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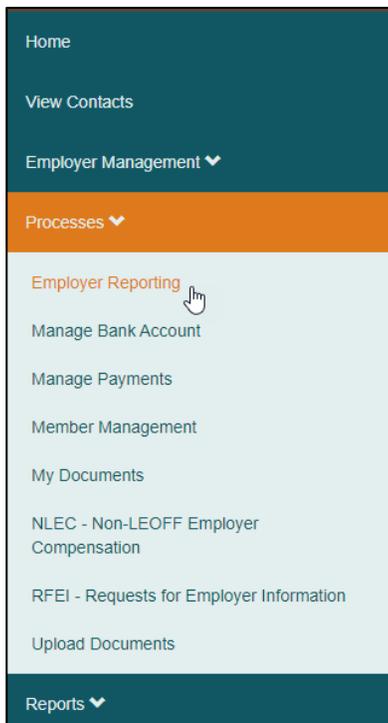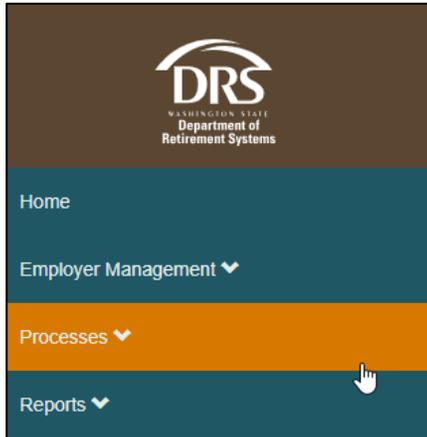
How do I submit a file via File Upload using simulation?

1. **Open the Process menu and select "Employer Reporting"**

2. Select "Start"

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

4. Select "Yes" to perform a simulation on your file

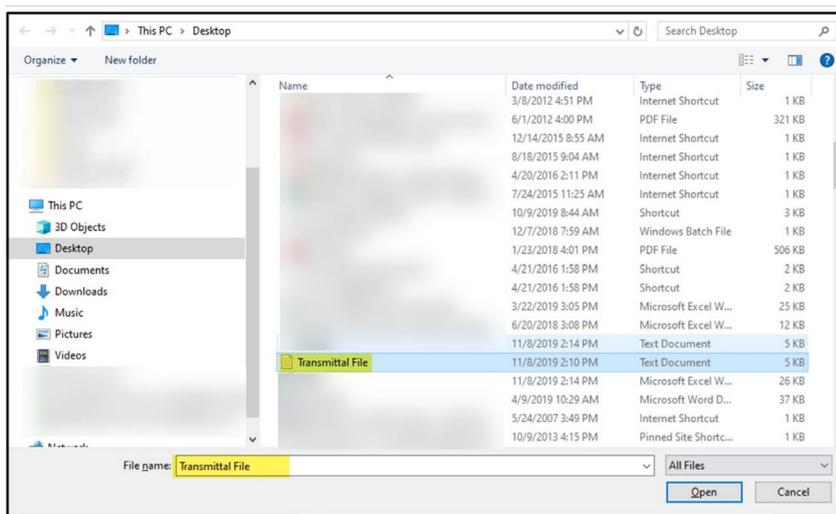**5. Select the icon next to "Report File" to choose the file you want to upload**
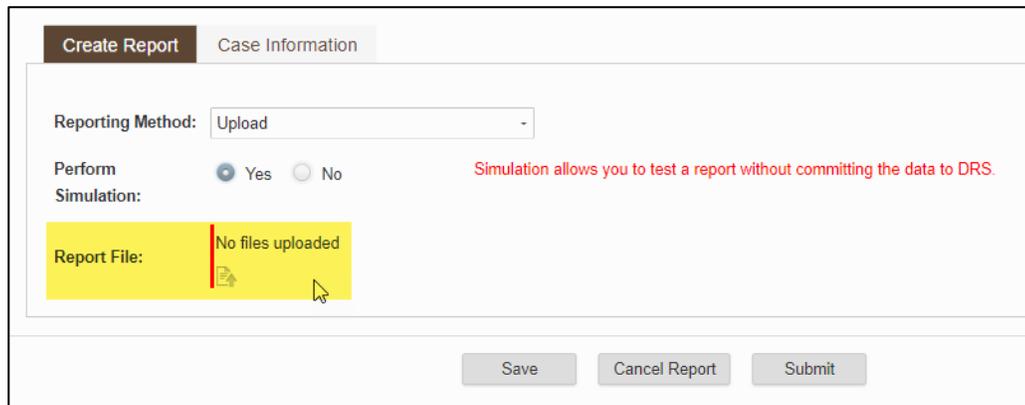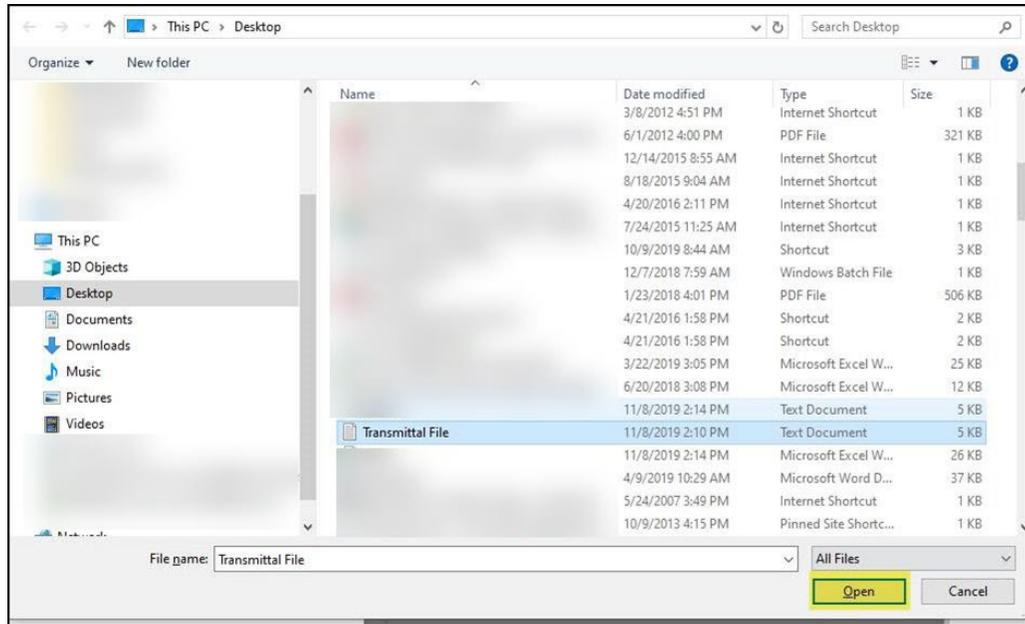

6. Select "Choose File"
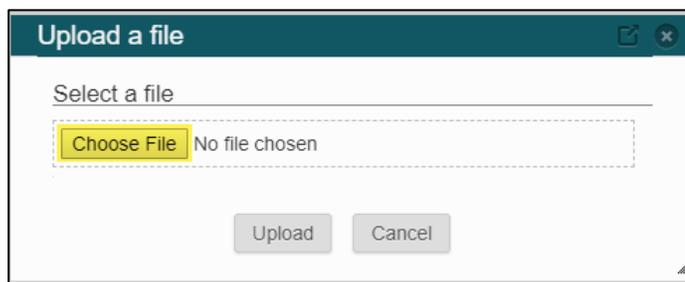
7. Select the file you want to upload. The file must be in a .txt or .csv format.
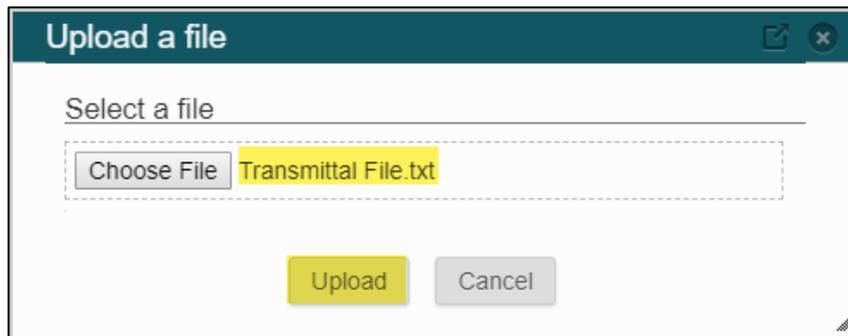

The file displays in the File name field.

8. **Select Open**

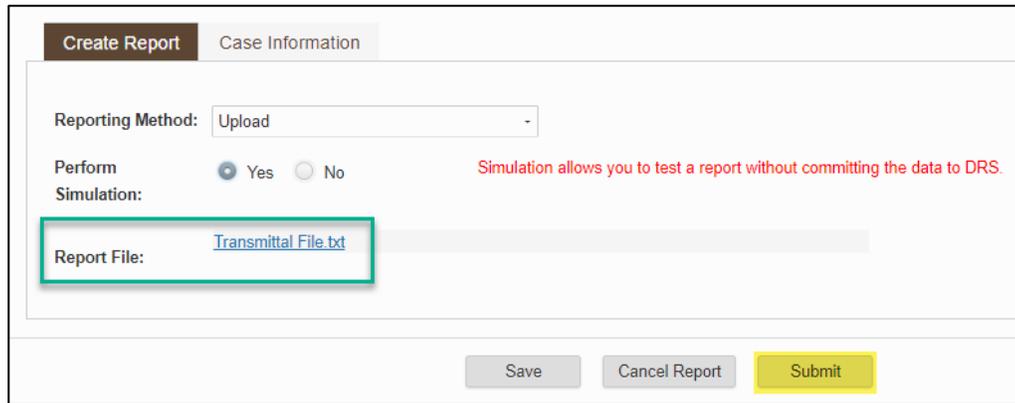
The file displays in the "Upload a file" box next to "Choose File."

9. **Select Upload**

The file will be displayed next to "Report File."

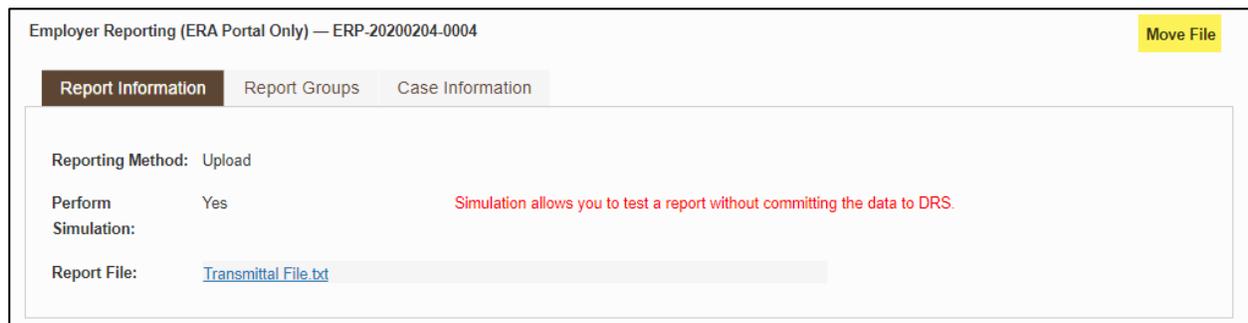**10. Select "Submit" to send your file for processing.**

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

A message will appear in "Messages" on the menu bar showing your file was successfully processed.
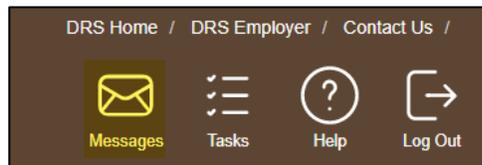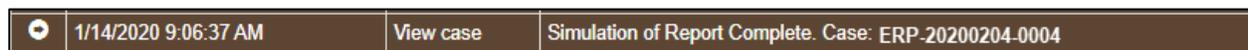
| ● | 1/14/2020 9:06:37 AM | View case | Simulation of Report Complete. Case: ERP-20200204-0004 |