Step 1 & 2 – Import & Submit Data



Security Warning Macros have been disabled. Options...

• (* fx

ImportFileBuilder [Read-Only] [Compatibility Mode]

Import file builder

Build import file

🥑 Security Alert - Macro

More in

Open the Trust Center

Microsoft Office Security Options

Macros have been disabled. Macros might contain viruses or other not enable this content unless you trust the source of this file.

File Path: https://e-access.omers.com/emss/er_CA/eANR/Imp
Help grotect me from unknown content (recommended)
Fiable this content]

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

? X

OK Cancel

Δ7

OMERS

FORM 119

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:
 - o SIN
 - Credited service
 - o Earnings
 - Primary RPP Normal
 - PA (if after February)
- Once complete click "Build import file" to save the file

tch Processing		Send Message	Step 1: Import File to e-access
	Process member information in groups. Let us guid you through his process for managing you gro at a time, Use car runnbered traps believe to his you move importing and submitting member information for your group	up's batch submissions, one step- hrough the process of preparing, p.	Once your import file has been populated or you have an ASCII file from your IT department, you ar
Step 1 Import Files to e-access	Step 2 Step 3 Review Import Status Batch Submit to OMERS	Step 4 Review Batch Submissions	ready to upload!
Bring your data into e-access. Impr	orted records will show up under Requests Not Submitted.		
Don't have the file builder?	Have your file ready?		Start by colocting type of import and year
Don't have the file builder? Download File Builder	New your file ready? Upload the File Select Type 119 - Annual Reporting	Select Reconciliation Year	Start by selecting type of import and year. Remember: if you have a 119 file and retro file,
Download File Builder Download File Builder	New your file ready? Upload the File Stelet Type 19 - Annual Reporting Drag and drop your file here. Passa result the same of your file does not contain upstal characters	Select Recarcillation Year	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.
Own have the file builder Download File Builder	New your file result? Upload the File Set by: 13 - Annual Reporting Dag and drop your file here. Mass ensure the name of your file data not costate special durateders: undersons, parentices and french durateders. Uncoste file Ass	Select Recardilation Year	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



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Import Files			Next: Review Imports
Bring your data into e-access. Impr	orted records will show up under Requests I	Not Submitted.	
Don't have the file builder?	Have your file ready?		
Download File Builder	Upload the File		
•	Select Type		Select Reconcilliation Year
	119 - Annual Reporting		• 2020 ·

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.

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Review Imports Please note, you must review Press Please note, you must review Press Porm 119 Retro payment to eform 119	errors before your batch in Date imported Oct 23, 2020 Oct 23, 2020	nport will be available: Imported By John Doe (me) John Doe (me)	for submission. Status Imported Import	Records 21 126	Next: 5	Actions

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

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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.

	Process membe	r information in groups.	
	Let us guide you the at a time. Use our nu importing and subn	ough the process for managing your group mbered steps below to help you move thro itting member information for your group.	a batch submissions, one step ugh the process of preparing,
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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.

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	P La at in	rocess member inform at us guide you through th a time. Use our numbered nporting and submitting m	mation in groups. e process for managing your group I steps below to help you move the nember information for your group	o's batch submission rough the process of a	is, one step f preparing,
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We're here to help. Get in touch.

Phone: +1 416.350.6750 | Toll-free: +1 833.884.0389

Online: Send messages through e-access using our secure communication channel, e-correspondence Mail: EY Tower | 900 -100 Adelaide St W| Toronto, ON M5H 0E2