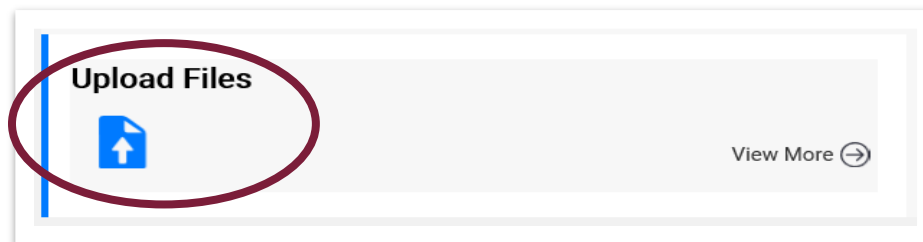# CALSTRS®
EMPLOYER TRAINING SERVICES

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.

Step 3:

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

Upload Files

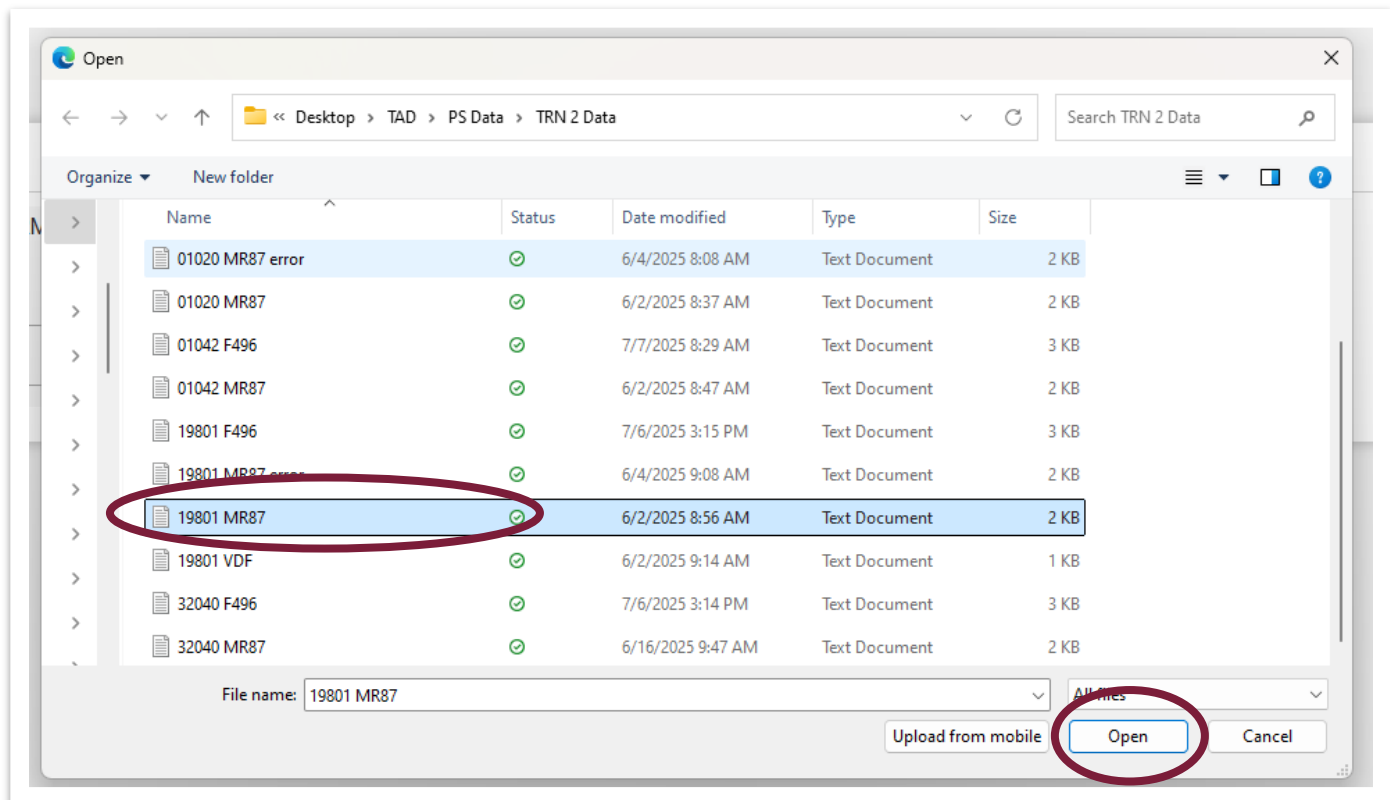Organization Name : 19801-HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP

*File Definition : MR87 Enrollment File

File Path [Browse]   Clear

Step 4:

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

Name	Status	Date modified	Type	Size
01020 MR87 error	⊘	6/4/2025 8:08 AM	Text Document	2 KB
01020 MR87	⊘	6/2/2025 8:37 AM	Text Document	2 KB
01042 F496	⊘	7/7/2025 8:29 AM	Text Document	3 KB
01042 MR87	⊘	6/2/2025 8:47 AM	Text Document	2 KB
19801 F496	⊘	7/6/2025 3:15 PM	Text Document	3 KB
19801 MR87 error	⊘	6/4/2025 9:08 AM	Text Document	2 KB
19801 MR87	⊘	6/2/2025 8:56 AM	Text Document	2 KB
19801 VDF	⊘	6/2/2025 9:14 AM	Text Document	1 KB
32040 F496	⊘	7/6/2025 3:14 PM	Text Document	3 KB
32040 MR87	⊘	6/16/2025 9:47 AM	Text Document	2 KB

File name: 19801 MR87

Upload from mobile   Open   Cancel

Step 5:

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

Upload Files

Organization Name : 19801-HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP

*File Definition : MR87 Enrollment File ⌄

Browse   Clear

File Path :   TXT   19801 MR87.txt   ✕
                        (1848 bytes)

Upload

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.

[Your file has passed initial validation. Please navigate to the Processed Files screen to view the status of your file.]

Upload Files

Organization Name : 19801-HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP

*File Definition : MR87 Enrollment File ⌄

Browse   Clear

File Path :   TXT   19801 MR87.txt   ✓
                        (1848 bytes)
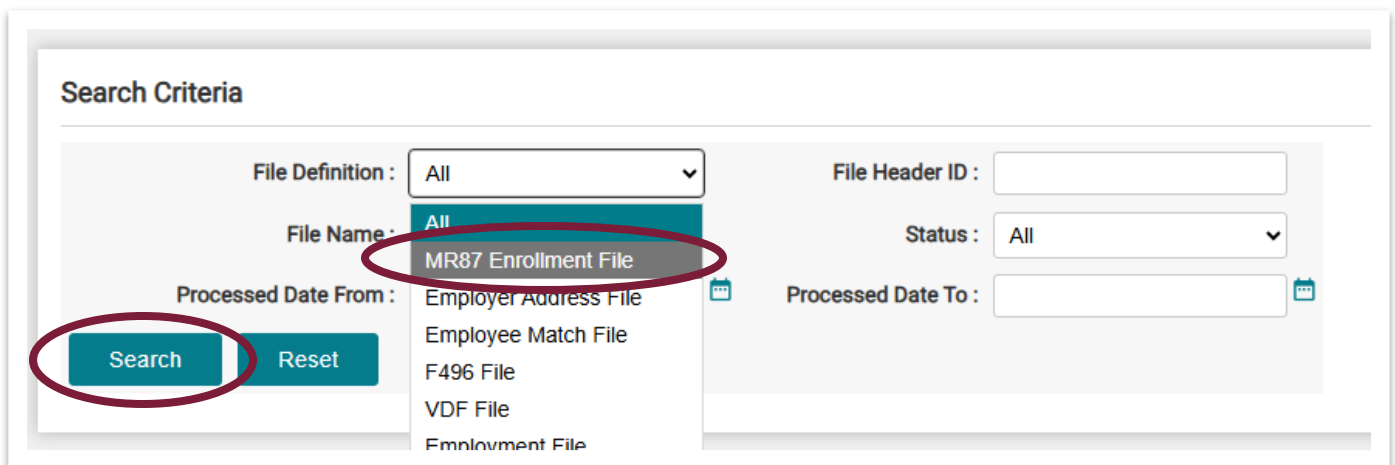
1 of 1 files successfully uploaded.

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.
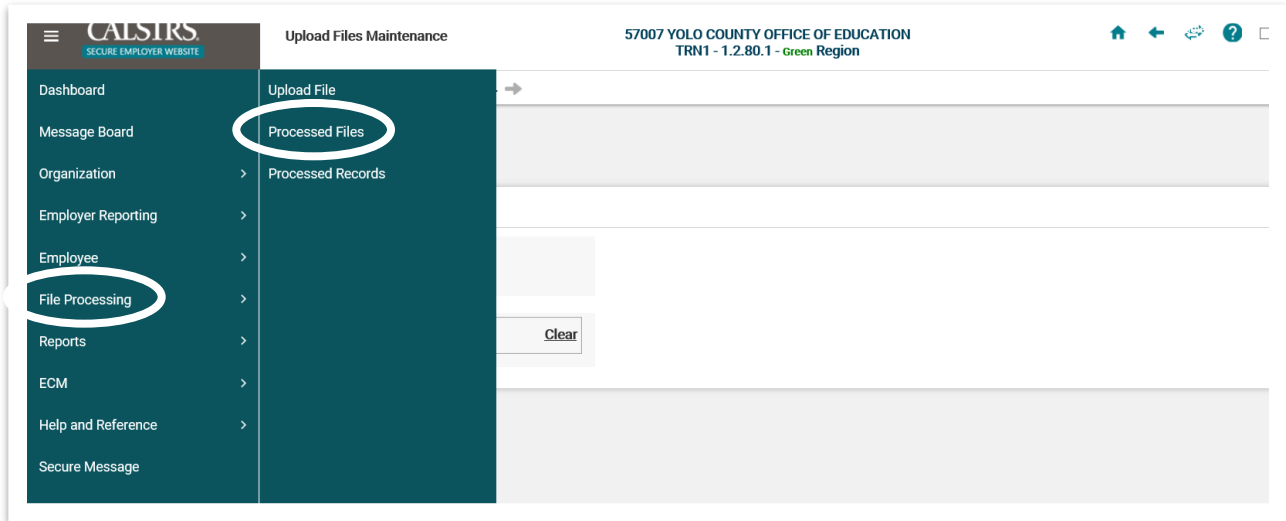
Step 8:

In the **Search Criteria** panel select **MR87 Enrollment File** from the **File Definition** dropdown menu, click **Search**.

Step 9:

In the **Search Results** panel locate the file you uploaded and take note of the corresponding **File Header ID.**

Step 10:

Click the Global Navigation button in the top left corner of the screen. Hover over **Employee** then select **Employment Summary**. The **Employment Summary Lookup** screen displays.

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**.

Step 12:

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