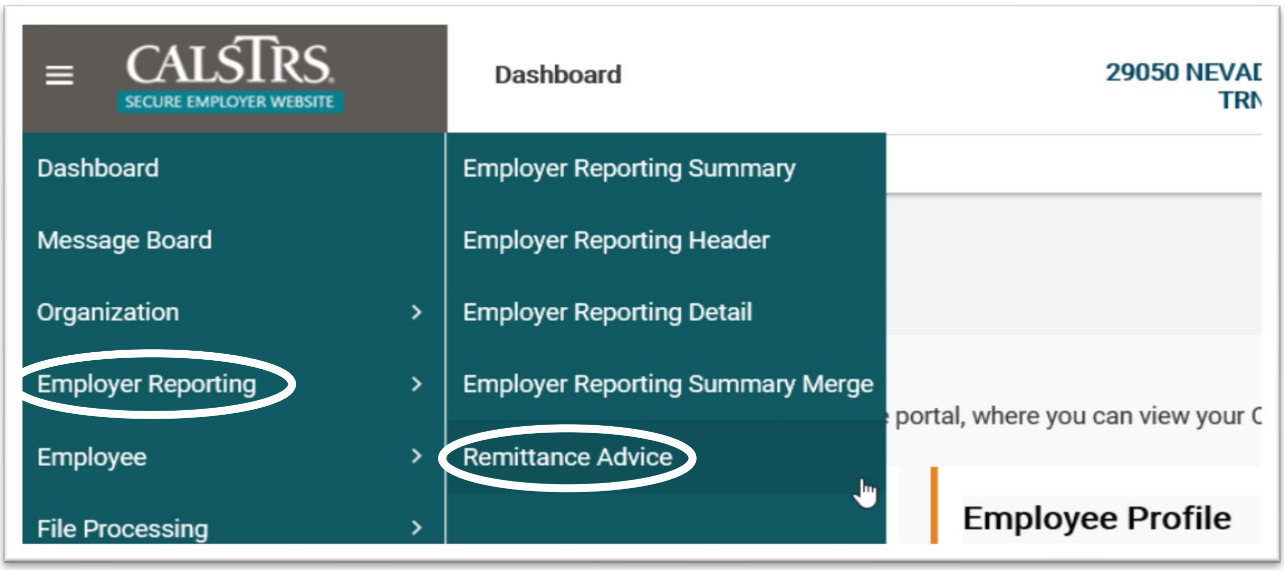
EMPLOYER TRAINING SERVICES

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.

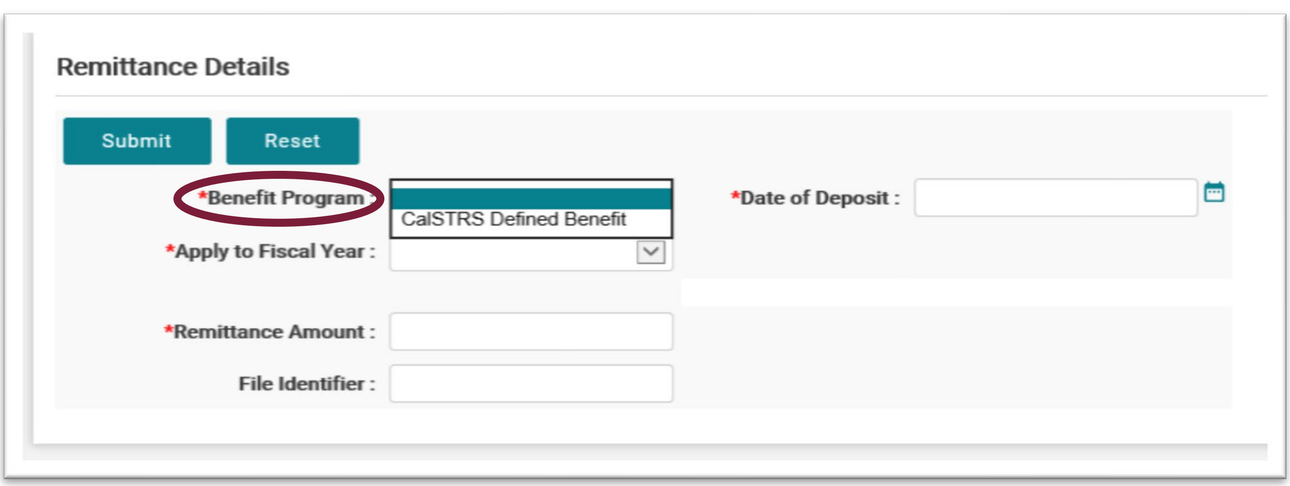
Revised: January 1, 2020

Step 1: From the **Global Navigation Menu**, hover over **Employer Reporting** and select **Remittance Advice**.

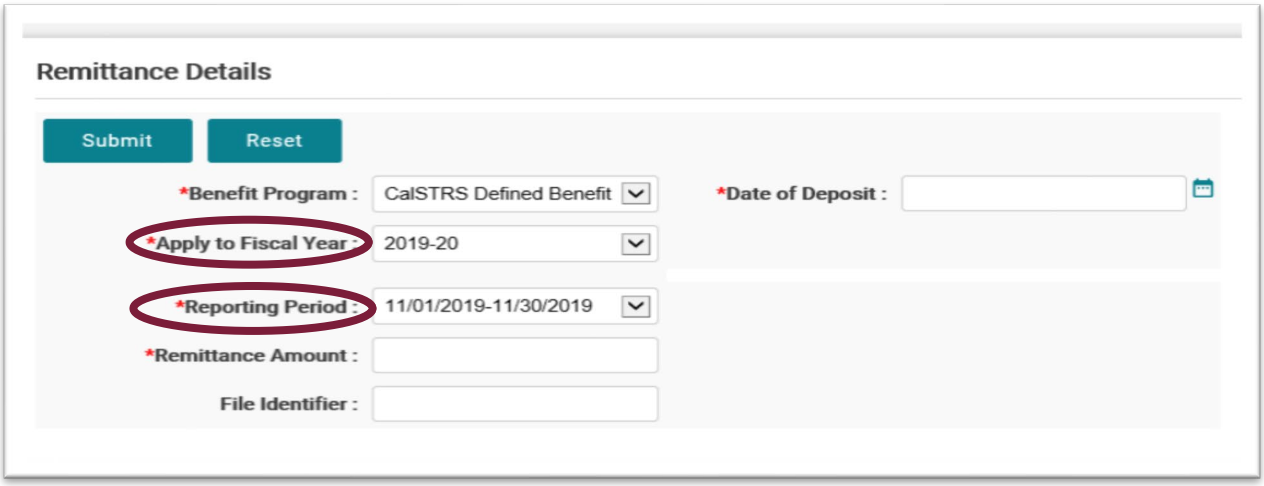


Step 2: In the **Remittance Details** panel, select the **Benefit Program** from the drop-down menu.

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

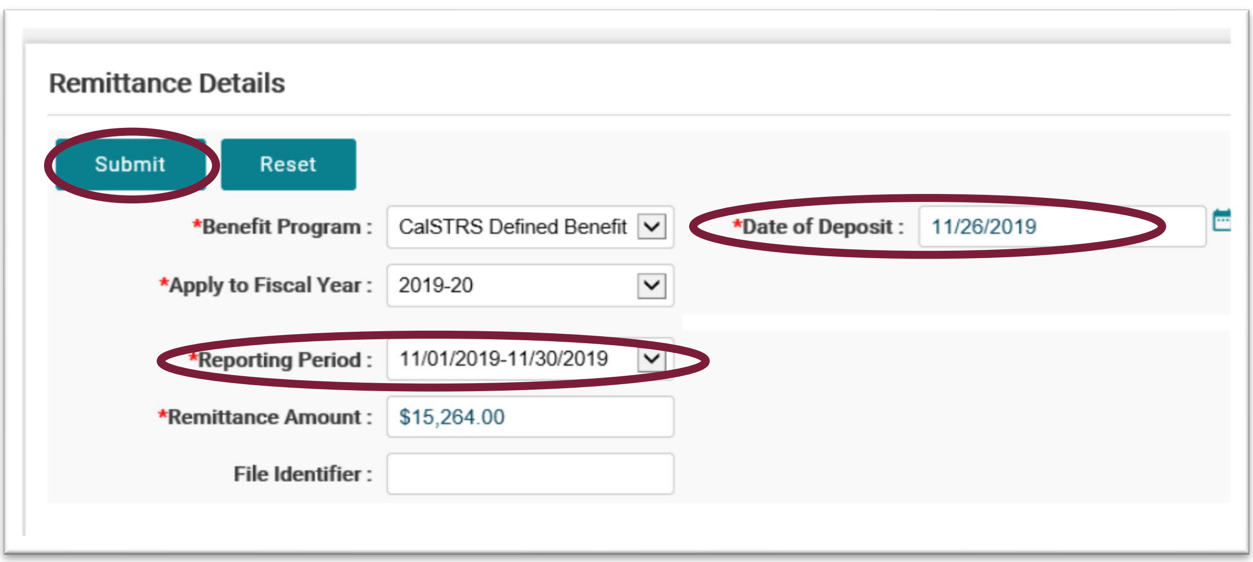


Step 3: From the drop-down, select an option for **Apply to Fiscal Year** and **reporting Period**. The drop-down for **Reporting Period** appears only after you select a **Benefit Program**.

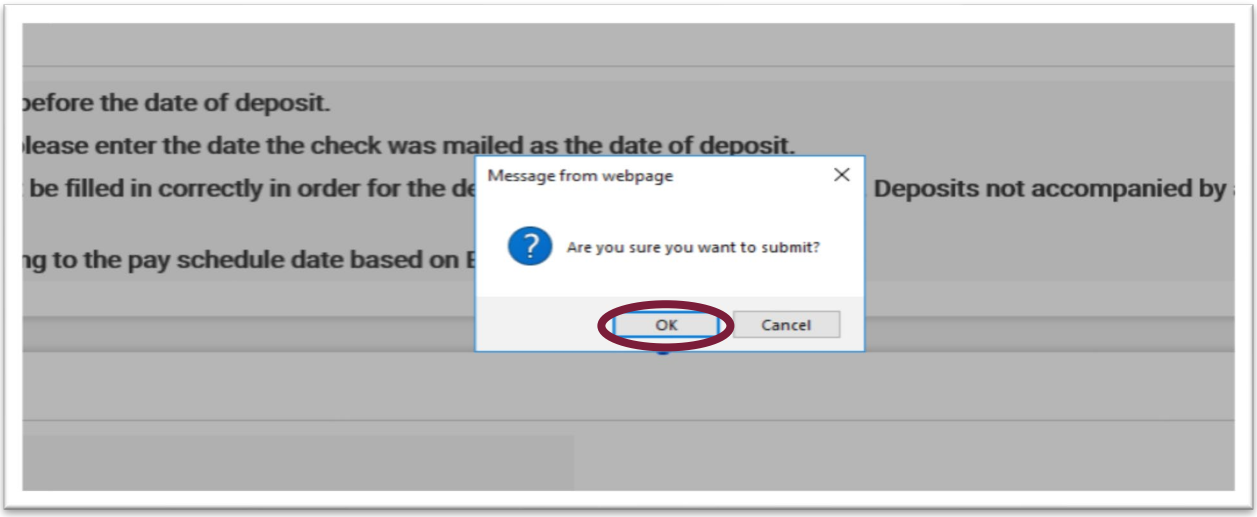


Step 4: Input the **Remittance Amount** and the **Date of Deposit**. Click the **Submit** button.

Note: The **File Identifier** field is optional.



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.