

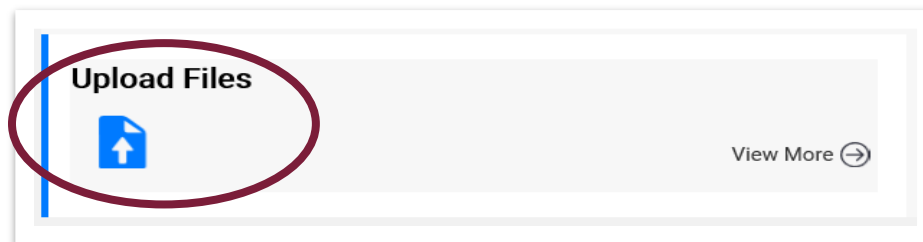
Uploading an MR87 Enrollment File

This is a step-by-step process for uploading an MR87 Enrollment File to the new Secure Employer Website.

Revised: 09/05/2025

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 **MR87 Enrollment File** from the **File Definition** dropdown field.

A screenshot of the 'Upload Files' screen. At the top, the title 'Upload Files' is shown. Below it, the 'Organization Name' is populated with '19801-HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP'. The '*File Definition:' label is followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'MR87 Enrollment File', 'Employer Address File', 'Employee Match File', 'F496 File', 'VDF File', and 'Contribution - AR File'. The 'MR87 Enrollment File' option is highlighted and circled in red. To the right of the dropdown menu is a 'Clear' button. Below the dropdown menu, the 'File Path:' label is followed by a text input field.

Step 3:

Select the **Browse** button to search for the file to upload. The MR87 file must be in a .txt format.

Upload Files

Organization Name : 19801-HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP

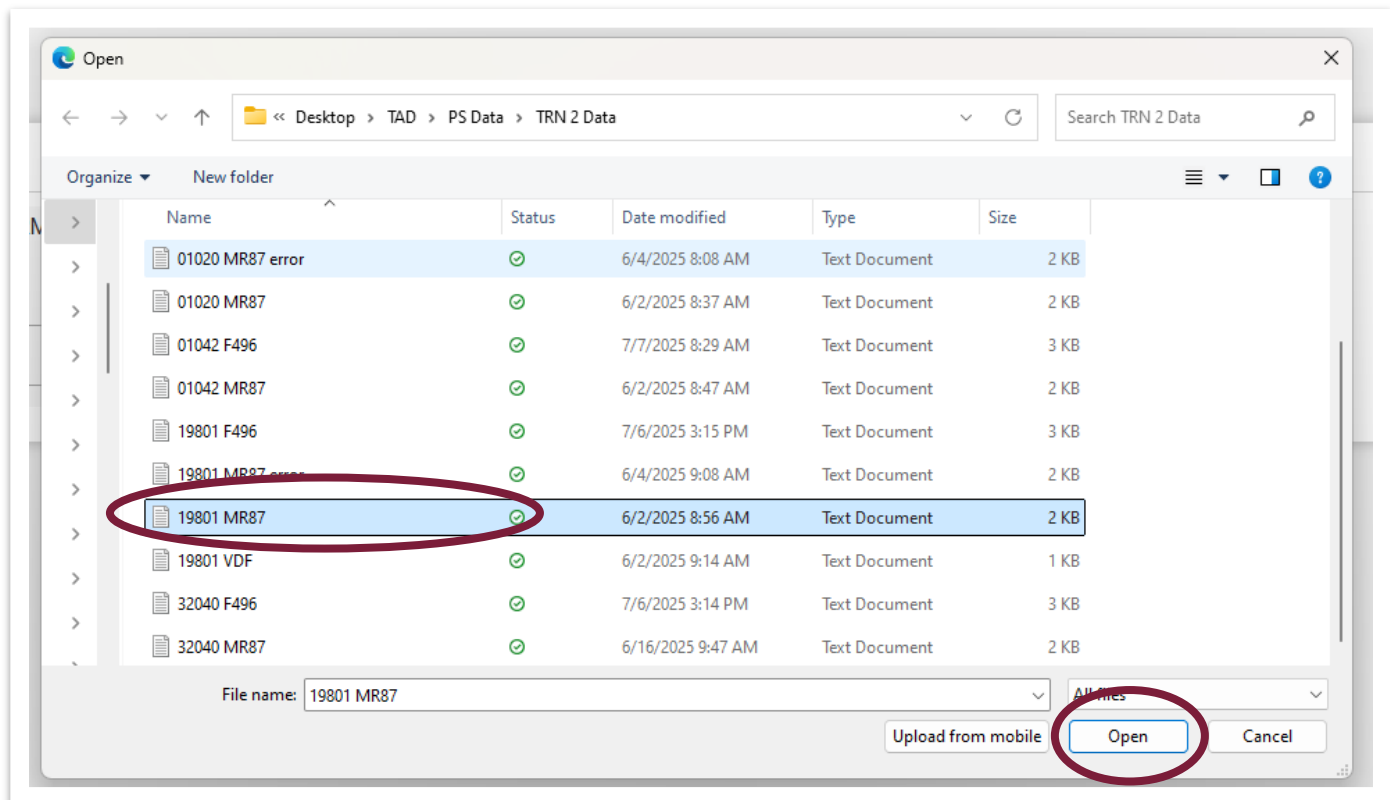
*File Definition : MR87 Enrollment File

File Path

Browse
Clear

Step 4:

Select the file to upload. Then Select the **Open** button.



Step 5:

Select the **Upload** button. The MR87 File will go through its first validation to check for File Upload Errors.

The screenshot shows the 'Upload Files' section of a web application. At the top, the 'Organization Name' is '19801-HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP'. Below this, the '*File Definition' is set to 'MR87 Enrollment File'. A 'Browse' button is visible, and a file named '19801 MR87.txt (1848 bytes)' is listed with a 'Clear' button next to it. The 'File Path' is shown as 'TXT'. The 'Upload' button is circled in red, indicating the next step in the process.

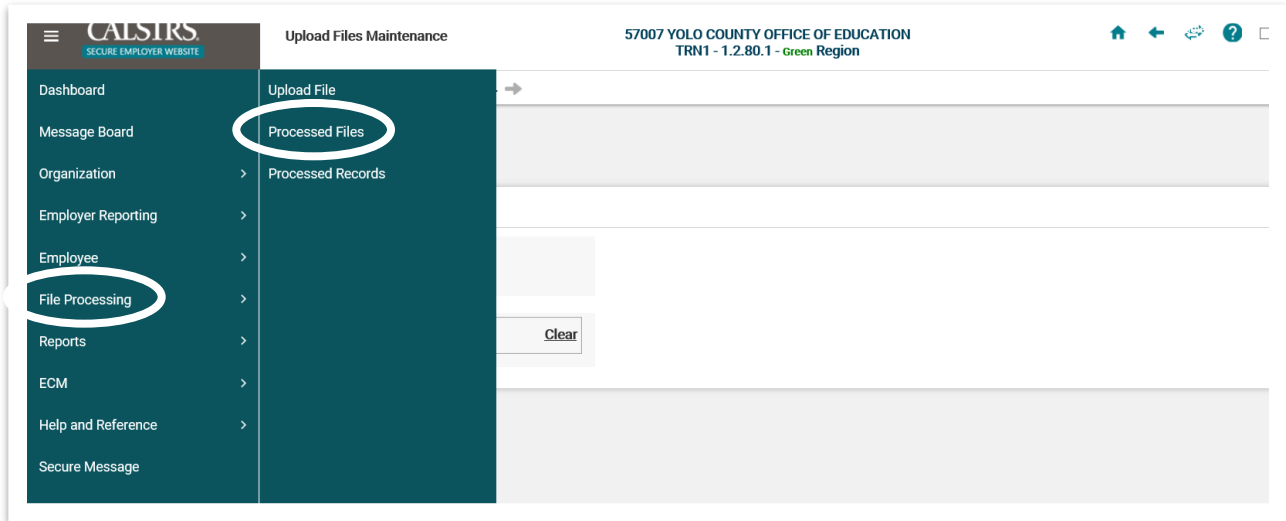
Step 6:

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.

The screenshot shows the 'Upload Files' section after a successful upload. A message at the top states: '[Your file has passed initial validation. Please navigate to the Processed Files screen to view the status of your file.]'. The 'File Path' box now shows a green checkmark next to the file name '19801 MR87.txt (1848 bytes)'. Below the file list, a message states '1 of 1 files successfully uploaded.'.

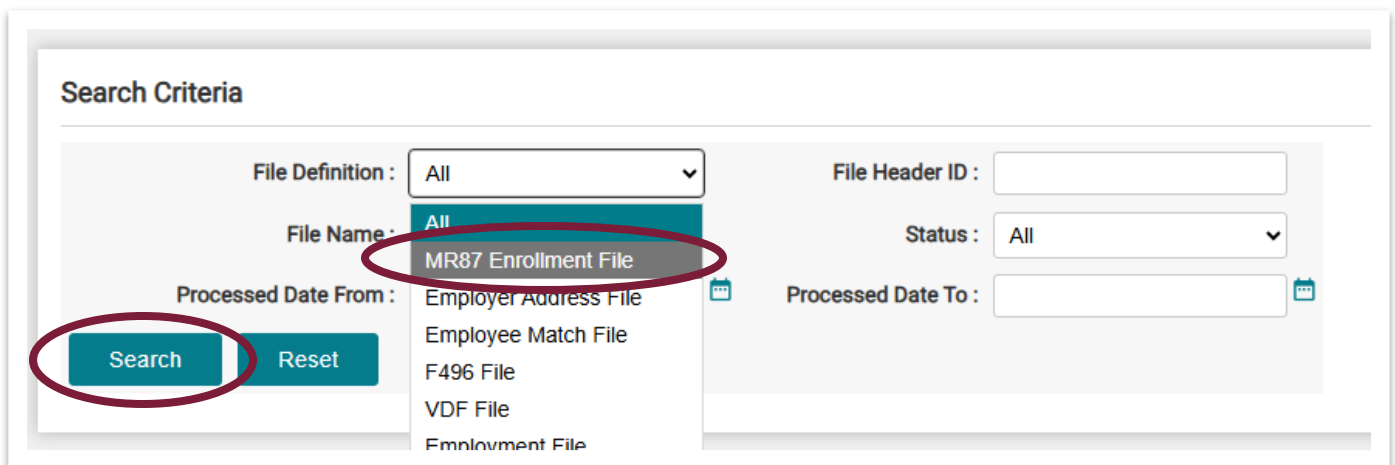
Step 7:

To check the status of the **MR87 Enrollment 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 **MR87 Enrollment File** from the **File Definition** dropdown menu, click **Search**.




Step 11:


In the **Search Criteria** panel, input the **File Header ID** and click **Search**. The **Search Results** panel should display the **Employment Summary ID** that corresponds with the **File Header ID**. Click the **Employment Summary ID**.

Search Criteria

Organization Code : 
Hint: Org Code, Org Name

Employment Summary Status :

Processed Date From : 

Processed Date To : 

Employment Summary ID :

Source :

File Header ID :

File Type :

Search

Reset

Store Search

Search Results


Open

Export To Excel

<input type="checkbox"/>	Employment Summary ID	Organization Name	Processed Date	Source	Status	File Header ID
<input type="checkbox"/>	2	19801 - HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP	10/03/2024 01:53:48 PM	Employer File	Processed	2872

Step 12:

The **Employment Summary Maintenance** screen will display. To download the Employment Response File click the **Download Employment Response File** button.



19801 HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP
TRN2 - 3.0.885.1 - Green Region

Employment Summary Maintenance 7

+ Employment Summary Lookup
Employment Summary Main...

← Displaying page 1 of 1. →

Refresh

Download Employment Response File

Record displayed.

Employment Summary

Organization : [19801 - HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP](#)

Summary Status : Processed

Created Date : 10/03/2024 10:03:56 PM

File Processed Date : 10/03/2024

File Status : Processed

File Name : 2024-10-03-13-53-48_19801 MR87,ESS.txt

Record Count : 21

File Type : MR87 File

Source : Employer File

Error Message :

File Header ID : [2872](#)