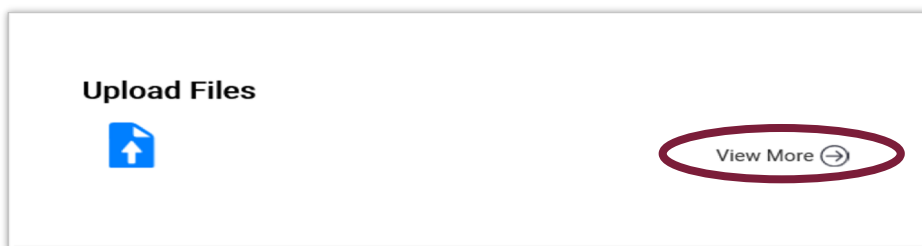# Uploading an Employee Match File

This is a step-by-step process for uploading an Employee Match File and downloading the Employee Match Response File in the new Secure Employer Website.

Step 1: Navigate to the **Upload Files Maintenance** screen by clicking the **Upload Files** quick link on the SEW Dashboard.
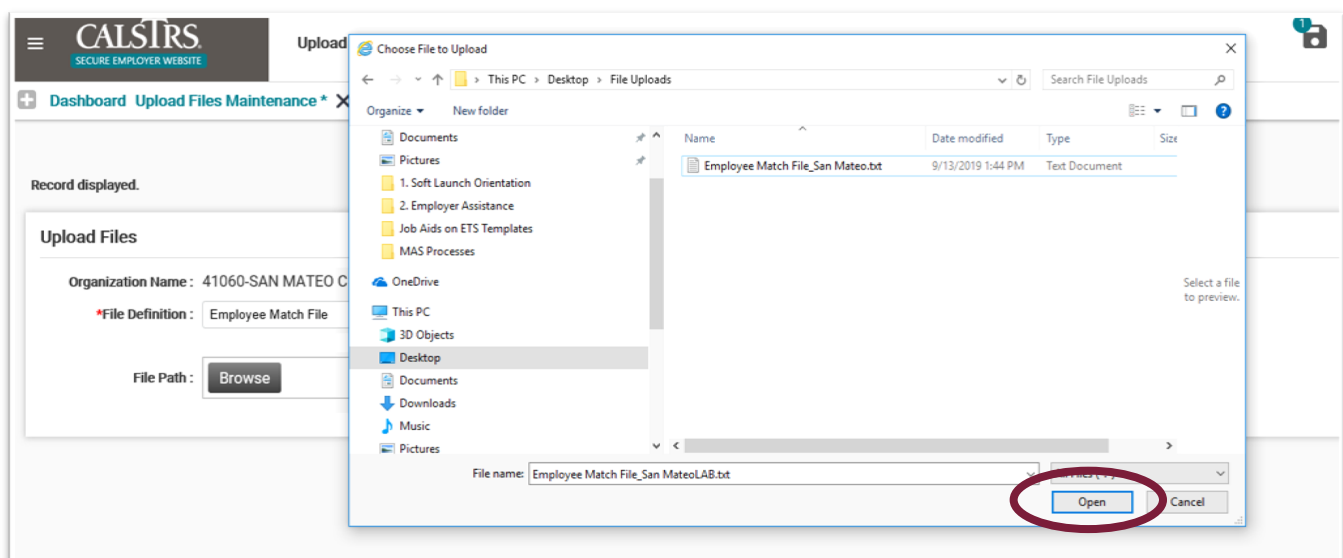

Step 2: The **Upload Files Maintenance** screen displays. Select **Employee Match File** from the **File Definition** dropdown menu.
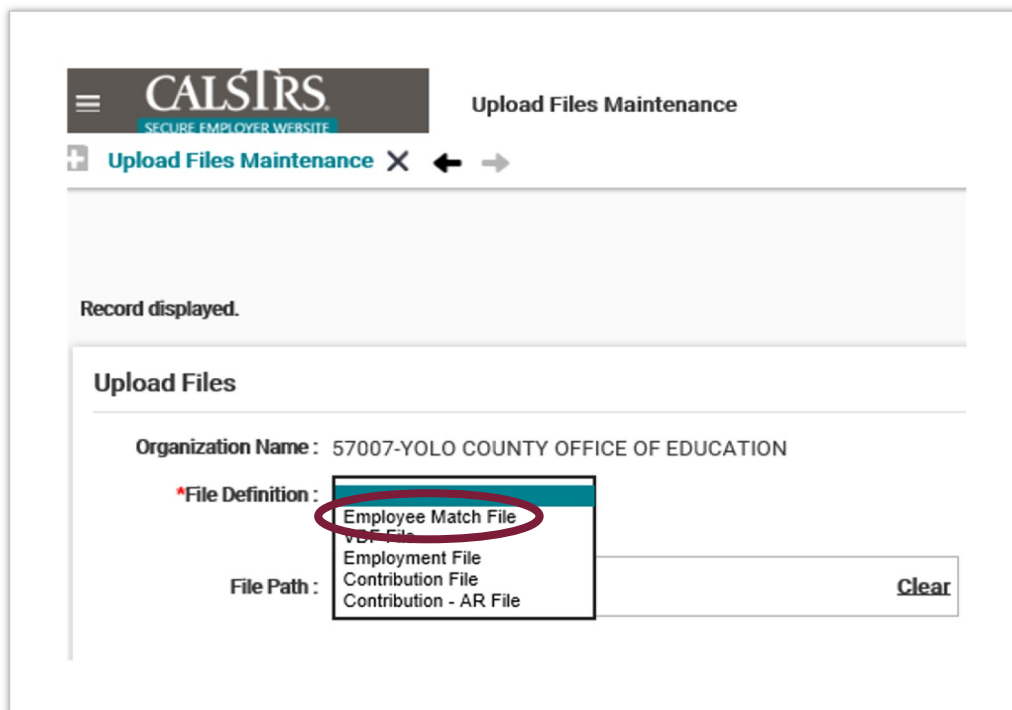
Step 3: Select the **Browse** button to search for the file to upload. Please note the Match File will continue to be uploaded in a .txt format.

Step 4: Select the file to be uploaded. Then select the **Open** button.

**Step 5:** Select the **Upload** button. The Employee Match File will go through its first validation to check for File Upload Errors.
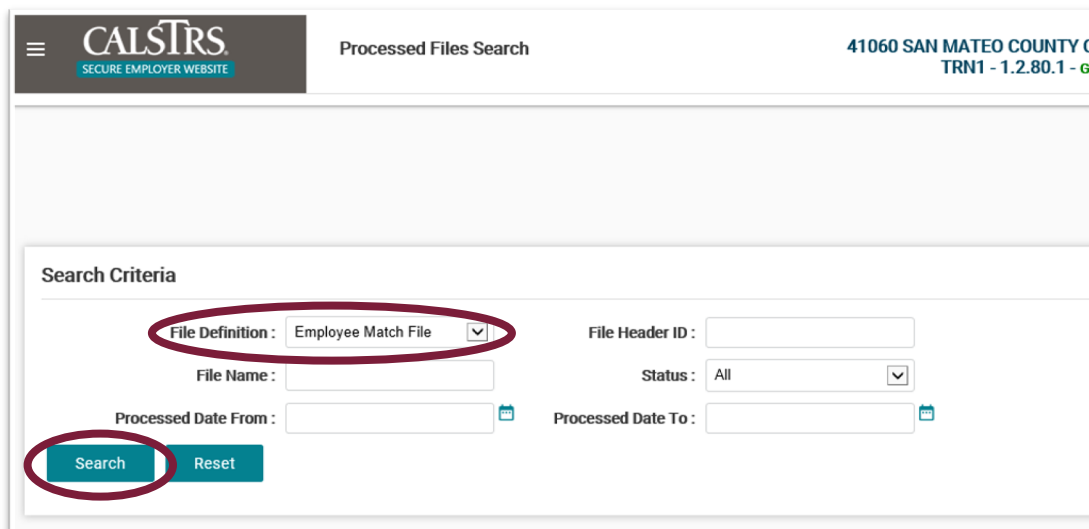

Step 6: You will know the file upload was successful and has passed initial validation because of the green checkmark, the messages found under the File Path box and the message displayed at the top of the screen.

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Step 7: To check the status of the **Employee Match File** click the **Global Navigation** menu. Hover over **File Processing** and select **Processed Files**. The **Processed Files Search** screen will display.
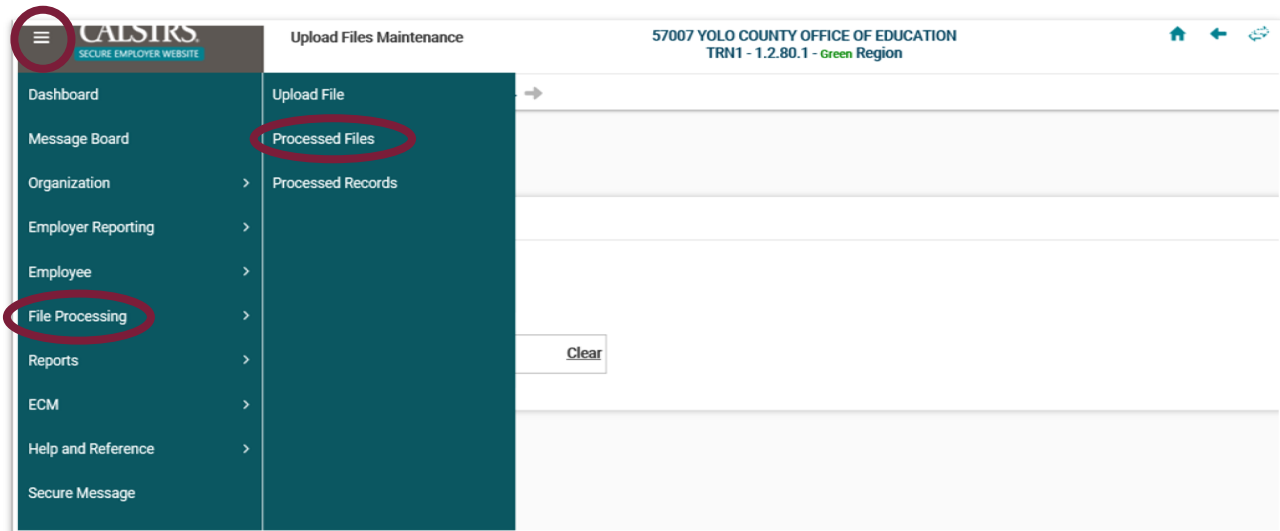
Step 8: In the **Search Criteria** panel select **Employee Match File** from the **File Definition** dropdown menu, click **Search**.

Note: To narrow your search results, input information into the following fields: **File Name**, **Processed Date From**, or **Processed Date To**.

Step 9: In the **Search Results** panel locate the file you uploaded and make sure the **Status** is **Processed**.

Step 10: To download **Employee Match Response File** click the **Global Navigation** menu and select **Secure Message**.

Step 11: The Secure Message Search screen will display. In the Search Criteria panel type the **Organization Code** and click **Search**.

Step 12: The **Search Results** panel will display. Look for the message with the Subject "**Download Employee Match Response File**". Open the message by selecting the hyperlinked Subject of the message.

Step 13: The **Secure Message Maintenance** screen displays. To download the **Employee Match Response** file, open the **Attachment** within the Secure Message.