Upload a file

How do I submit a file with File Upload?

1. **From the Employer Portal select "Position Eligibility Check"**
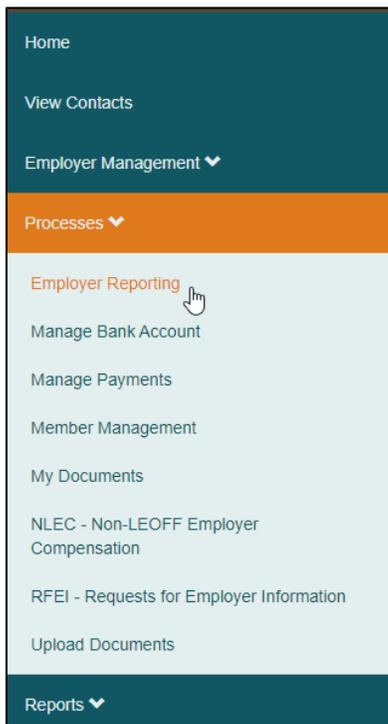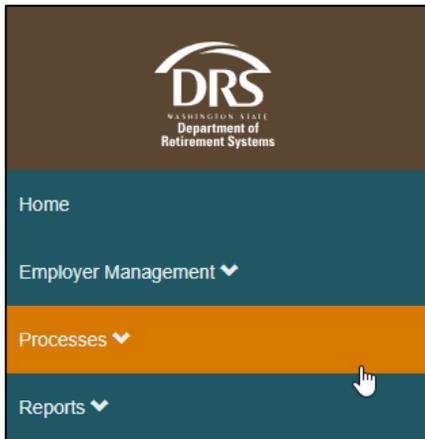
2. Select "Start"

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

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
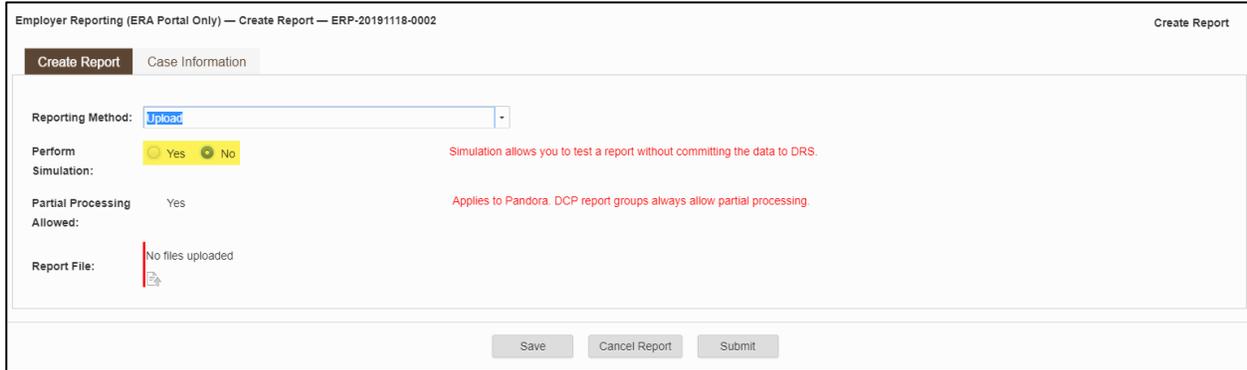
4. **Select the icon in the Report File field to choose a file to upload**
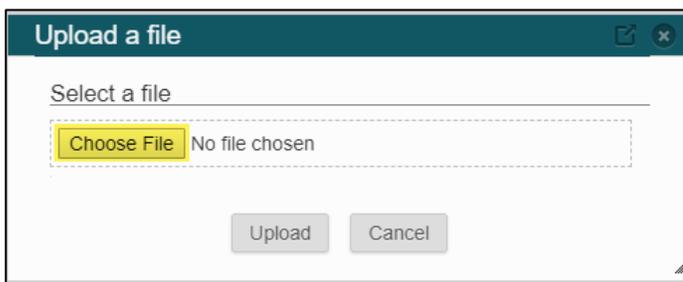
5. **Select "Choose File"**

6. **Select your file to upload. The file must be in a .txt or .csv format.**
7. Page **4** of **3**
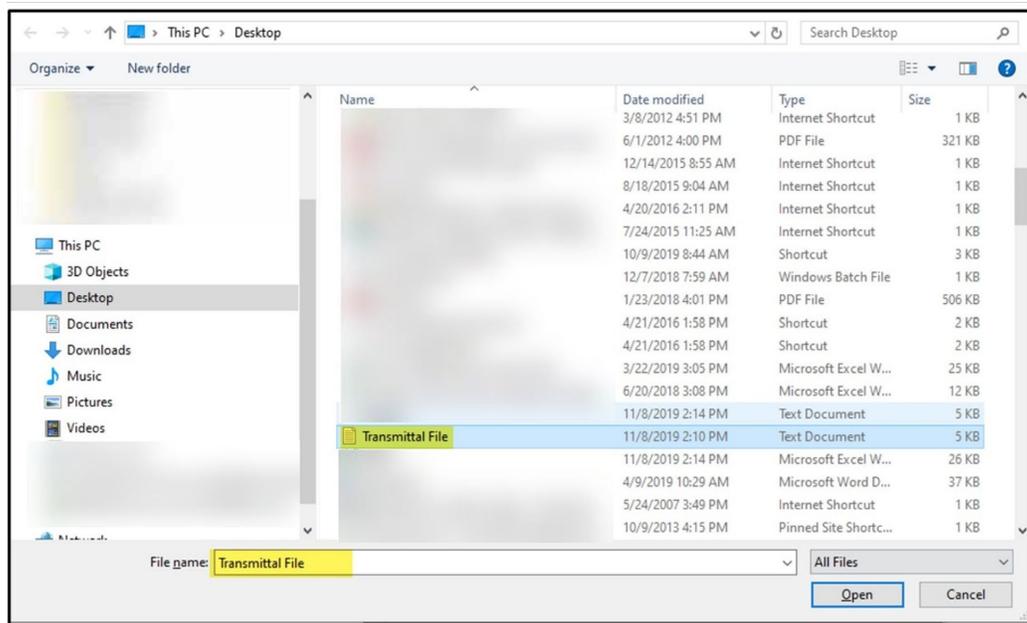
The file displays in the File name field.

8. **Select "Open"**
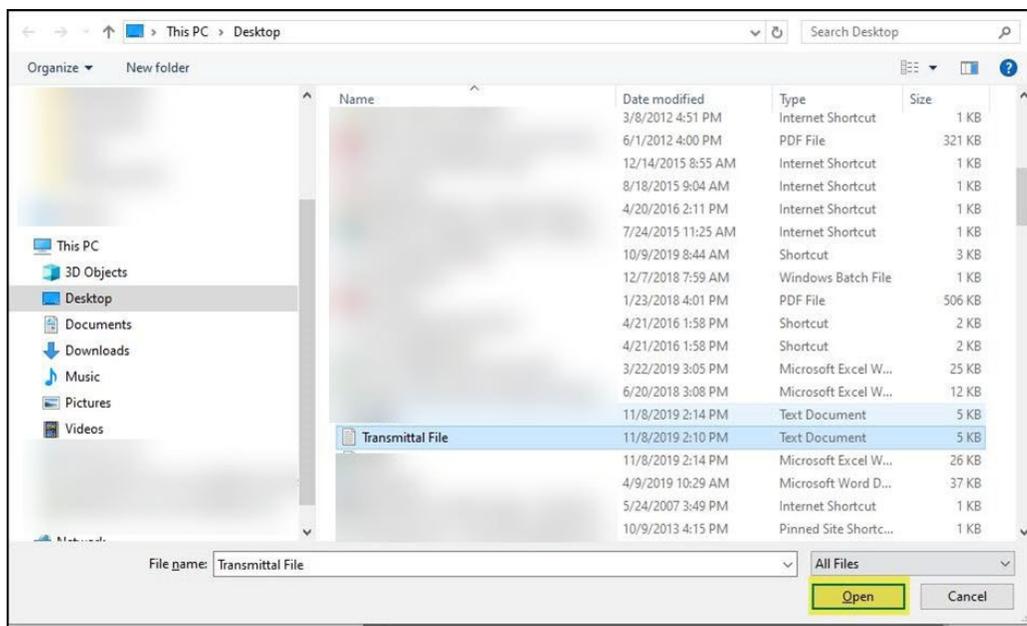
The file displays in the "Upload a file" box next to the choose file button.

9. Select "Upload"
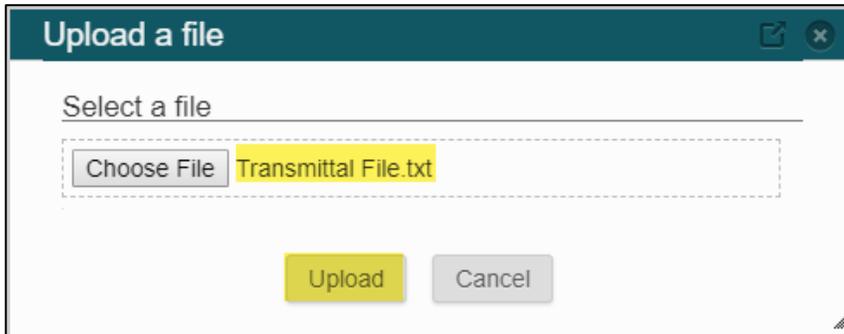
The file displays next to "Report File."

10. Select "Submit" to send your file for processing
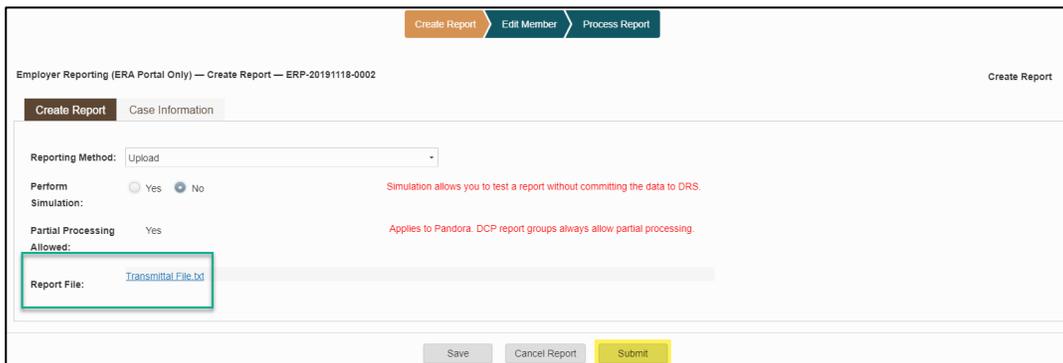
The Move File screen displays. Your file has been successfully submitted.
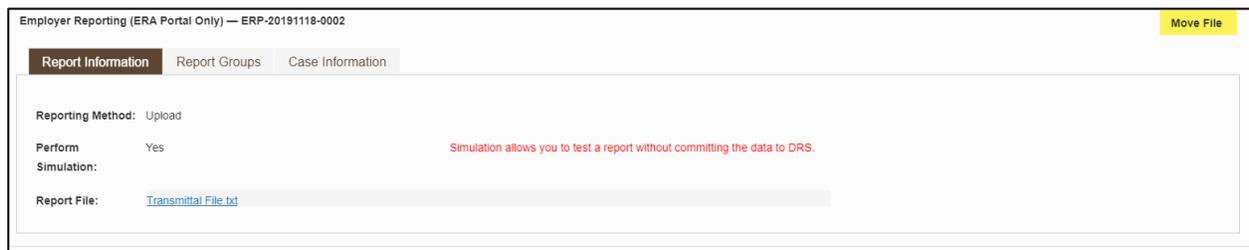
A message will appear in "Messages" on the menu bar showing your file was successfully processed.