Standard File Layout
for

Employee Census,

Payroll Deductions,

and

Dependent Census

Purpose and Business Overview

1.1 Document Purpose

This file layout document provides standardized data requirements and content to Bay Bridge Administrators L.L.C. (BBA) for assisting employer with upcoming benefit enrollments.

This guide is designed to assist those sending employee deduction information to BBA in an electronic format.

1.2 Version and Release

This file layout guide was created on January 7, 2010.

This file layout was last revised on July 26, 2011.

1.3 Business Usage and Definition

Employers that use BBA's online enrollment platform can assist their employees by sending BBA census and payroll deduction information electronically.

This guide can be used in the following ways:

1. Employers electing to use BBA's online enrollment platform can send data in this format to pre-load the platform prior to open enrollment.

2. Employers that submit paper deduction registers on a regular basis (i.e. Monthly, Weekly, etc.) can send data in this format in lieu of mailing costly paper reports.

3. Employers that require Section 125 "Cafeteria" pre-printed forms must submit data in this format.

1.4 Information Flow and Submission

Electronic data can be submitted to BBA using a method listed below. Please encrypt data prior to sending it to us. Our public PGP key is available on our web site under the Forms section.
> http://www.baybridgeadministrators.com/common_docs/BBA_PublicKey.gpg

1. Employers may securely transmit their electronic files directly to BBA by using our "Upload File" process located on our web site at www.baybridgeadministrators.com. *See Section 4 for details.*

2. Employers may e-mail their encrypted electronic files directly to BBA by sending them to Enrollments@bbadmin.com. Please coordinate with BBA on encryption scheme prior to sending.

3. Employers may send files via File Transfer Protocol (ftp) to BBA's ftp server at ftp.bbadmin.com. This method requires prior coordination with BBA to setup an ftp account. Please call 800-845-7519 and ask for Chris Stansbury or Patrick McGuirk.

4. Employers may mail 3 & ½ inch diskettes or CD's containing the encrypted electronic files. Please include a contact person that BBA may call if we have any questions concerning your data.

US Postal Mail	Overnight
Bay Bridge Administrators, LLC	Bay Bridge Administrators, LLC
Attn: Electronic Enrollment Dept.	Attn: Electronic Enrollment Dept.
PO BOX 161690	1101 S. Capital of TX HWY, E-200
Austin, TX 78716	Austin, TX 78746

File Layout Overview

2.1 Introduction

BBA provides file layouts for three (3) general types of data:

1. Employee Census

2. Deduction or Benefit Listing (Optional)

3. Employee Dependent Census (Optional)

2.1 Important Information Regarding Files, Records and Fields

The following information applies to all format, record types, and fields:

- In recognition of the varied technology capabilities of employers, this data request will be accepted in any of the following formats:

  - ASCII Tab Delimited

  - Comma Delimited "CSV"

  While Excel is commonly used, we note that it is not a recognized format under this guide. However, you can save Excel worksheets as a tab delimited file or CSV. *See Section 3.5 and Section 3.6 for instructions.*

- ASCII files should be tab "09_{16}" or comma delimited, with no spaces between the data element and delimiter at either end.

- Regardless of elected format, the first record must contain the column headers.

- In order to maintain file layout consistency, all fields, including NULL fields, must be provided. NULL fields should contain no values/spaces between delimiters. A NULL value is reported as two delimiters with no embedded spaces, as follows: ,,

- File transmissions should be made via a secure protocol. FTP with PGP encryption is recognized as a best practice for automated transmissions and a secure upload/download with TLS/SSL is recognized as a best practice for online/manual transmissions.

- File name should be set with type, employer name, creation date, and file extension (".csv" for comma and ".txt" for tab). A date/time stamp is important in case replacement files are created.

  Format: Type_EmployerName_CCYYMMDD_HHMMSS.ext

  Example: EMP_SmartISD_20100115_110503.csv (Employee File)

  BEN_SmartISD_20100115_110824.csv (Deduction/Benefit File)

  DEP_SmartISD_20100115_111548.csv (Dependent File)

- Fields followed by one asterisk (*) are required. Fields followed by two asterisks (**) are conditionally required. Fields without an asterisk are requested, but optional

- All "Required" date fields must be reported. Any "Optional" date field may contain a valid date or be NULL (two delimiters with no embedded space) indicating that the date is not available.

- Any "Required" TEXT field can not be reported as NULL.

- Any "Optional" field can be reported as Null or a valid value.

- All Text/alpha-numeric fields can include ASCII characters from 20_{16} thru $7E_{16}$ which should include A-Z, a-z, space, and a few symbols. See [http://en.wikipedia.org/wiki/ASCII] for more information.

- All numeric fields should have an explicit decimal point. The format for amount fields is "11.2" meaning 8 significant digits to the left of an explicit decimal point and two digits to the right of the decimal point; in total occupying at most 11 positions. All negative numbers should have a "-" sign in the first position of the field.

  Examples of acceptable numeric values include:
  - |0.00|
  - |0.01|
  - |1.0|
  - |1.23|
  - |12345678.12|

  Examples of unacceptable numeric values include:
  - || (invalid; when a numeric field is required, it can not be reported as NULL)
  - |.|
  - |0|
  - |1|
  - |.0|
  - |0.|
  - |.00|
  - |00.|
  - |0.0|
  - |1.234|
  - |12345678901.45|

- All text/alpha-numeric fields should be left justified.
- All numeric fields should be right justified.
- All date fields should be formatted as MM/DD/CCYY. They should include leading zeros, four digit years and slashes for delimiters.

2.2 Employee File "EMP"

* Required   ** Conditionally Required

Name	Max Length	Format	Example	Comments
1. Employee ID	12	Text	E54254245TY	Unique identifier for each employee record. Not social security number. May be payroll id. *Note: Duplicate Employee IDs will cause your file to reject*
2. SSN *	11	Text	001-23-4567	Social security number unique to each employee record. Dashes optional. Include leading zeros. *Note: Duplicate SSNs will cause your file to reject*
3. Last Name *	50	Text	AIKMAN	Employee's last name
4. First Name *	50	Text	TROY	Employee's first name
5. Middle Initial	1	Text	F	Employee's middle initial
6. Address *	50	Text	1234 Main Street	Home address of employee
7. Address 2 **	50	Text		2nd Address line (if needed)
8. City *	50	Text	AUSTIN	Employee's City
9. State *	2	Text	TX	Employee's State code. See US Postal Service for a complete list. www.usps.com
10. Zip *	10	Text	76543-1234	Zip code may have 5 or 9 digits. Hyphen is optional.
11. Date of Birth *	10	Date	02/05/1946	Employee's date of birth
12. Date of Hire *	10	Date	09/01/2001	Employee's employment start date *Note: Date of Hire cannot occur before Date of Birth*
13. Date of Termination **	10	Date	12/31/2004	Conditionally required if Employment status is not Full or Part-Time.
14. Campus Code**	6	Text	L4852	This field contains the campus code. Some groups refer to this field as a location code, division code or building code. *Note: If pre-printed election forms need to be sorted by campus code, then this field will be required.*

15. Payroll Frequency *	2	Text	26	Employee payroll frequency per calendar year 12 - Monthly 24 – Semi-monthly 26 - Bi-weekly 52 – Weekly Non-Standards Code 9 – Nine Month Employees
16. Deduction Frequency	2	Text	24	Employee deduction frequency per calendar year. *Note: Some employer run payroll 26 times per year, yet they run deductions 24 per times per year.*
17. Income Annual *	11.2	Numeric	31780.00	Projected annual income. Do not list hourly rates nor monthly amounts
18. Telephone	12	Text	512-327-6481	Employee's home telephone
19. E-mail	80	Text	JohnDoe@mac.com	E-mail address of employee
20. Occupation	50	Text	Teacher	Description of the employee's job title, grouping or other job description
21. Sex *	1	Text	M	M- Male F- Female
22. Marital Status	1	Text	M	M – Married S- Single
23. Employment Status *	1	Text	F	Employment Status F- Full P – Part-time R- Retired
24. Years of Service	11.2	Numeric	12.5	Total years of service worked for current employer. *See IRS publication 571 for detail analysis and examples of calculating years of service.*

2.3 Deduction/Benefit File "BEN"

* Required   ** Conditionally Required

Name	Max Length	Format	Example	Comments
1. Employee ID	12	Text	E54254245TY	Unique identifier for each employee record. Not social security number. May be payroll id.
2. SSN *	11	Text	001-23-4567	Social security number. Dashes optional. Include leading zeros.
3. Employee Full Name *	50	Text	AIKMAN, TROY	Employee's full name
4. Deduction Code *	6	Text	0842	Payroll deduction code for a deduction, reduction, or employee benefit
5. Deduction Name *	50	Text	Humana Cancer	Description or common name of the deduction. May also include name of vendor. Typically printed on employee pay stub.
6. Amount Employee *	7.2	Numeric	235.12	The deduction amount paid by the employee through payroll via a salary reduction agreement. The amount must be in the frequency listed in item #7. *For example, if this amount is a monthly deduction, then item #7 must be 12.*
7. Deduction Frequency *	2	Text	12	The number of employee paid deduction (#6) in a calendar year. 12 – Monthly 24 – Semi-monthly 26 – Bi-weekly 52 - Weekly
8. Cafeteria Plan Status *	2	Text	Y	Is the Employee's deduction sheltered pre-tax under a Section 125 "Cafeteria Plan" Y – Yes N - No
9. Amount Employer	7.2	Numeric	480.00	Employer paid amount. If none, set to 0.00. The amount must be in the frequency listed in item #7. *For example, if this amount is a semi-monthly deduction, then item #7 must be 24.*
10. Amount Total	7.2	Numeric	715.12	Total of employee (#6) and employer (#9) paid amount.

11. Plan Type **	10	Text	403b	If providing data for our Tax Shelter Annuity Service, then this field is require. Otherwise leave blank. Acceptable values include: 403b 403b_roth 457 457_fica
12. Product Type **	10	Text	Annuity	If providing data for our Tax Shelter Annuity Service, then this field is require. Otherwise leave blank. Acceptable values include: Annuity – 403(b) Mutual – 403(b)(7)

2.4 Dependent File "DEP"

* Required   ** Conditionally Required

Name	Max Length	Format	Example	Comments
1. Employee's SSN *	11	Text	023-45-6789	Employee's SSN. Must match to a single employee record in employee file
2. Last Name *	30	Text	KIRK	Dependent's last name
3. First Name *	30	Text	JAMES	Dependent's first name
4. Middle Initial	1	Text	T	Dependent's middle initial
5. Date of Birth *	10	Text	01/15/1980	Dependent's date of birth
6. Relationship to Employee *	10	Text	CHILD	Dependent's relationship to employee. SPOUSE CHILD
7. SSN *	11	Text	003-54-9876	Dependent's Social security number. Dashes optional. Include leading zeros. *Note: Duplicate dependent SSNs will cause your file to reject*
8. Sex *	1	Text	M	M- Male F- Female
9. Full time student	1	Text	N	Currently enrolled as a full time student? Y – Yes N- No
10. Marital Status	1	Text	S	M – Married S- Single

Sample Files

3.1 Introduction

Below are a few screen shots depicting sample files as viewed from within Microsoft Excel and as viewed using a text editor, such as notepad.

You can also download sample data files from our website at the following URL. The download file is a zip archive containing three (3) sample files.

http://www.baybridgeadministrators.com/common_docs/BBA_SampleFiles_20100305.zip

3.2 Sample Employee File "EMP"

Screen Shot from Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	employee_id	ssn	last_name	first_name	m_initial	address	address_2	city	state	zip	birth_date	hire_date
2	TX4563	123456701	Case	Darlene	A	66331 Long Way		Bellevue	TX	76018	12/19/1954	08/18/1987
3	TF78452	123456702	llanes	mary		111 Main Street		san antonio	TX	78228	01/25/1961	01/25/2006
4	YT45825	123456703	Person	Ima	T	6578 N Lions Rd		Topeka	KS	66601	10/04/1976	09/04/2002
5	RF12457	123456704	Ready	Barb	B	100 S Of Nowhere		Anywhere	KS	31254	02/21/1981	07/25/1996
6	RG00084	123456705	User4	Test		1234 Main St		Smart	TX	77777	02/05/1976	01/31/2004
7	KJ45756	123456706	Aikman	Troy		4321 Main St		Austin	TX	78746	08/26/1975	08/13/2005
8	LK45846	123456707	Lee	Larry	O	40703 Cloverdale Ave		Engelhard	TX	76016	09/16/1948	08/24/1982
9	KG54564	123456708	Karpet	Theresa	D	7075 Eaglewatch Ln		Philadelphia	TX	76028	11/21/1940	08/05/1994
10	RE748456	123456709	Ballinger	Linda	Q	41167 Fisher Rd		Visalia	TX	76063	01/28/1946	03/26/1985
11	RE75846	123456710	Czajka	Daniel	H	9154 Galewood Rd		Cuyahoga Falls	TX	76133	02/07/1940	08/24/1983

Screen Shot from Text Editor

```
EMP_SmartISD_20100115_110503.csv

   0,,,,,,10,,,,,,20,,,,,,30,,,,,,40,,,,,,50,,,,,,60,,,,,,70,T,,,,80,,,,,,90,,,,,,100,,,,,1
 1 employee_id,ssn,last_name,first_name,m_initial,address,address_2,city,state,zip,birth_date,hire_date,terminate
 2 TX4563,123456701,Case,Darlene,A,66331 Long Way,,Bellevue,TX,76018,12/19/1954,08/18/1987,,107,12,12,43554.00,5:
 3 TF78452,123456702,Llanes,Julie,,111 Main Street,,san antonio,TX,78228,01/25/1961,01/25/2006,,001,12,12,10000.(
 4 YT45825,123456703,Person,Ima,T,6578 N Lions Rd,,Topeka,KS,66601,10/04/1976,09/04/2002,,101,12,12,50000.00,800-
 5 RF12457,123456704,Ready,Barb,B,100 S Of Nowhere,,Anywhere,KS,31254,02/21/1981,07/25/1996,,ADMIN,12,12,54000.00
 6 RG00084,123456705,User4,Test,,1234 Main St,,Smart,TX,77777,02/05/1976,01/31/2004,,111,12,12,10000.00,,,bus dr:
 7 KJ45756,123456706,Aikman,Troy,,4321 Main St,,Austin,TX,78746,08/26/1975,08/13/2005,,ADMIN,12,12,50000.00,,,rec
 8 LK45846,123456707,Lee,Larry,O,40703 Cloverdale Ave,,Engelhard,TX,76016,09/16/1948,08/24/1982,,003,12,12,53539.
 9 KG54564,123456708,Karpet,Theresa,D,7075 Eaglewatch Ln,,Philadelphia,TX,76028,11/21/1940,08/05/1994,,118,12,12,
10 RE748456,123456709,Ballinger,Linda,Q,41167 Fisher Rd,,Visalia,TX,76063,01/28/1946,03/26/1985,,114,12,12,50413
11 RE75846,123456710,Czajka,Daniel,H,9154 Galewood Rd,,Cuyahoga Falls,TX,76133,02/07/1940,08/24/1983,,204,12,12,5
12
```

3.3 Sample Deduction File "DED"

Screen Shot from Excel

A	B	C	D	E	F	G	H	I
employee_id	ssn	full_name	ded_code	ded_name	employee_amt	ded_freq	cafe_flag	employer_amt amou
TX4563	123456701	Case, Darlene	012	BCBS Major Medical Insurance	225.00	12	Y	188.50
TX4563	123456701	Case, Darlene	026	Humana Cancer Insurance	25.56	12	Y	0.00
TX4563	123456701	Case, Darlene	125	BCS Term Life Insurance	9.00	12	N	0.00
TF78452	123456702	Llanes, Julie	012	BCBS Major Medical Insurance	225.00	12	Y	188.50
TF78452	123456702	Llanes, Julie	422	ING Annuity	150.00	12	N	0.00
RF12457	123456704	Ready, Barb	033	Humana Accident Ins	22.66	12	Y	0.00
RF12457	123456704	Ready, Barb	125	BCS Term Life Insurance	11.55	12	N	0.00
RF12457	123456704	Ready, Barb	027	Anthem Disability Insurance	142.00	12	N	0.00
RF12457	123456704	Ready, Barb	455	Security Benefit Life	350.00	12	N	0.00

Screen Shot from Text Editor

```
t6    BEN_SmartISD_20100115_110824.csv*  ×

      0..........1,0.........2,0.........3,0.........4,0.........5,0.........6,0.........7,0.........8,0.........9,0......
    1 employee_id,ssn,full_name,ded_code,ded_name,employee_amt,ded_freq,cafe_flag,employer_amt,amount_t
    2 TX4563,123456701,"Case, Darlene",012,BCBS Major Medical Insurance,225.00,12,Y,188.50,413.50,,¶
    3 TX4563,123456701,"Case, Darlene",026,Humana Cancer Insurance,25.56,12,Y,0.00,25.56,,¶
    4 TX4563,123456701,"Case, Darlene",125,BCS Term Life Insurance,9.00,12,N,0.00,9.00,,¶
    5 TF78452,123456702,"Llanes, Julie",012,BCBS Major Medical Insurance,225.00,12,Y,188.50,413.50,,¶
    6 TF78452,123456702,"Llanes, Julie",422,ING Annuity,150.00,12,N,0.00,150.00,403b,Annuity¶
    7 RF12457,123456704,"Ready, Barb",033,Humana Accident Ins,22.66,12,Y,0.00,22.66,,¶
    8 RF12457,123456704,"Ready, Barb",125,BCS Term Life Insurance,11.55,12,N,0.00,11.55,,¶
    9 RF12457,123456704,"Ready, Barb",027,Anthem Disability Insurance,142.00,12,N,0.00,142.00,,¶
   10 RF12457,123456704,"Ready, Barb",455,Security Benefit Life,350.00,12,N,0.00,350.00,403b,Mutual¶
```

3.4 Sample Dependent File "DEP"

Screen Shot from Excel

	A	B	C	D	E	F	G	H	I	J
1	employee_ssn	last_name	first_name	m_initial	birth_date	relationship	ssn	sex	student	marital status
2	123456701	Case	John		01/05/1952	SPOUSE	987456123	M	N	M
3	123456701	Case	Sally	J	07/05/1991	CHILD	456321321	F	Y	S
4	123456701	Case	Robert		08/09/1993	CHILD	456321222	M	Y	S
5	123456703	Person	Greg	R	11/15/1995	CHILD	123123123	M	Y	S

Screen Shot from Text Editor

```
      DEP_SmartISD_20100115_111548.csv  ×

      0..........1,0.........T.2,0.........3,0.........4,0.........5,0.........6,0.........7,0......
    1 employee_ssn,last_name,first_name,m_initial,birth_date,relationship,ssn,sex,stu
    2 123456701,Case,John,,01/05/1952,SPOUSE,987456123,M,N,M¶
    3 123456701,Case,Sally,J,07/05/1991,CHILD,456321321,F,Y,S¶
    4 123456701,Case,Robert,,08/09/1993,CHILD,456321222,M,Y,S¶
    5 123456703,Person,Greg,R,11/15/1995,CHILD,123123123,M,Y,S¶
    6
```

3.5 How to Save Excel Worksheet as a CSV file

If you are able to get your data into Excel, then saving to comma separated values "CSV" is only a few steps away. Follow the steps listed below for saving an Excel worksheet into a comma separated values "CSV" file.

1. Choose Save As from the File menu. (If you are using Excel 2007, click the Office button and choose Save As.) Excel displays the Save As dialog box.

2. In the Save As Type drop-down list at the bottom of the dialog box, choose the CSV (Comma delimited) option.

3. Use the other controls in the dialog box to specify a file name and location.

> Format: **Type_EmployerName_YYYYMMDD_HHMMSS.ext**
>
> Example: EMP_SmartISD_20100115_110503.csv (Employee File)
>
> BEN_SmartISD_20100115_110824.csv (Deduction/Benefit File)
>
> DEP_SmartISD_20100115_111548.csv (Dependent File)

4. Click on Save.

5. Excel may display a dialog box telling you that not all Excel features can be maintained in the format you have chosen. Click on Yes to continue saving the information in CSV format.

3.6 How to Save Excel Worksheet as a Tab Delimited text file

If you are able to get your data into Excel, you can copy the Excel cells over to Notepad, which should create an ASCII Tab Delimited file. To continue, please follow the steps listed below for converting an Excel worksheet into a Tab Delimited file "TXT" file.
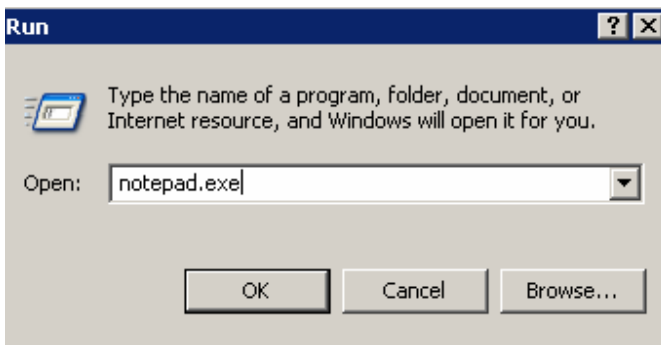
1. Verify your data has a header row.

2. Select all the rows and all of the columns in your worksheet. Be sure to capture all of the header records. See screen shot below

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	employee_id	ssn	last_name	first_name	m_initial	address	address_2	city	state	zip	birth_date	hire_date	terminate_
2	TX4563	123456701	Case	Darlene	A	66331 Long Way		Bellevue	TX	76018	12/19/1954	08/18/1987	
3	TF78452	123456702	Llanes	Julie		111 Main Street		san antonio	TX	78228	01/25/1961	01/25/2006	
4	YT45825	123456703	Person	Ima	T	6578 N Lions Rd		Topeka	KS	66601	10/04/1976	09/04/2002	
5	RF12457	123456704	Ready	Barb	B	100 S Of Nowhere		Anywhere	KS	31254	02/21/1981	07/25/1996	
6	RG00084	123456705	User4	Test		1234 Main St		Smart	TX	77777	02/05/1976	01/31/2004	
7	KJ45756	123456706	Aikman	Troy		4321 Main St		Austin	TX	78746	08/26/1975	08/13/2005	
8	LK45846	123456707	Lee	Larry	O	40703 Cloverdale Ave		Engelhard	TX	76016	09/16/1948	08/24/1982	
9	KG54564	123456708	Karpet	Theresa	D	7075 Eaglewatch Ln		Philadelphi	TX	76028	11/21/1940	08/05/1994	
10	RE748456	123456709	Ballinger	Linda	Q	41167 Fisher Rd		Visalia	TX	76063	01/28/1946	03/26/1985	
11	RE75846	123456710	Czajka	Daniel	H	9154 Galewood Rd		Cuyahoga	TX	76133	02/07/1940	08/24/1983	

Be sure to get the header row and the last column.

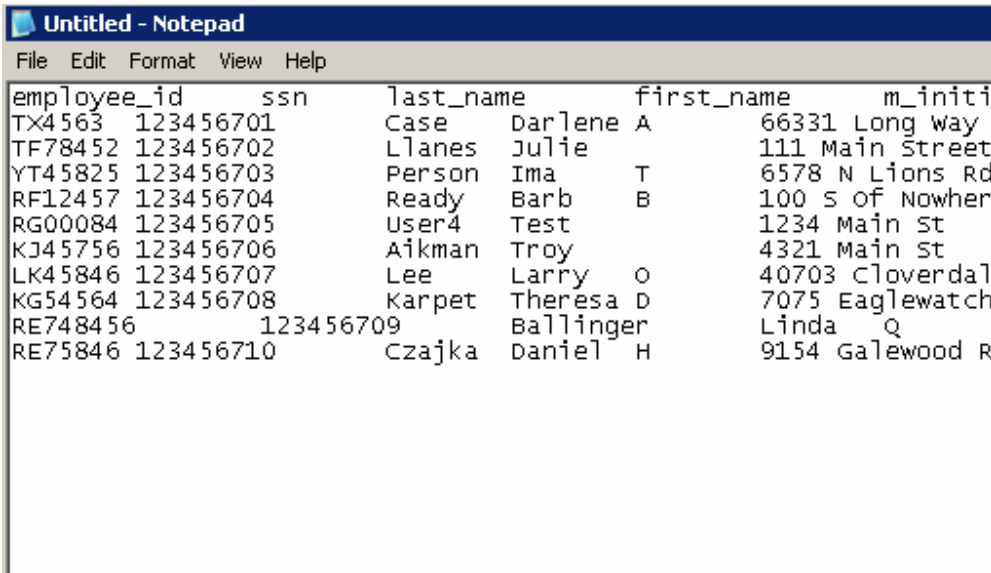|	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	birth_date	hire_date	terminate_	campus_c	payroll_fre	ded_freq	income_ar	telephone	email	Occupation	Gender	MaritalStat	FullTime	Years_Service	
2	12/19/1954	08/18/1987		107	12	12	43554.00	512-327-64	dddd@exar	teacher	F	M	F		
3	01/25/1961	01/25/2006		1	12	12	10000.00		maryl@sbc	clerk	F	S	F		
4	10/04/1976	09/04/2002		101	12	12	50000.00	800-880-27	imatp@any	Teacher	F	S	F		
5	02/21/1981	07/25/1996	ADMIN		12	12	54000.00			coach	F	M	F		
6	02/05/1976	01/31/2004		111	12	12	10000.00			bus driver	M	M	F		
7	08/26/1975	08/13/2005	ADMIN		12	12	50000.00			receptionis	M	S	F		
8	09/16/1948	08/24/1982		3	12	12	53539.00				M	M	F		
9	11/21/1940	08/05/1994		118	12	12	54028.00				F	M	F		
10	01/28/1946	03/26/1985		114	12	12	50413.00				F	M	F		
11	02/07/1940	08/24/1983		204	12	12	56140.00				F	M	F		
12															

3. Choose "Copy" from the Edit menu.

4. Click on the Start Button (located in the bottom right corner) and select "Run." Type in "Notepad.exe"

Run

Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: notepad.exe

OK   Cancel   Browse...

5. Choose ""Paste" from the Edit menu.
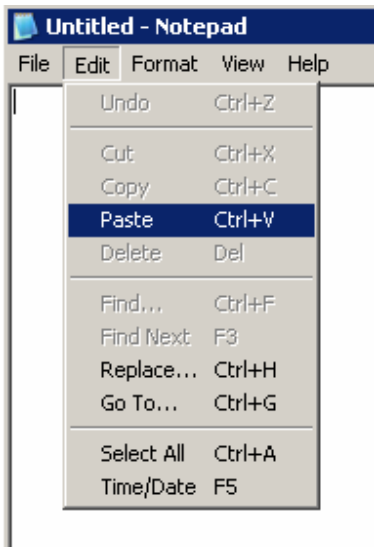
6. You should now have a tab delimited file.

7. Check for your header row and field names.

Header row above is outline in RED.

Move slider to the right to view all of the header row
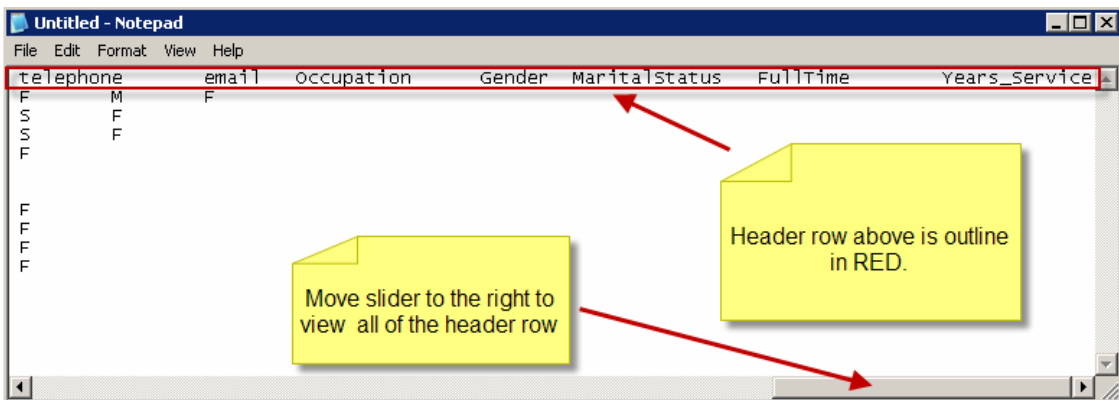
8. Please save. Choose "Save As" from the File menu.

9. Use the other controls in the dialog box to specify a file name and location.

      Format: **Type_EmployerName_YYYYMMDD_HHMMSS.ext**

      Example: EMP_SmartISD_20100115_110503.txt (Employee File)

                         BEN_SmartISD_20100115_110824.txt (Deduction/Benefit File)

                         DEP_SmartISD_20100115_111548.txt (Dependent File)

10. Click on Save.

Upload File Transmission Method

4.1 Introduction

In an effort to provide an easy method of transmitting files to BBA securely, we have setup a process to securely transmit files to us. The Instructions below will walk you through the steps.

4.2 Steps to Use Upload File

1. First navigate to our web site at www.baybridgeadministrators.com using your web browser of choice, such as Internet Explorer, Mozilla Firefox, and Apple's Safari.

2. On the left side of the page select the "Forms" buttons and scroll down to the bottom of the page to display the "Upload File" button. *See screen shot below.*
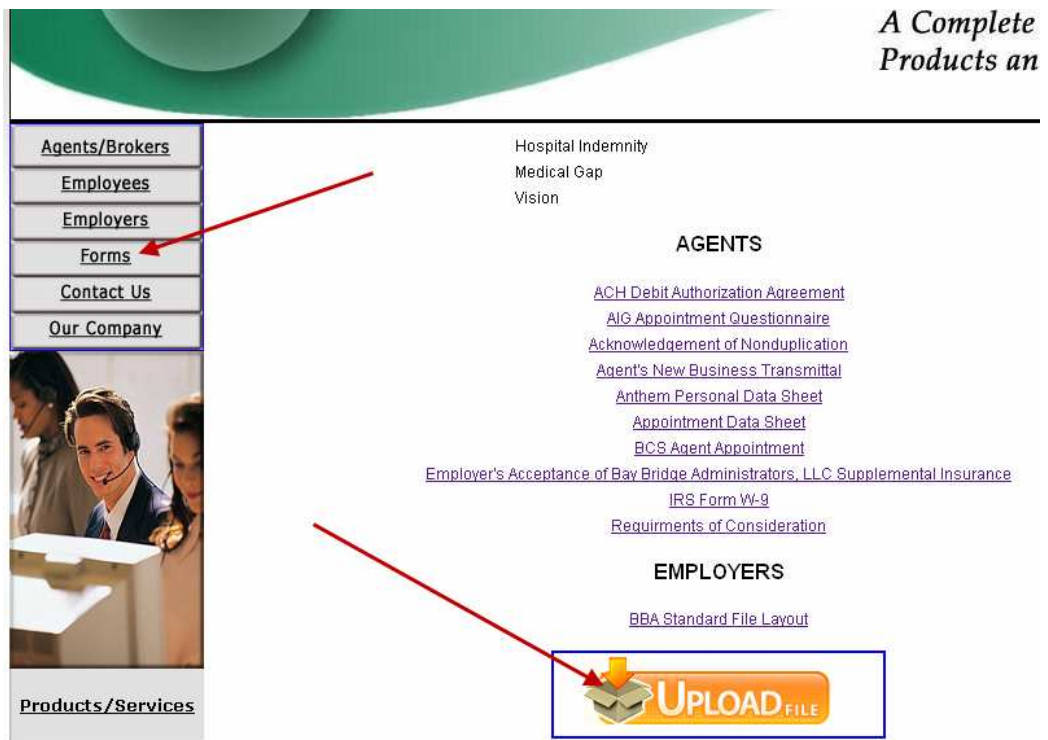
3. Clicking on the "Upload File" will bring up a new web page to complete.
   a. In the Message box, please type us a short note stating the name of your employer and their reason for sending the files.
   b. In the Name box, please enter your name.
   c. In the Email box, please enter your email address.
   d. In the File to Send box, click on the Browse button and select the file you wish to send.
   e. If you need to send additional files, please click on the "Add Another" button and repeat step 3(d).
   f. Below the files, you will need to enter the symbols from the picture in the box below.

g. Click "Send" to finish the process. *See screen shot below.*

Employer Payroll Files for Benebridge

Message
Hello,

I work in the payroll department at Smart ISD and I'm sending your our employee census file for updating our records prior to open enrollment.

Should you have any questions, please feel free to call me at 555-555-5555.

Kind regards,

Troy

Your name | Troy Aikman

Your email | TroyAikman@dallascowboys.com

Important: You must enable `pop-ups' in your browser in order to upload files.

File to send | ons\EMP_SmartISD_20 | Browse… | Employee File

File to send | ons\BEN_SmartISD_20 | Browse… | Benefit File

Add Another

Enter symbols on image

NEPC

NEPC | Reload Image

Cancel   Send

4. As soon as the file upload process has been completed, our team will receive an email notification of the file upload.