Use Fix Errors

Fix Errors is a feature available to employers who upload a transmittal file and have 500 or fewer records within the file.

Follow these steps to learn how to use the Fix Errors feature.

1. **Upload a transmittal file**
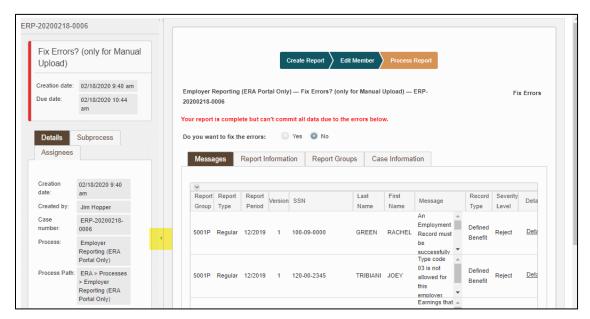2. **Select "Tasks" from the menu bar**

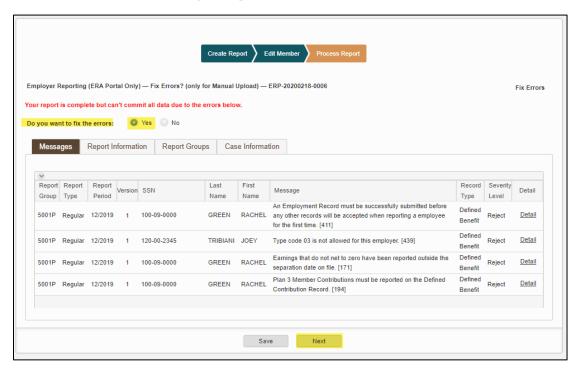3. **Open the Fix Errors case by selecting the "Fix Errors" link**

4. To make the work area bigger, select the grey left-facing arrow

5. To open an Interactive correction with all the rejected and unprocessed data from the transmittal file, select "yes" after "Do you want to fix the errors?" Then, select "Next" at the bottom of the screen (you might need to scroll).
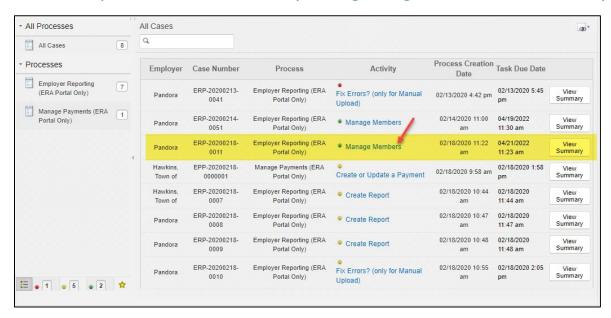
6. To access the Interactive correction, select "Tasks" from the menu bar

7. In Tasks, open the Interactive Correction by selecting "Manage Members" link under "Activity"

8. The Interactive correction is now prefilled with the information from the original transmittal report. Make all the necessary corrections on each tab and submit the report.