

Upload a file

How do I submit a file with File Upload?

1. From the Employer Portal select "Position Eligibility Check"







2. Select "Start"



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

		Create Report Create Report Process Report
Employer Reporting (E	RA Portal Only) — Create Report — ERP-20191118-0002	
Create Report	Case Information	
	I	
Reporting Method:	ł	•
	-	
	Interactive	
	Upload C	Save Cancel Report



Select "Yes" if you want to perform a simulation on your file

Or

Select "No" if you want to upload your file without performing a simulation

Employer Reporting (E	RA Portal Only) — Cre	ate Report — ERP-20191118-0002	Create Report
Create Report	Case Information		
Reporting Method:			
Simulation:	Ves 💟 No	Simulation allows you to test a report without committing the data to DRS.	
Partial Processing Allowed:	Yes	Applies to Pandora. DCP report groups always allow partial processing.	
Report File:	No files uploaded		
		Save Cancel Report Submit	

4. Select the icon in the Report File field to choose a file to upload

Employer Reporting (E	RA Portal Only) — Crea	tte Report — ERP-20191118-0002	Create Report
Create Report	Case Information		
Reporting Method:	Upload	•	
Perform Simulation:	🔾 Yes 💿 No	Simulation allows you to test a report without committing the data to DRS.	
Partial Processing Allowed:	Yes	Applies to Pandora. DCP report groups always allow partial processing.	
Report File:	No files uploaded		
		Save Cancel Report Submit	

5. Select "Choose File"

Upload a file	C (0
Select a file Choose File No file chosen		
Upload	Cancel	h



6. Select your file to upload. The file must be in a .txt or .csv format.

7. Page 4 of 3

				-
ganize 🔻 New folder				III - III
	^ Name	Date modified	Туре	Size
		3/8/2012 4:51 PM	Internet Shortcut	1 KB
		6/1/2012 4:00 PM	PDF File	321 KB
		12/14/2015 8:55 AM	Internet Shortcut	1 KB
		8/18/2015 9:04 AM	Internet Shortcut	1 KB
		4/20/2016 2:11 PM	Internet Shortcut	1 KB
7.00		7/24/2015 11:25 AM	Internet Shortcut	1 KB
This PC		10/9/2019 8:44 AM	Shortcut	3 KB
3D Objects		12/7/2018 7:59 AM	Windows Batch File	1 KB
Desktop		1/23/2018 4:01 PM	PDF File	506 KB
Documents		4/21/2016 1:58 PM	Shortcut	2 KB
Downloads		4/21/2016 1:58 PM	Shortcut	2 KB
h Music		3/22/2019 3:05 PM	Microsoft Excel W	25 KB
Distures		6/20/2018 3:08 PM	Microsoft Excel W	12 KB
Pictures		11/8/2019 2:14 PM	Text Document	5 KB
Videos	Transmittal File	11/8/2019 2:10 PM	Text Document	5 KB
		11/8/2019 2:14 PM	Microsoft Excel W	26 KB
		4/9/2019 10:29 AM	Microsoft Word D	37 KB
	-	5/24/2007 3:49 PM	Internet Shortcut	1 KB
	v	10/9/2013 4:15 PM	Pinned Site Shortc	1 KB
			411.57	
File <u>n</u> ame: Iransmittal Fi	le		✓ All Files	

The file displays in the File name field.

8. Select "Open"

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Organize 👻 New folder					DE 🔻 🛄	?
	^	Name	Date modified	Туре	Size	
			3/8/2012 4:51 PM	Internet Shortcut	1 KB	
			6/1/2012 4:00 PM	PDF File	321 KB	
			12/14/2015 8:55 AM	Internet Shortcut	1 KB	
			8/18/2015 9:04 AM	Internet Shortcut	1 KB	
			4/20/2016 2:11 PM	Internet Shortcut	1 KB	
			7/24/2015 11:25 AM	Internet Shortcut	1 KB	
This PC			10/9/2019 8:44 AM	Shortcut	3 KB	
3D Objects			12/7/2018 7:59 AM	Windows Batch File	1 KB	
Desktop			1/23/2018 4:01 PM	PDF File	506 KB	
Documents			4/21/2016 1:58 PM	Shortcut	2 KB	
- Downloads			4/21/2016 1:58 PM	Shortcut	2 KB	
h Music			3/22/2019 3:05 PM	Microsoft Excel W	25 KB	
Dist.			6/20/2018 3:08 PM	Microsoft Excel W	12 KB	
Pictures			11/8/2019 2:14 PM	Text Document	5 KB	
Videos		Transmittal File	11/8/2019 2:10 PM	Text Document	5 KB	
			11/8/2019 2:14 PM	Microsoft Excel W	26 KB	
			4/9/2019 10:29 AM	Microsoft Word D	37 KB	
			5/24/2007 3:49 PM	Internet Shortcut	1 KB	
Made	~		10/9/2013 4:15 PM	Pinned Site Shortc	1 KB	
File <u>n</u> ame: Transm	nittal File			 ✓ All Files 		~
						0

The file displays in the "Upload a file" box next to the choose file button.



9. Select "Upload"

Upload a file	Ľ	×
Select a file		_
Choose File Transmittal File.txt		
k	i	
Upload Cancel		
		h

The file displays next to "Report File."

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

		Create Report Edit Member Process Report	
Employer Reporting (E	RA Portal Only) — Create F	Report — ERP-20191118-0002 Cr	eate Report
Create Report	Case Information		
Reporting Method:	Upload	-	
Perform Simulation:	🔾 Yes 🧿 No	Simulation allows you to test a report without committing the data to DRS.	
Partial Processing Allowed:	Yes	Applies to Pandora. DCP report groups always allow partial processing.	
Report File:	Transmittal File.txt		
		Save Cancel Report Submit	

The Move File screen displays. Your file has been successfully submitted.

Employer Reporting (ERA Portal Only) — ERP-20	191118-0002		Move File
Report Information	n Report Groups	Case Information		
Reporting Method:	Upload			
Perform Simulation:	Yes		Simulation allows you to test a report without committing the data to DRS.	
Report File:	Transmittal File.txt			

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

