# Submitting an Online Enrollment Transaction

This is a step-by-step process for submitting an online Enrollment Transaction in the new Secure Employer Website. This process applies to all Enrollment Transactions types; however, different conditional fields will be available depending on the Transaction type selected. Both required and conditional fields can be found in the *Employment Specification* document.

Revised: April 15, 2025

Step 1:

Navigate to the **Employment Detail Search** screen by clicking the **Employment** quick link.
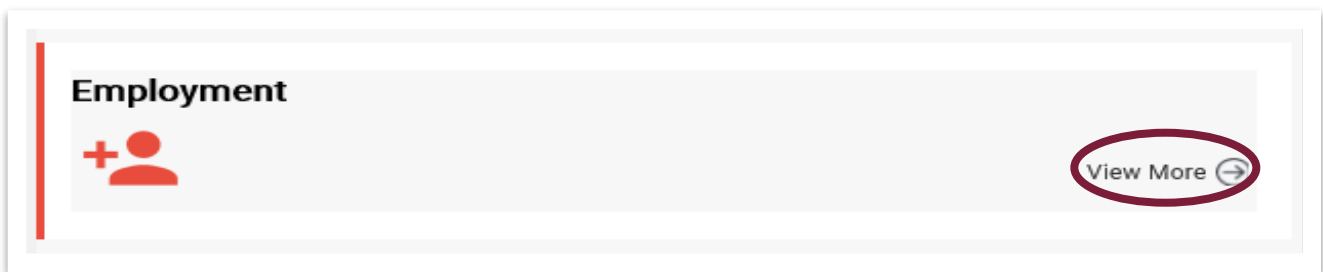

Step 2:

The **Employment Detail Search** screen displays. For this new enrollment example, you will populate the required and conditional fields. You may also search for existing records here; three fields are required. **Transaction Type, Benefit Program** and **Organization Code.**
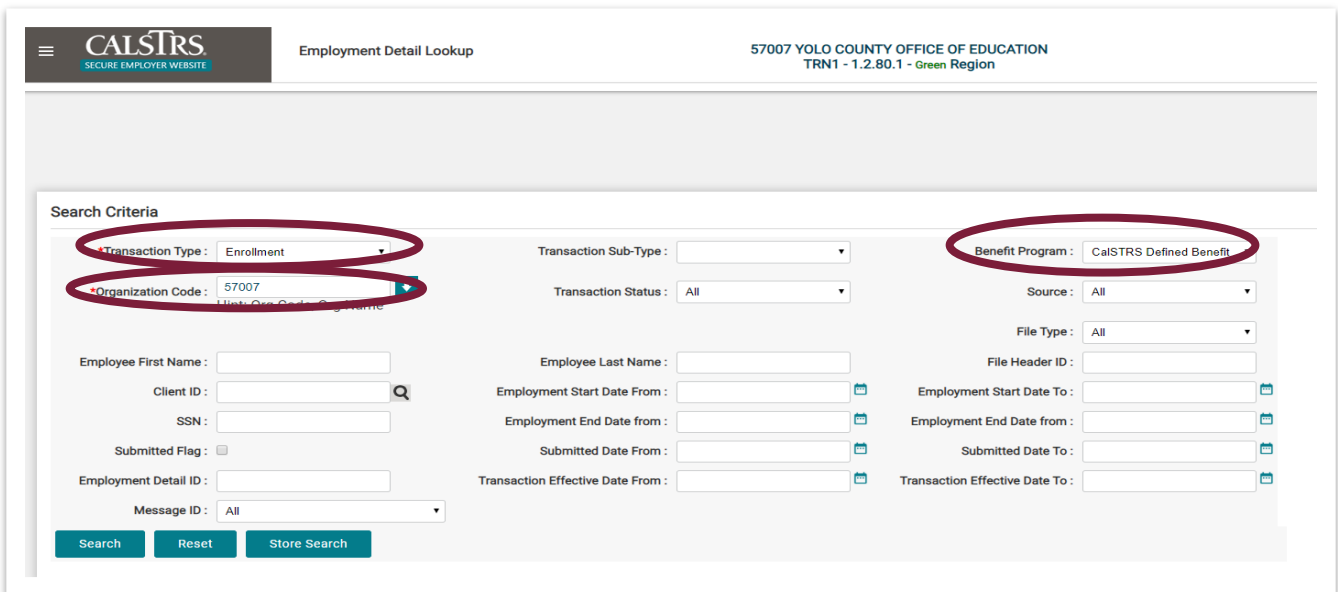
Step 3:

When creating new employment transactions, select the **New** button found in the **Search Results** panel.
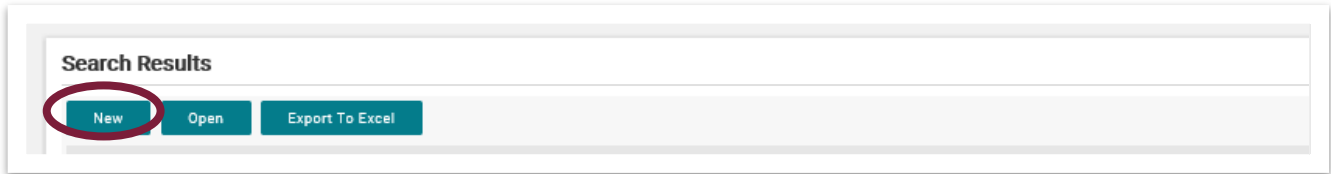
Step 4:

The **Employment Detail Maintenance** screen displays. The **Employment Detail** panel shows data that was entered on the **Employment Detail Search** screen. The **Person Detail** panel is where users enter all required and conditional information. For this example, the required fields are **Date of Birth, Last Name** and **Gender**.
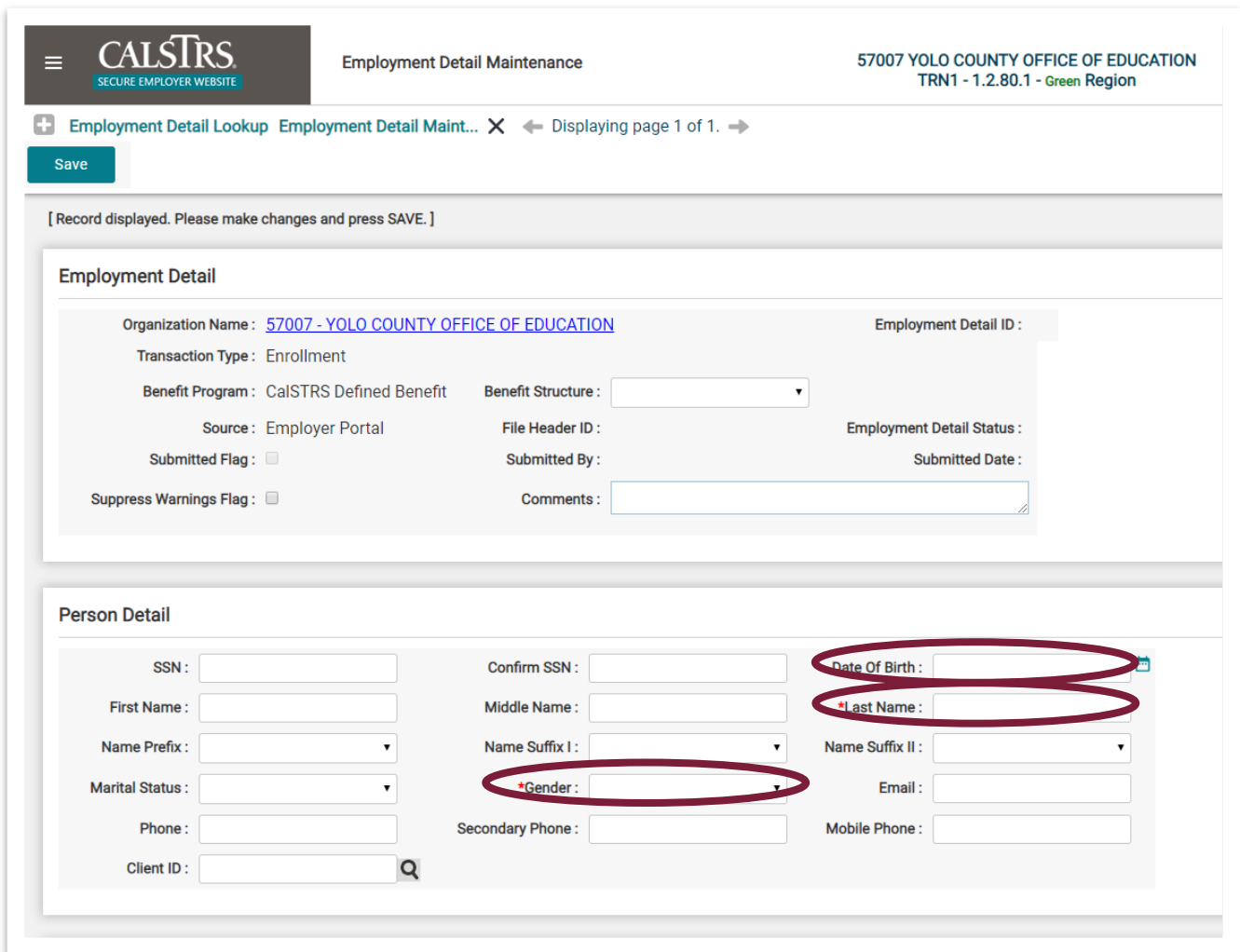
Step 5:

The **Address Detail** panel is where users will populate address information. The **Suggested Address** panel allows the address to be verified prior to submitting the transaction. After entering the address information, select the **Get Suggestion** button, which will provide any missing elements, as well as Zip Code with the last 4 digits. To use the suggest address, select the radio button next to the address that is desired.

Step 6:

In the **Enrollment Detail** panel, the **Employment Start Date** field is required and can be populated by manually entering or clicking the calendar icon to select the date.

Step 7:

Users will select the **Save** button on the top left of the screen to trigger the validation process. Selecting the **Save** button also transitions the employment transaction into an employment record. Once saved, records cannot be deleted, they can only be voided or submitted.

Step 8:

As the transaction data is validated, informational messages, warnings and errors may appear at the top and/or bottom of the screen. No action is required for informational messages. Warnings may be suppressed; however, errors must be corrected before the transaction can be submitted to CalSTRS. When the record is error free and the **Save** button is selected, the **Submit** button will appear and allow submission to CalSTRS.