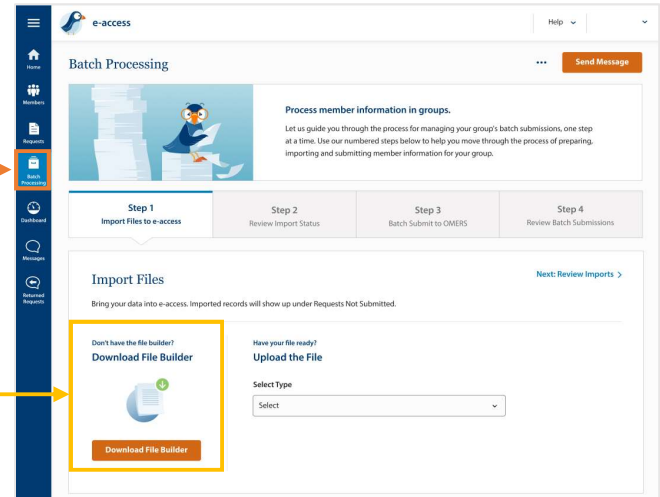# Step 1 & 2 – Import & Submit Data

Import & Submit Data: Batch Processing


Navigate to *Batch Processing*.

Download a copy of the File Builder to populate and import your data.

Tips on using File Builder!

- Download the file on your computer or network
- Make sure to enable macros
- While you may use a number of fields while inputting the data, when you are ready to import we strongly recommend only including the mandatory fields:
  - SIN
  - Credited service
  - Earnings
  - Primary RPP Normal
  - PA (if after February)
- Once complete click **"Build import file"** to save the file

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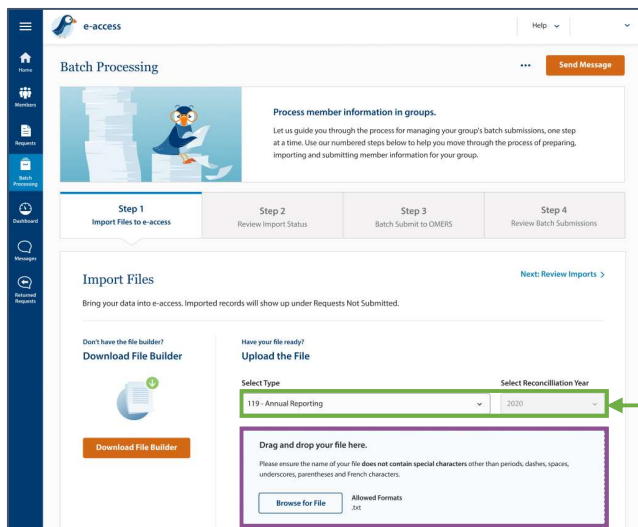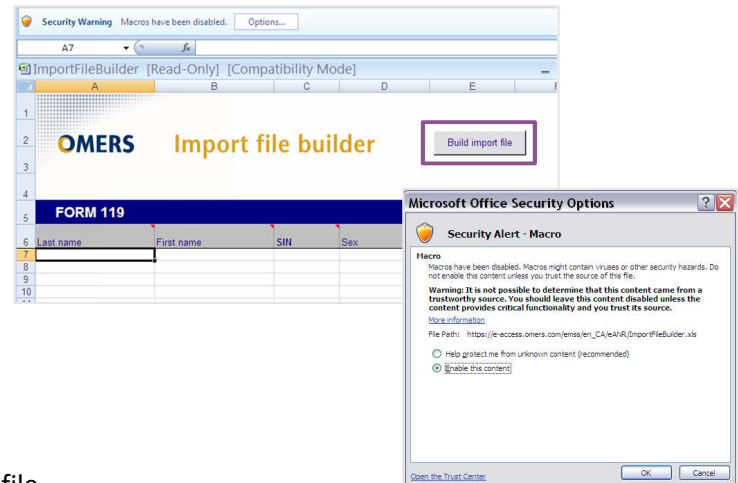
Step 1: Import File to e-access

Once your import file has been populated or you have an ASCII file from your IT department, you are ready to upload!

Start by selecting type of import and year. Remember: if you have a 119 file and retro file, first upload the 119 file and then upload the retro file.

Drag and drop or browse and select files on your computer to attach the relevant document.

Import

Select "Import" and confirm import when the disclaimer appears.

Step 2: Review Import Status

Next review the status and outcome of your import.

There are three possible outcomes:

Imported – no errors – proceed to step 3!

Imported with errors – review error log and proceed; fix, re-name and re-import; or delete.

Failed – review error log, fix, re-name file and re-import.

Review Errors – if your file had errors, these must be reviewed before you can proceed.   Review the import errors. Once completed, select the "Complete Review" button.

Navigate back to Important Status for next steps

Once the green *Reviewed* button appears, you are ready to move to Step 3.

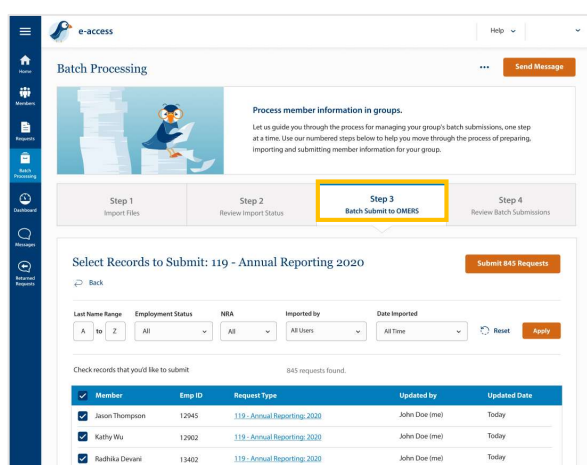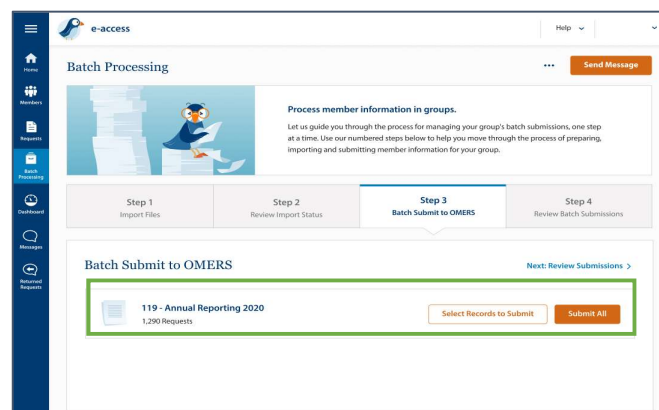## Step 3: Batch Submit to OMERS

You are now ready to submit the data to OMERS.

As part of a batch submit, you can choose to:

Submit all – submit all requests from your import at once;

or

Select Records to Submit – specifically select the records you wish to submit to OMERS.

Select Records to Submit – select all or some of the members to submit. To proceed, select *"Submit XXX Requests."*

A reminder will appear asking "Have you imported retro?" – if you have retro to report, please import before submitting.
If you have no retro or have already imported, click *Next.*

Confirm Submission disclaimer – indicate confirm to proceed.

Step 4: Review Batch Submissions

The status of your batch submission will be displayed within "Status" column. The statuses you can receive are:

Pending – requests are still processing. Check back at a later time.

Completed with Exceptions – files have been submitted but some have exceptions that must be reviewed.

Completed – all files have been submitted.
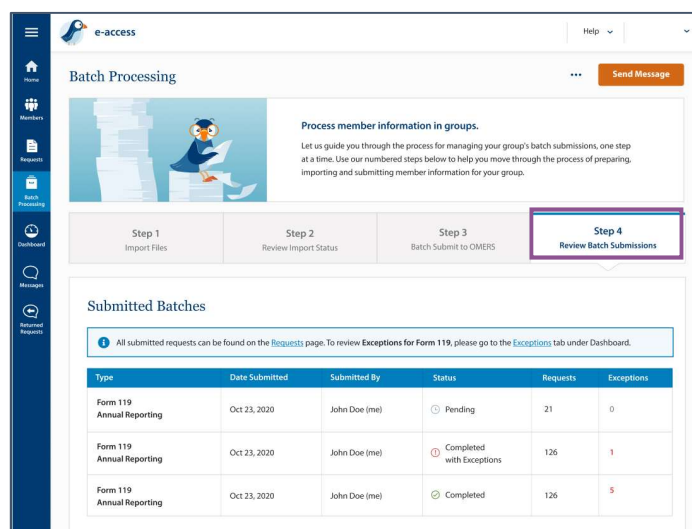
OMERS

Launch an individual e-Form 119 from the Home Page

You may also launch an e-Form 119 using the "Start New Request" button in the Member or Request page.

Complete the e-Form

Input:
Credited Service (months)
Contributory Earnings
Pension Adjustment*
Primary RPP Normal
Primary RCA Normal (if applicable)

*If completing on or before February 28, this field can be left blank

Save & Review to proceed to next step

Review and then proceed to Submit