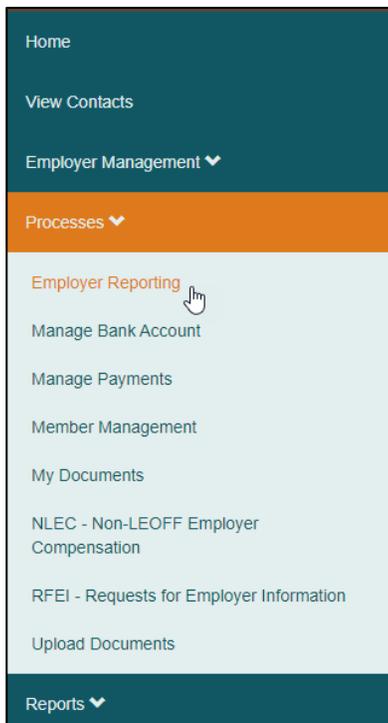
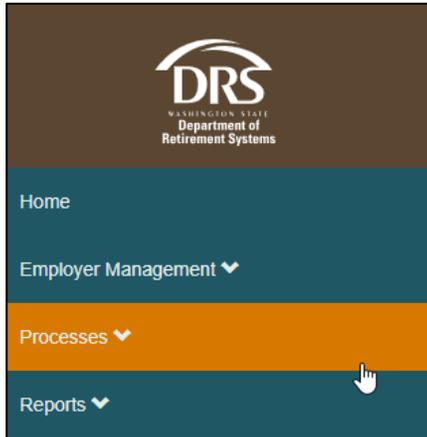




Upload a file with simulation

How do I submit a file via File Upload using simulation?

1. Open the Process menu and select “Employer Reporting”



2. Select “Start”

Employer Reporting Process

Select **Start** to submit a new report, or to run a simulation.

The Employer Reporting Process provides access to:

- Submit Earning Reports
- Submit member information
- Submit Correction Reports

Start



3. In the Reporting Method field select “Upload” from the drop-down list

Create Report Case Information

Reporting Method: **Upload**

Perform: -

Simulation: Interactive

Report File: No files uploaded

Upload

Simulation allows you to test a report without committing the data to DRS.

Save Cancel Report Submit

4. Select “Yes” to perform a simulation on your file

Create Report Case Information

Reporting Method: Upload

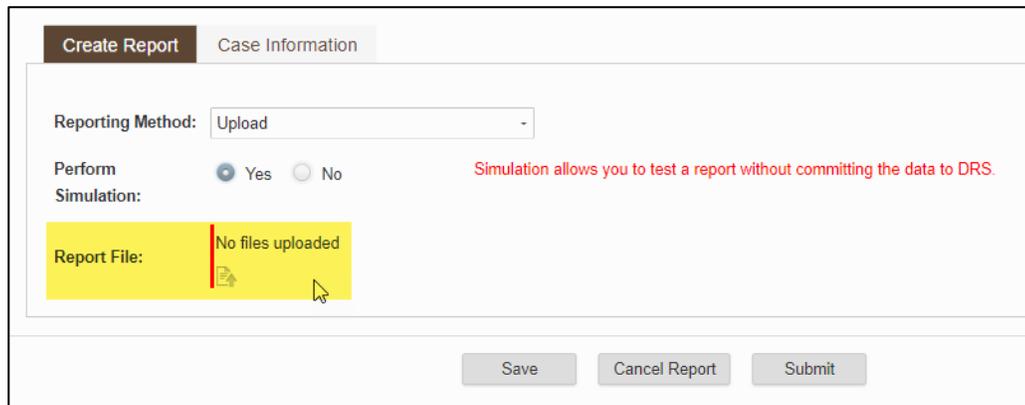
Perform Simulation: Yes No

Report File: No files uploaded

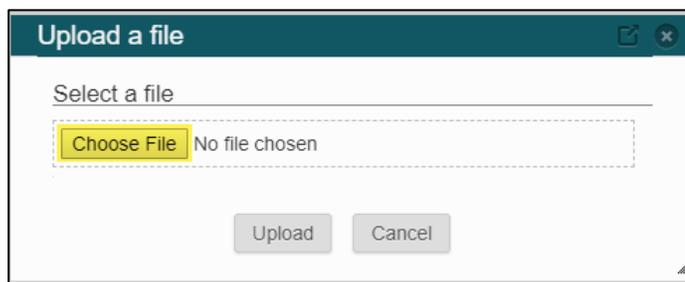
Simulation allows you to test a report without committing the data to DRS.

Save Cancel Report Submit

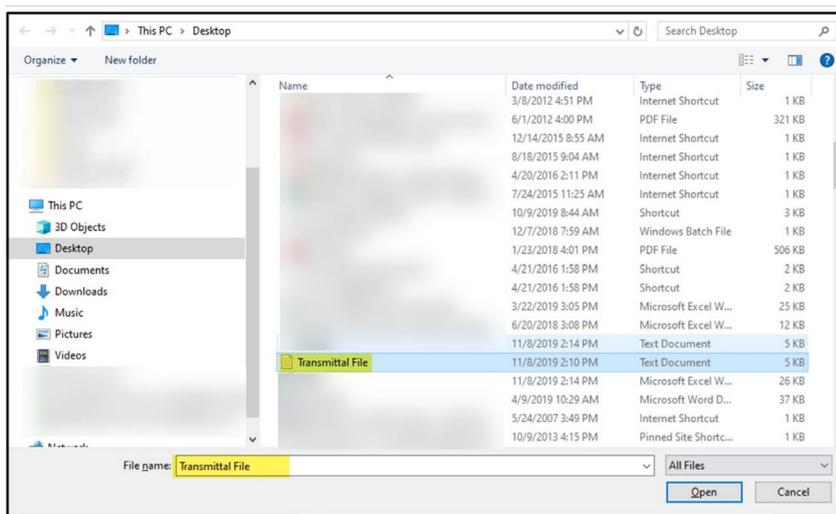
5. Select the icon next to “Report File” to choose the file you want to upload



6. Select “Choose File”

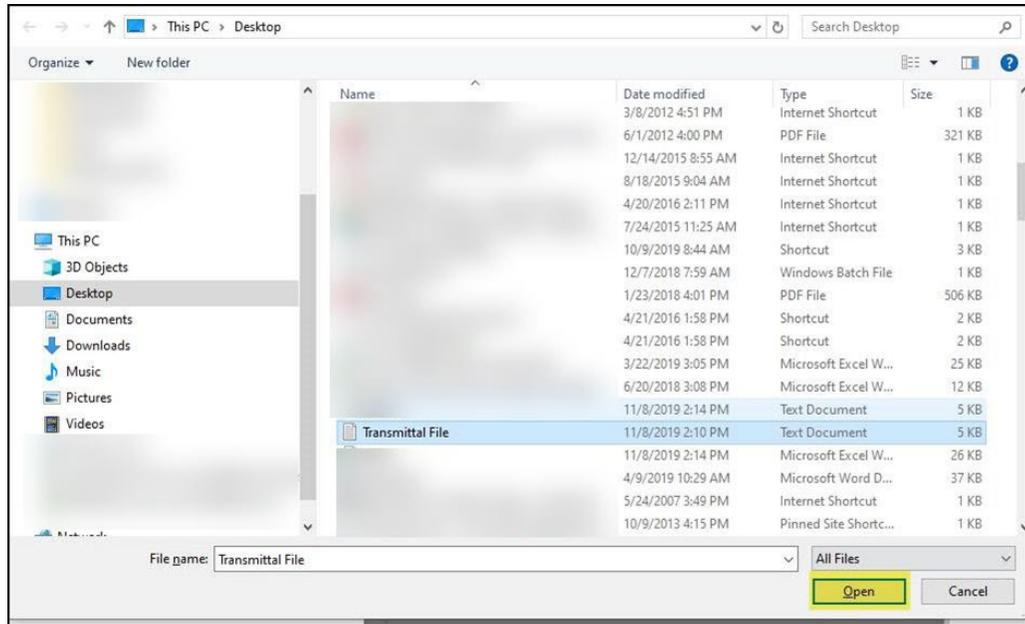


7. Select the file you want to upload. The file must be in a .txt or .csv format.



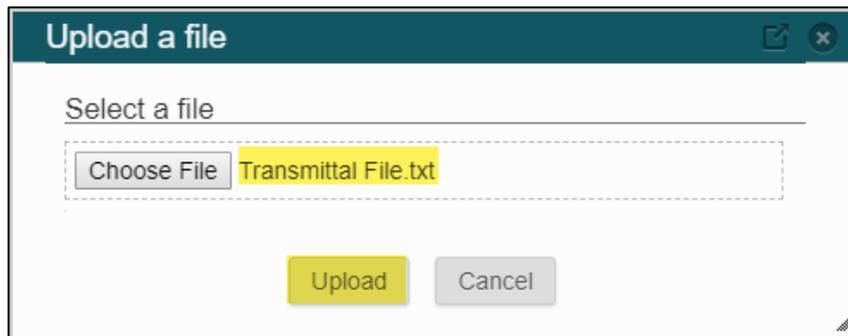
The file displays in the File name field.

8. Select Open



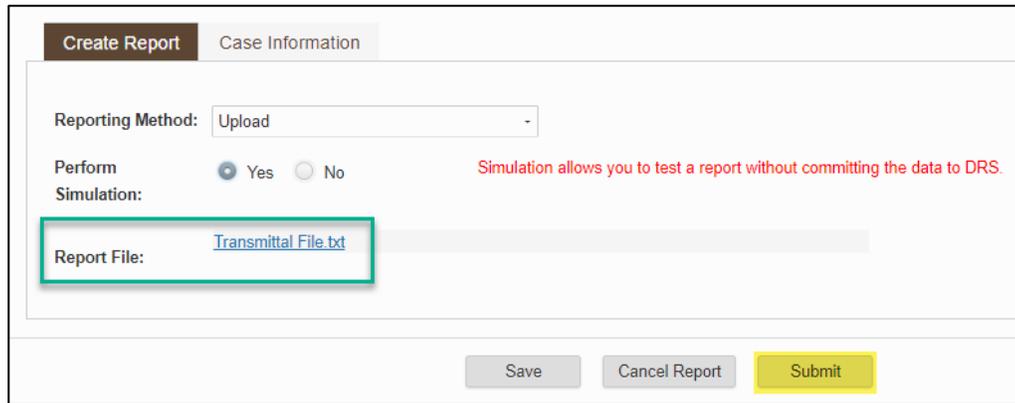
The file displays in the “Upload a file” box next to “Choose File.”

9. Select Upload



The file will be displayed next to “Report File.”

10. Select “Submit” to send your file for processing.

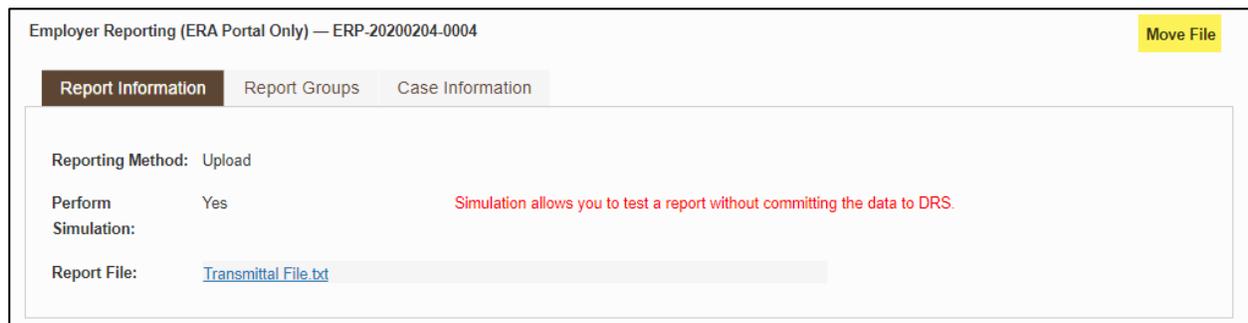


The screenshot shows a web form titled "Create Report" with a sub-tab "Case Information". The form contains the following elements:

- Reporting Method: Upload
- Perform Simulation: Yes No
- Report File: [Transmittal File.txt](#)
- Buttons: Save, Cancel Report, Submit

A red note states: "Simulation allows you to test a report without committing the data to DRS."

The “Move File” screen will display. Your file has been successfully submitted.

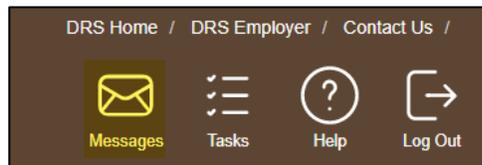


The screenshot shows a web page titled "Employer Reporting (ERA Portal Only) — ERP-20200204-0004" with a "Move File" button in the top right corner. The page has a sub-tab "Report Information" and contains the following elements:

- Reporting Method: Upload
- Perform Simulation: Yes
- Report File: [Transmittal File.txt](#)

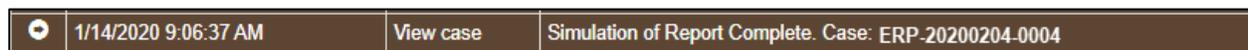
A red note states: "Simulation allows you to test a report without committing the data to DRS."

A message will appear in “Messages” on the menu bar showing your file was successfully processed.



The menu bar contains the following items:

- DRS Home / DRS Employer / Contact Us /
- Messages (highlighted)
- Tasks
- Help
- Log Out



The status bar contains the following information:

- 1/14/2020 9:06:37 AM
- View case
- Simulation of Report Complete. Case: ERP-20200204-0004