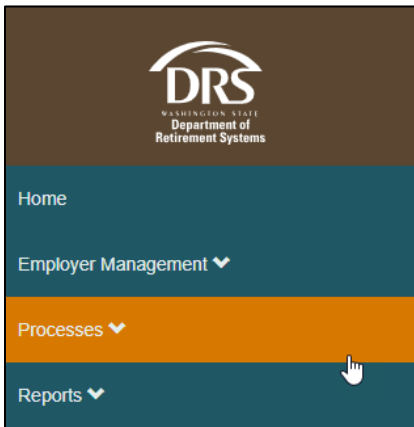




## Respond to a DRS request in OASI-RFEI

Take these steps to respond to a DRS request in OASI-RFEI.

1. Open the Processes menu and select “OASI-Old Age & Survivor Insurance RFEI” to open a new request



## 2. Enter Wage Data

The OASI Request list will be displayed.

**Request List**  
This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

Report Year:  Status:

Report Year	Request Date ↓	Organization	Wage Data	Status	Last Updated
<a href="#">2019</a>	1/23/2020 12:00:00 AM	PASCO CITY OF		Open	01/23/2020

Display  rows per page. Viewing 1 - 10 of 1 Records

## 3. To filter the data, select the drop down list in the "Status" field

**Request List**  
This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

Report Year:  Status:

- All
- Cancelled
- Closed
- New Messages
- Open

Report Year	Request Date ↓	Organization	Wage Data	Status	Last Updated
<a href="#">2019</a>	1/23/2020 12:00:00 AM	PASCO CITY OF		Open	01/23/2020

Display  rows per page. Viewing 1 - 10 of 1 Records

## 4. To display all OASI historical data select "All" in the drop down list and then select the "Search"

**Request List**  
This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

Report Year:  Status:

Report Year	Request Date ↓	Organization	Wage Data	Status	Last Updated
<a href="#">2019</a>	1/23/2020 12:00:00 AM	PASCO CITY OF		Open	01/23/2020
<a href="#">2014</a>	11/12/2014 12:00:00 AM	PASCO CITY OF	0.00	Closed	01/24/2020
<a href="#">2013</a>	1/31/2014 12:00:00 AM	PASCO CITY OF	16,198,653.25	Closed	10/30/2014
<a href="#">2012</a>	1/31/2013 12:00:00 AM	PASCO CITY OF	15,513,322.04	Closed	10/30/2014
<a href="#">2011</a>	1/31/2012 12:00:00 AM	PASCO CITY OF	14,710,653.30	Closed	10/30/2014
<a href="#">2010</a>	1/31/2011 12:00:00 AM	PASCO CITY OF	14,897,285.35	Closed	10/30/2014

Display  rows per page. Viewing 1 - 10 of 6 Records



**5. Select the tax year from the “Report Year” column to enter the data**

**Request List**  
 This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

**Report Year:**  **Status:**

<u>Report Year</u>	<u>Request Date</u> ↓	<u>Organization</u>	<u>Wage Data</u>	<u>Status</u>	<u>Last Updated</u>
<a href="#">2019</a>	1/23/2020 12:00:00 AM	PASCO CITY OF		Open	01/23/2020
<a href="#">2014</a>	11/12/2014 12:00:00 AM	PASCO CITY OF	0.00	Closed	01/24/2020
<a href="#">2013</a>	1/31/2014 12:00:00 AM	PASCO CITY OF	16,198,653.25	Closed	10/30/2014
<a href="#">2012</a>	1/31/2013 12:00:00 AM	PASCO CITY OF	15,513,322.04	Closed	10/30/2014
<a href="#">2011</a>	1/31/2012 12:00:00 AM	PASCO CITY OF	14,710,653.30	Closed	10/30/2014
<a href="#">2010</a>	1/31/2011 12:00:00 AM	PASCO CITY OF	14,897,285.35	Closed	10/30/2014

Display 10 rows per page. Viewing 1 - 10 of 6 Records

**6. “Request” is displayed to enter the wage data**

**Wage data amount is found in Box 3 of the W-3.**

**Request**  
 Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished send your request to DRS.

**Request Information**

**Organization:** PASCO CITY OF **Status:** Open  
**Request Date:** 01/23/2020 **Last Updated:** 01/23/2020 01:16:03

**Request**

**Wage Year:** 2019 **Wage Data:**

**Messages**

**Notes**  
**Employer Notes**



### 7. Select "Save"

**Request**

Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished send your request to DRS.

Send to DRS **Save** Return to List

---

**Request Information**

<b>Organization:</b>	PASCO CITY OF	<b>Status:</b>	Open
<b>Request Date:</b>	01/23/2020	<b>Last Updated:</b>	01/23/2020 01:16:03

---

**Request**

Wage Year	Wage Data
2019	<input type="text" value="1269115.99"/> ?

### 8. A confirmation message will be displayed

**Request**

Request Package Saved.

Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished send your request to DRS.

Send to DRS Save Return to List

---

**Request Information**

<b>Organization:</b>	PASCO CITY OF	<b>Status:</b>	Open
<b>Request Date:</b>	01/23/2020	<b>Last Updated:</b>	01/24/2020 10:59:50

---

**Request**

Wage Year	Wage Data
2019	<input type="text" value="1,269,115.99"/> ?



9. To submit the “Wage Data,” select “Send to DRS”

### Request

- Request Package Saved.

Use this screen to view, update, and respond to requested information. Changes can be saved so you can return at a later time to complete your requests. When finished send your request to DRS.

Send to DRS
Save
Return to List

#### Request Information

<b>Organization:</b>	PASCO CITY OF	<b>Status:</b>	Open
<b>Request Date:</b>	01/23/2020	<b>Last Updated:</b>	01/24/2020 10:59:50

#### Request

Wage Year	Wage Data	
2019	1,269,115.99	<a href="#">?</a>

10. A confirmation will be displayed that the request was sent to DRS and the “Status” will change from “Open” to “Closed”

### Request List

- Request package sent to DRS.

This is a list of OASI requests. You can select a request to view by clicking on the report year. You may search the list by entering specific criteria, or sort the list by clicking on the hyperlinks in the table heading.

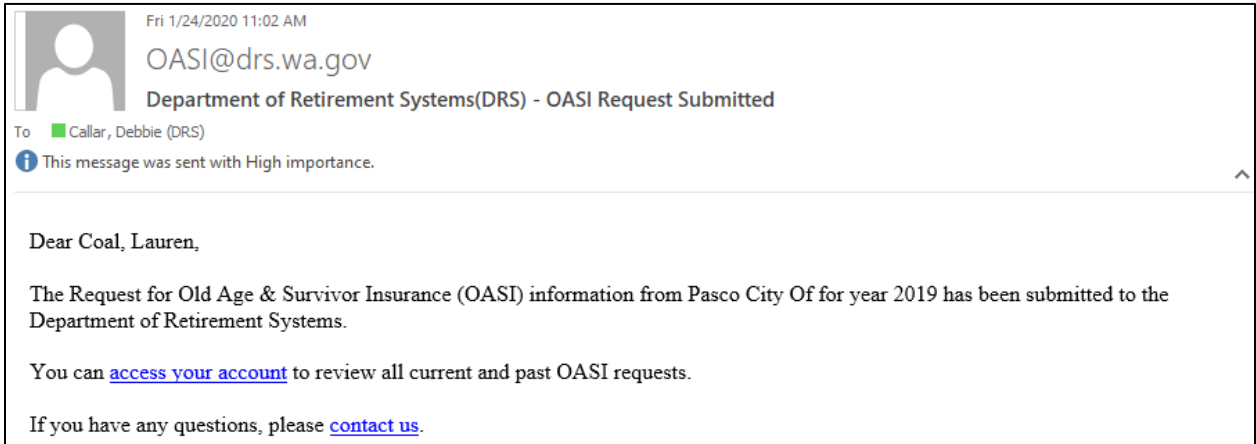
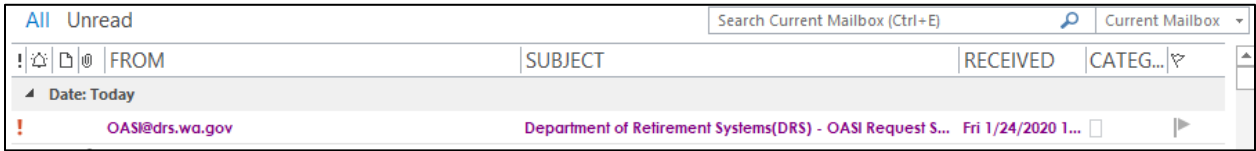
**Report Year:**  **Status:** All Search Clear

Report Year	Request Date ↓	Organization	Wage Data	Status	Last Updated
<a href="#">2019</a>	1/23/2020 12:00:00 AM	PASCO CITY OF	1,269,115.99	Closed	01/24/2020
<a href="#">2014</a>	11/12/2014 12:00:00 AM	PASCO CITY OF	0.00	Closed	01/24/2020
<a href="#">2013</a>	1/31/2014 12:00:00 AM	PASCO CITY OF	16,198,653.25	Closed	10/30/2014
<a href="#">2012</a>	1/31/2013 12:00:00 AM	PASCO CITY OF	15,513,322.04	Closed	10/30/2014
<a href="#">2011</a>	1/31/2012 12:00:00 AM	PASCO CITY OF	14,710,653.30	Closed	10/30/2014
<a href="#">2010</a>	1/31/2011 12:00:00 AM	PASCO CITY OF	14,897,285.35	Closed	10/30/2014

Display
10
rows per page. Viewing 1 - 10 of 6 Records



11. An email will be sent to the user confirming the “Wage Data” has been submitted to DRS



For more information, visit [OASI Social Security for public employers](#).