ZBNR032 Covered Lives for ACA Reporting
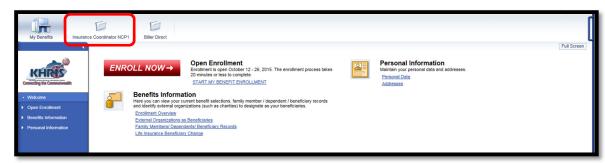
Go to *https://khris.ky.gov*

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.
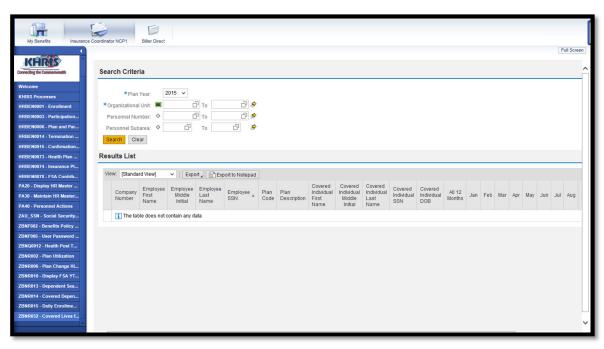

KHRIS Online Benefits Administration System welcome screen
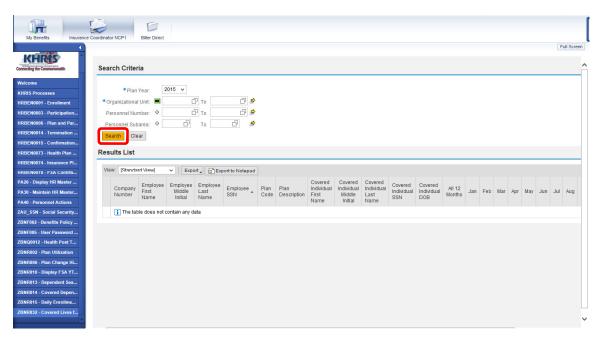
The page will refresh to the *Search Criteria* screen.

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 organziation.]
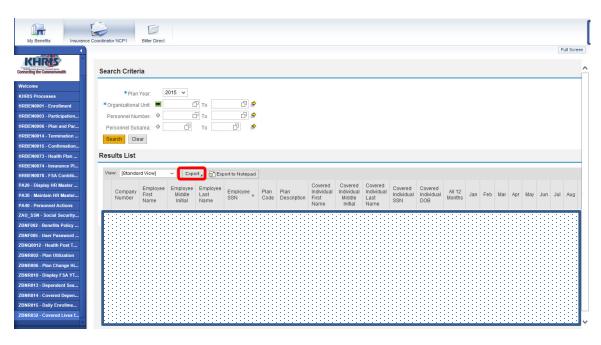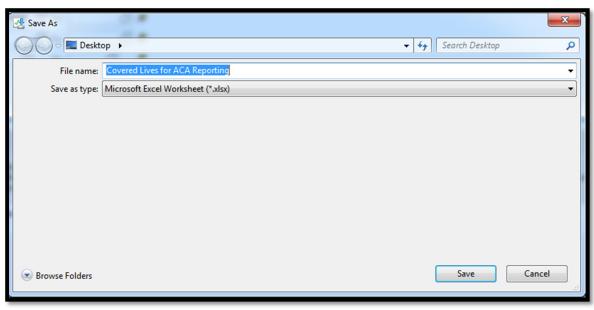

Search Criteria screen

Once the search complets and your data is displayed, select the <<**Export>>** button to export the report to Microsft Excel.

Search Criteria screen

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

Save As screen