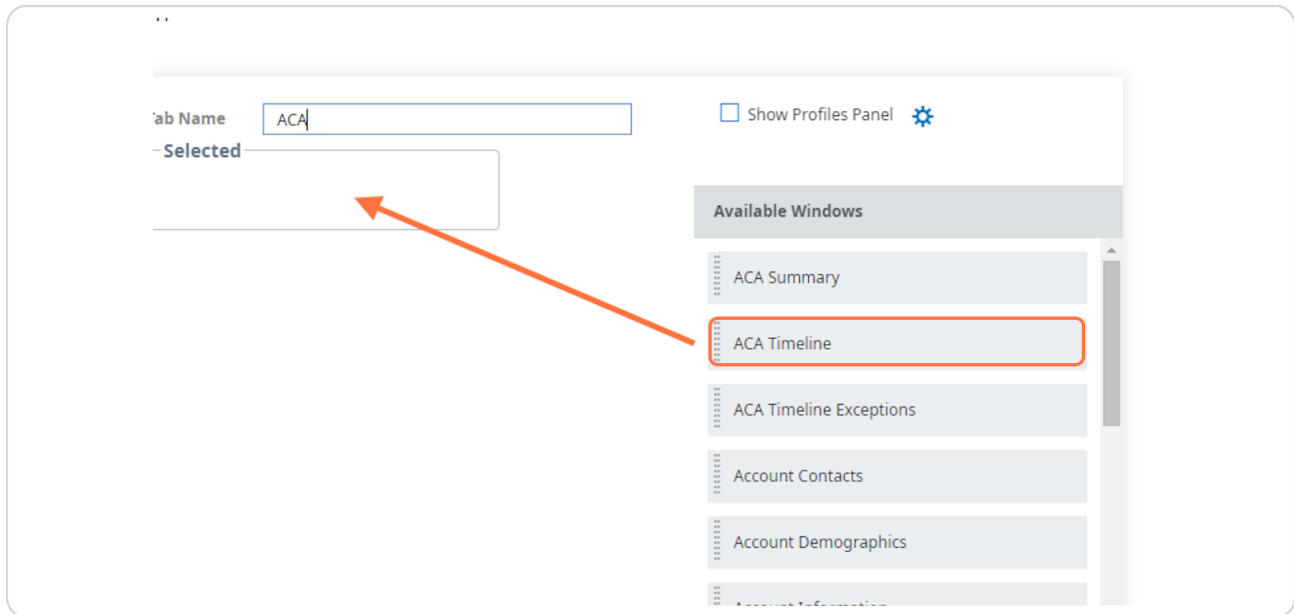
**STEP 3**

**In the Tab Name field, type in ACA.**



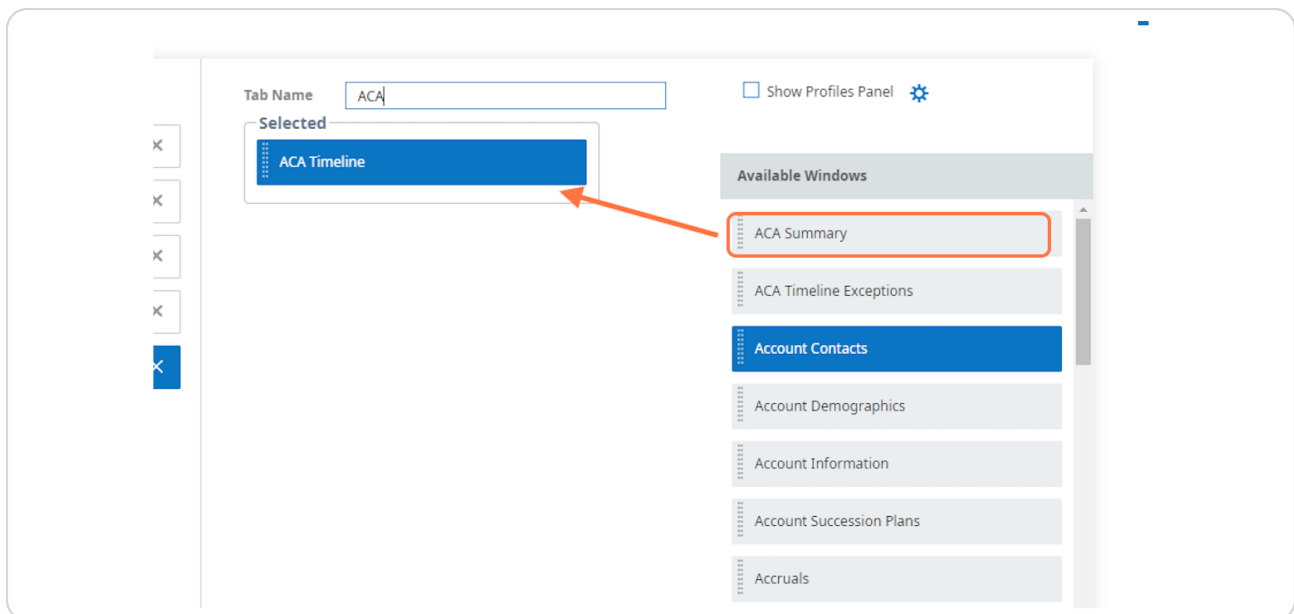
## STEP 4

On the right, under Available Windows, you'll want to bring in the following widgets: ACA Timeline, ACA Summary, Benefit Plans, Employee Status History, and Dates. Feel free to add in other widgets, but these are the ones that APS recommends.



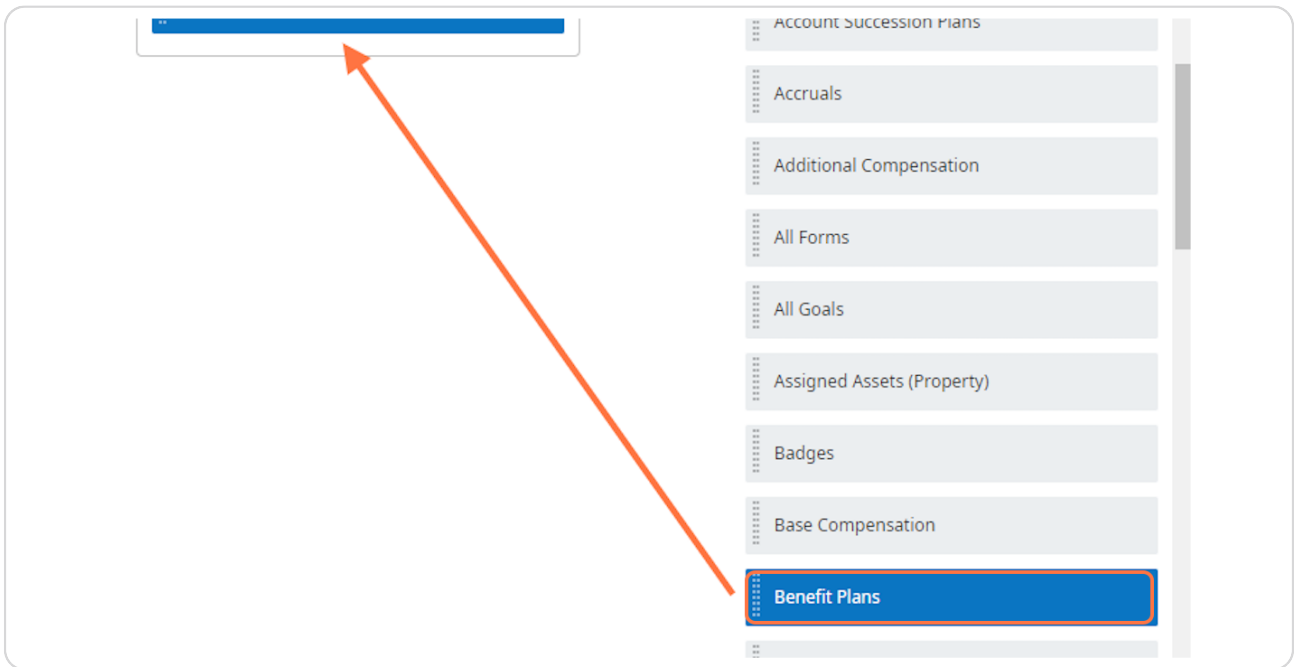
## STEP 5

### Add ACA Summary widget



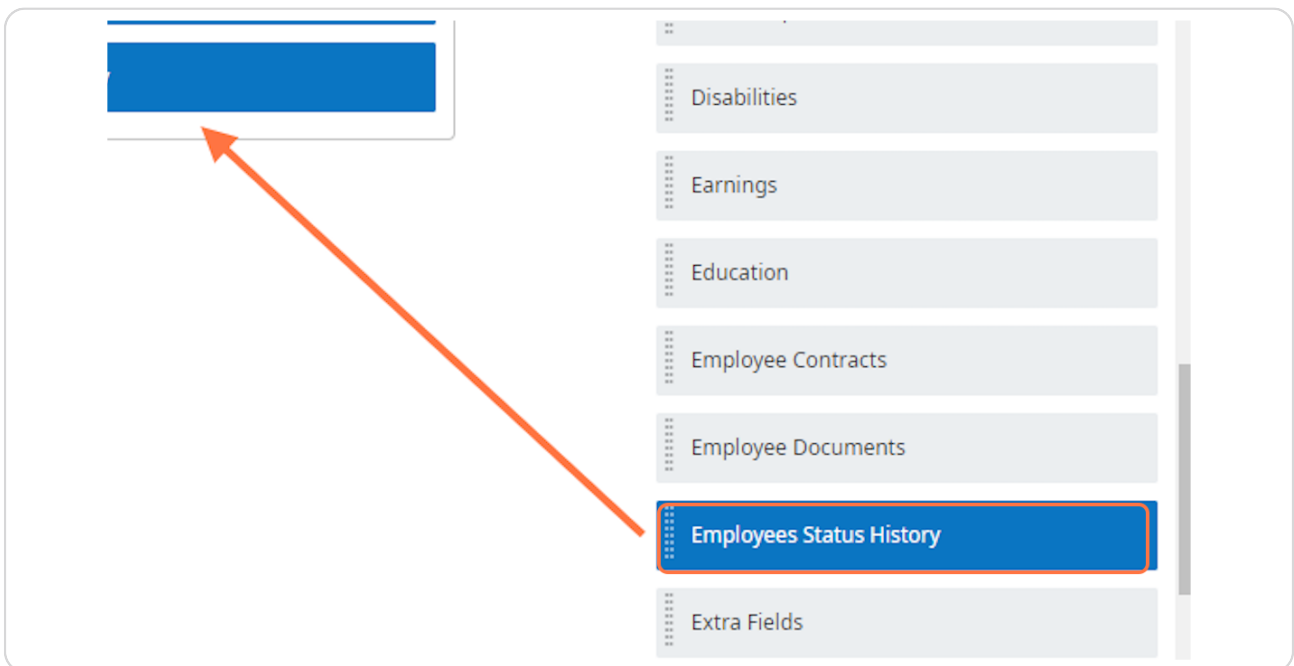
**STEP 6**

**Add Benefit Plans widget.**



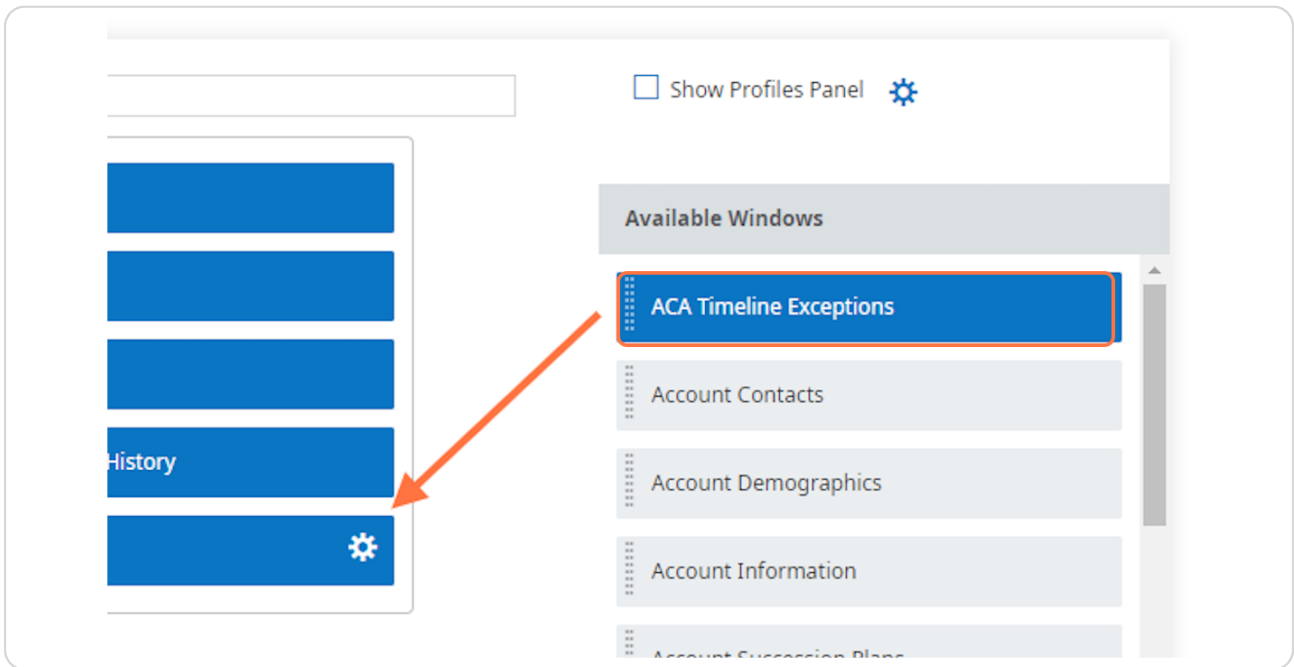
**STEP 7**

**Add Employee Status History widget**



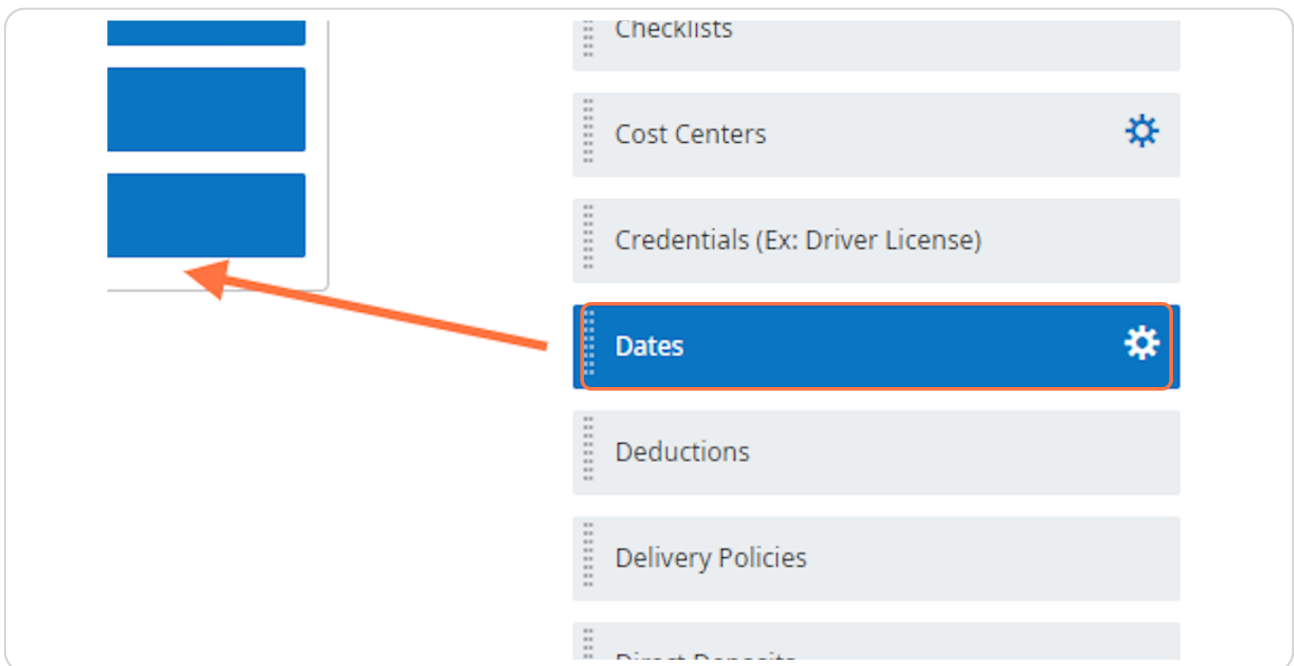
**STEP 8**

**Add ACA Timeline Exceptions widget.**



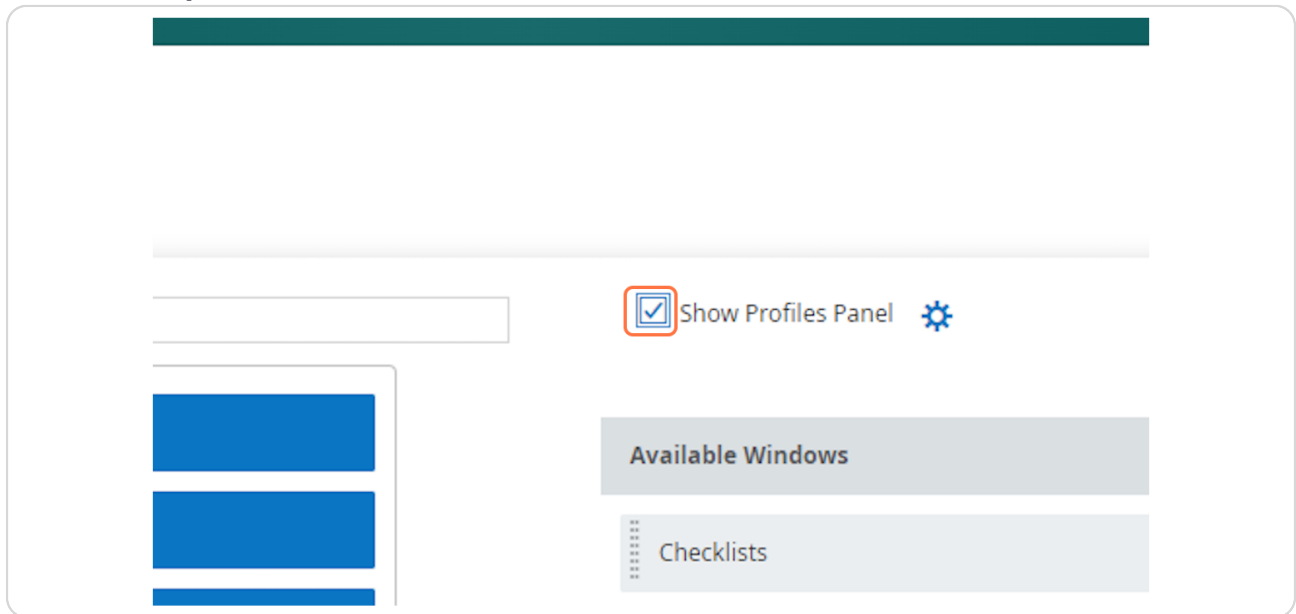
**STEP 9**

**Add Dates widget**



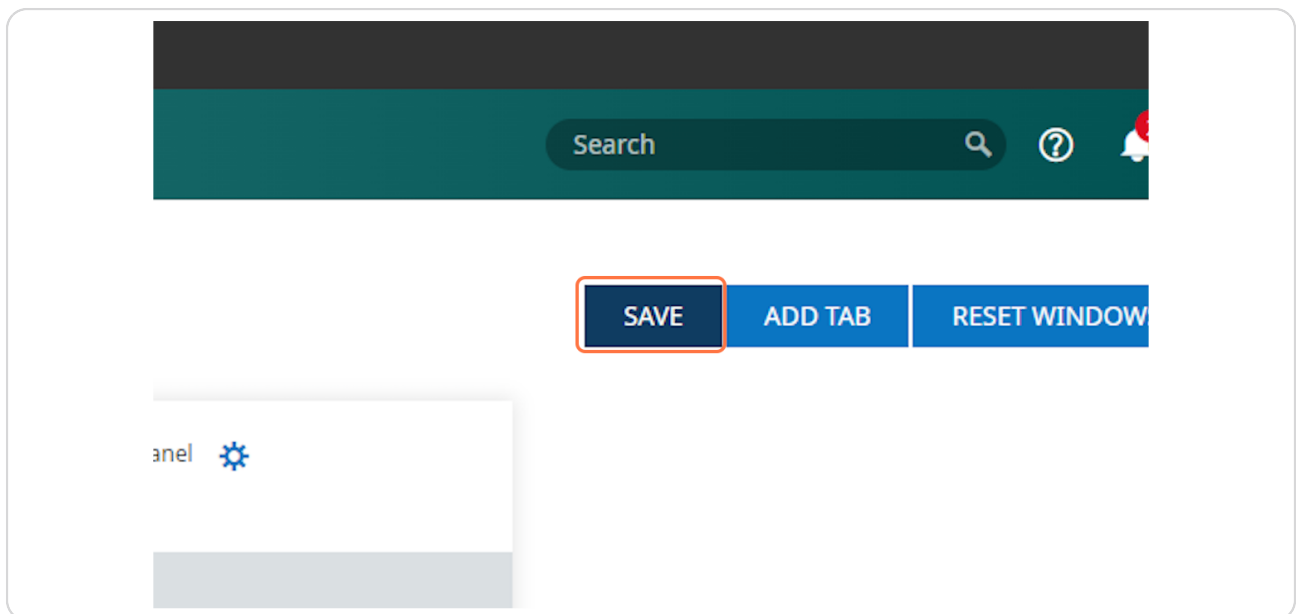
## STEP 10

If you'd like, you may select the Show Profiles Panel box, which will show the profiles pop-out on the right side of your page. APS does not have that in there, but you may find it helpful to see the profiles (mainly Benefit profile) with all of your other information on this tab



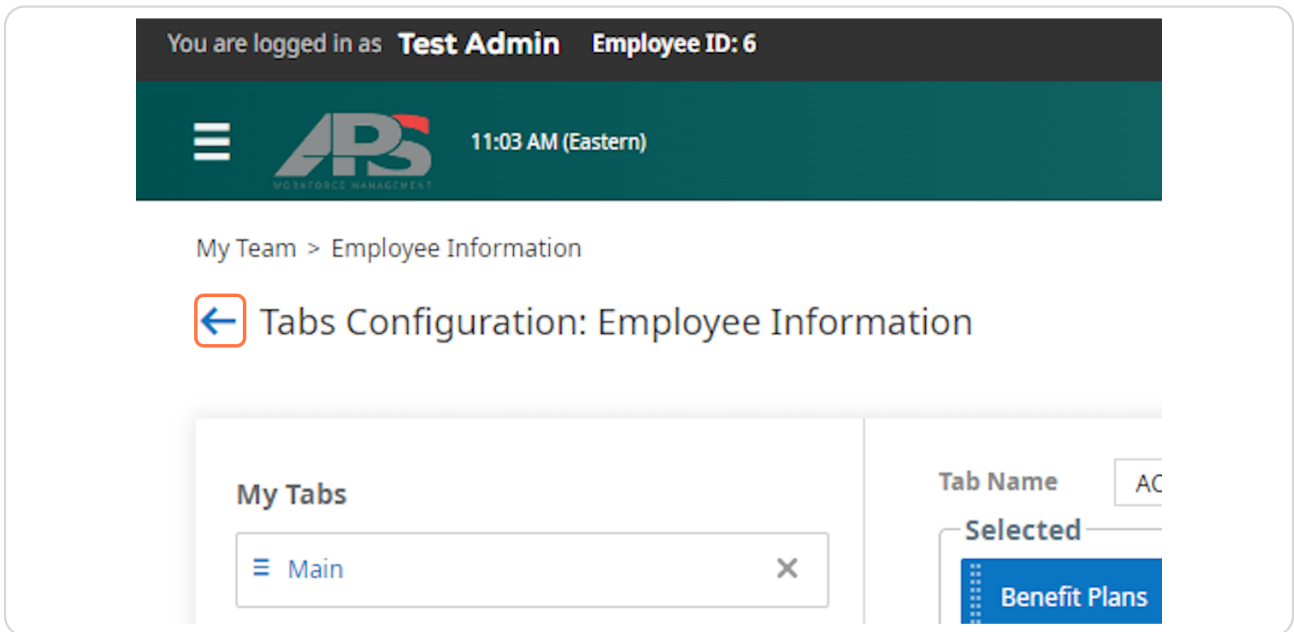
## STEP 11

When done, click Save.



STEP 12

**Select the back arrow to return to your employee's profile.**



STEP 13

**Now you have an ACA tab across the top of your page. You can see each of the widgets that you added; feel free to reorder them if needed. If you enabled the Profiles Panel, it will be on the right side where the arrow is pointing.**

