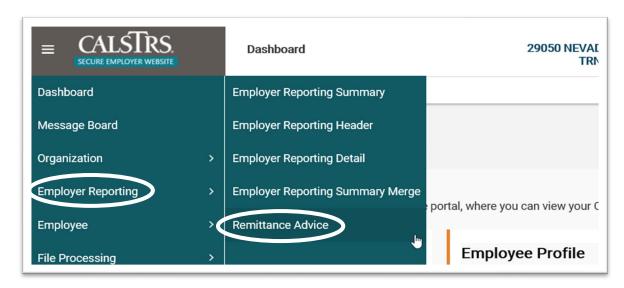
Creating a Remittance Advice

This job aid provides step-by-step instructions on how to create and submit a remittance advice, which enables you to associate deposits when a contribution file is uploaded.

Revised: 09/24/2025

Step 1:

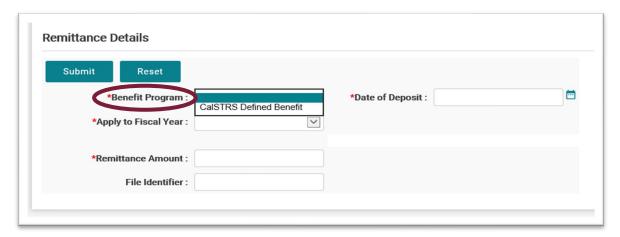
From the Global Navigation Menu, hover over Employer Reporting and select Remittance Advice.



Step 2:

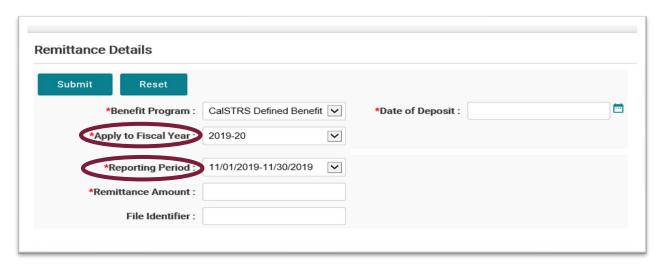
In the Remittance Details panel, select the Benefit Program from the drop-down menu.

Note: Only the benefit programs your organization offers will appear in the drop-down menu.



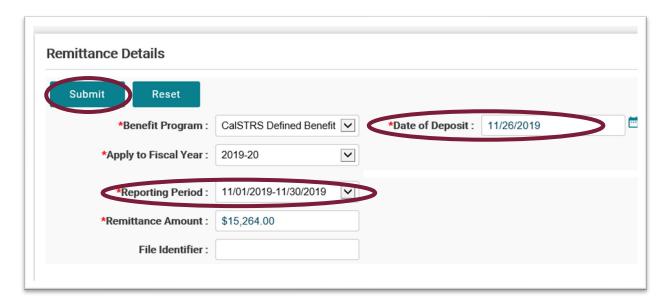
Step 3:

From the drop-down, select an option for **Apply to Fiscal Year** and **Reporting Period**. The drop-down for **Reporting Period** appears only after you select a **Benefit Program**.



Step 4:

Input the **Remittance Amount** and the **Date of Deposit**. The **File Identifier** field is optional. To save a record of the information you enter, take a screenshot of the **Remittance Details Panel**. Click the **Submit** button.



Step 5:

A message will display asking, "Are you sure you want to submit?" Click OK.



Step 6:

When the message, "[All changes successfully saved]" appears at the top of the screen, you have submitted the remittance advice.

