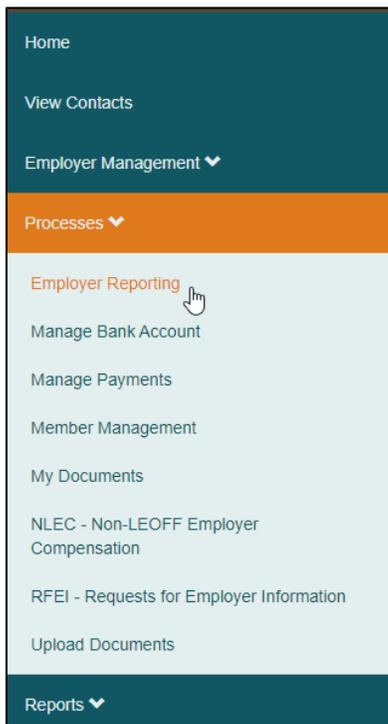
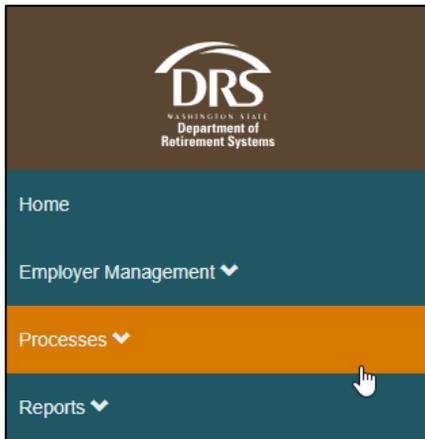




Upload a file

How do I submit a file with File Upload?

1. From the Employer Portal select “Position Eligibility Check”



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 Edit Member Process Report

Employer Reporting (ERA Portal Only) — Create Report — ERP-20191118-0002

Create Report Case Information

Reporting Method:

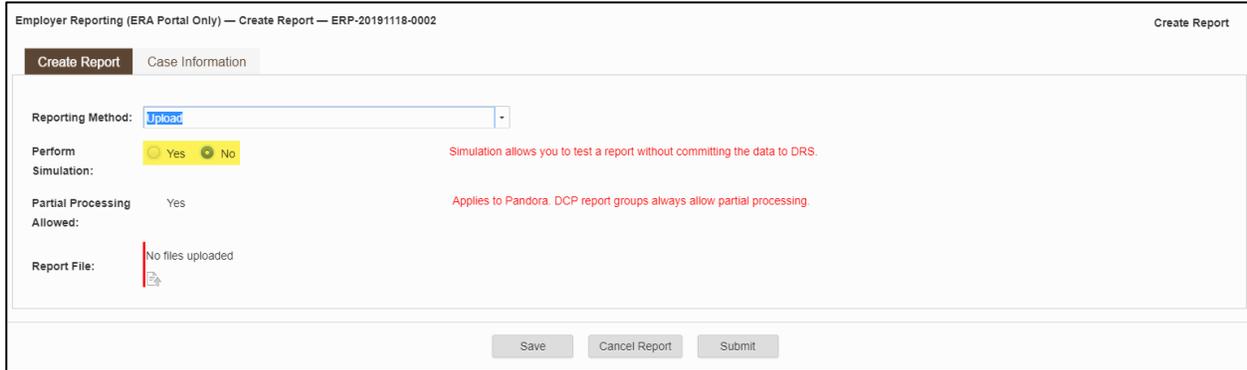
-
- Interactive
- Upload**

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 (ERA Portal Only) — Create Report — ERP-20191118-0002 Create Report

Create Report Case Information

Reporting Method:

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 

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



Employer Reporting (ERA Portal Only) — Create Report — ERP-20191118-0002 Create Report

Create Report Case Information

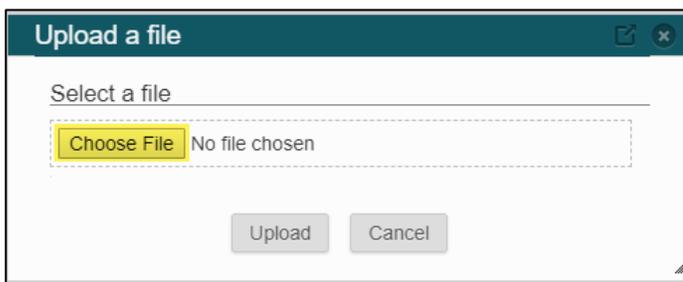
Reporting Method:

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 

5. Select “Choose File”



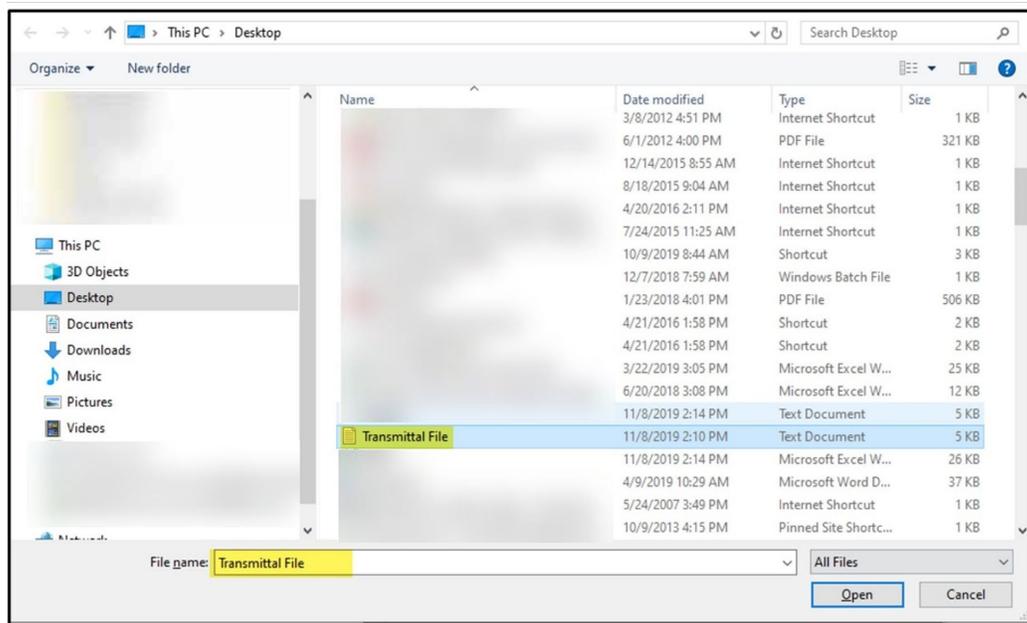
Upload a file 

Select a file

Choose File No file chosen

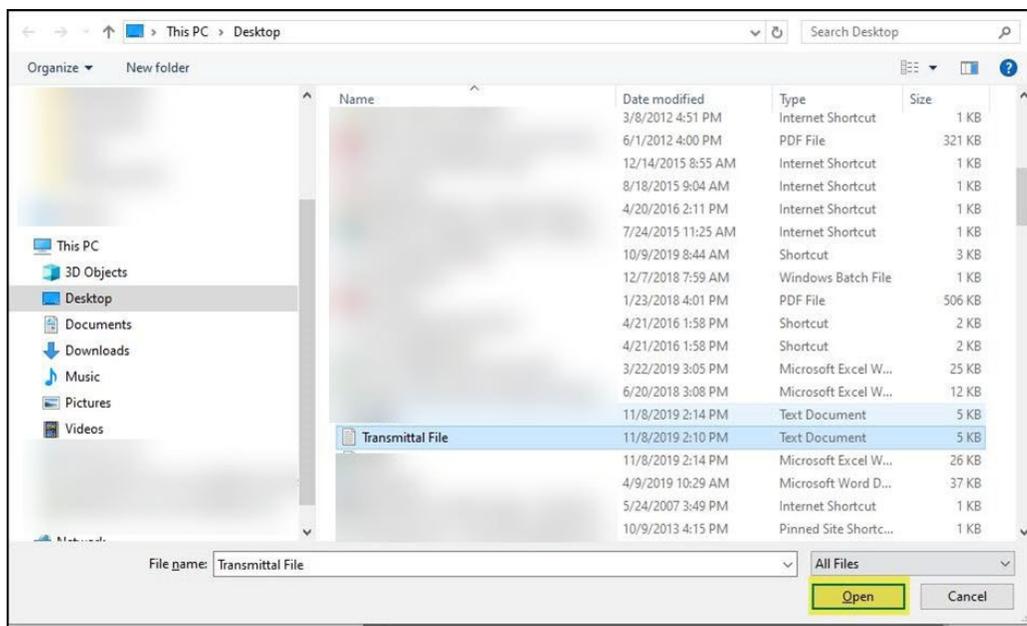
6. Select your file to upload. The file must be in a .txt or .csv format.

7. Page 4 of 3



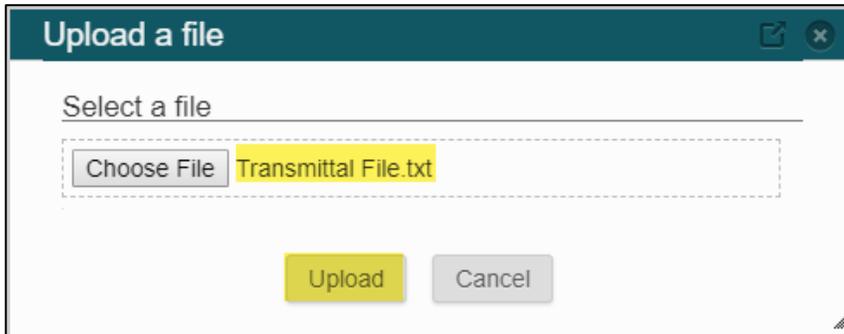
The file displays in the File name field.

8. Select "Open"



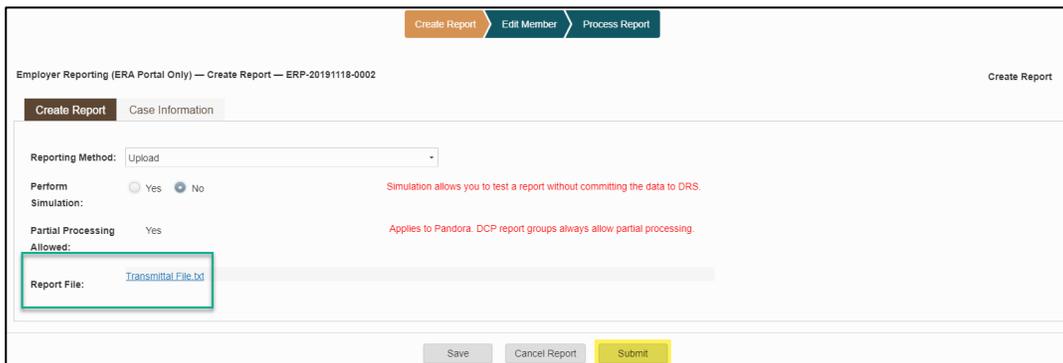
The file displays in the "Upload a file" box next to the choose file button.

9. Select “Upload”

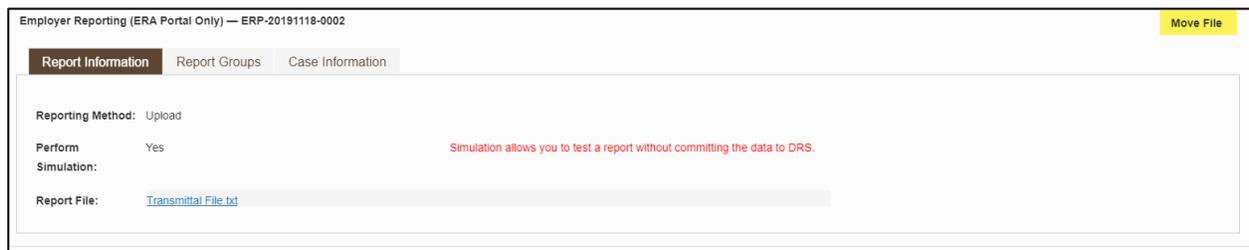


The file displays next to “Report File.”

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



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



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

