

1. Navigate to [www.maineopers.org](http://www.maineopers.org)
  - Preferred Web Browser: Google Chrome™
2. Locate [Employer Self Service \(ESS\) Login](#)
  - Top Right Corner – [‘EMPLOYER SELF SERVICE LOGIN’](#) or
  - Employers > ‘Employer Self Service Log In’
3. Enter ESS [Username and Password](#)
  - Authenticate through Multi-Factor Authentication (MFA)
4. Select [‘Employer Location Detail’](#) tab
5. Select [‘Details’](#) for the Employer Location
6. Navigate to the [‘Accounts’](#) tab
7. Click action button: [‘Upload File’](#)
  - Select [‘EPF Contribution’](#)
  - Browse and locate file on local computer
  - Enter Import Description including Employer Location Code and Month/Year
    - **Format:** *P0999 10/2020*, or *TC999 October 2020* ←
  - Click [‘Next’](#)
  - Click [‘Close’](#)
8. While still on the [‘Account’](#) tab
9. Click action button: [‘File History’](#)
  - Locate Uploaded File
    - **Process Flag** = “Ready”
    - **Import Description** column = What was entered upon upload ●
    - **Status** = “Not Processed”
      - Proceed to **Step 10**
    - **Status** = “Loaded with Errors”
      - File is **Invalid**
      - Correct original payroll file and return to **Step 6**
10. Click [‘Action’](#) menu for the corresponding upload row
  - Select [‘Validate’](#)
    - **Status** = “Validate Successfully”
      - Proceed to **Step 11**
    - **Status** = “Validated with Errors” or “Validated with Exceptions”
      - Proceed to **Step 12**
11. Return to [‘Action’](#) menu again for the corresponding upload
  - Select [‘Process’](#)
    - **Status** = “Processed Successfully”
      - Proceed to **Step 19**

Upload Status: 'Validated with Errors' or 'Validated with Exceptions'



12. Click to highlight the affected upload row in the ['File History'](#) section
13. Click ['Tools'](#)
  - Select ['Reports'](#)
  - Select ['Standard Import Report'](#)
    - A screen will pop-up showing the payroll details submitted and corresponding upload status (ensure pop-up blocker is not enabled for mainepers.org)
14. To filter data, click on the small black arrow (▶) in the upper left-hand corner
  - ['Select Parameters'](#)
    - [Detail Record Status](#): Make selection
      - ◆ [Errors](#) = Select ['Errors'](#) or ['Validated with Errors'](#)
      - ◆ [Exceptions](#) = Select ['Exceptions'](#) or ['Validated with Exceptions'](#)
    - [Datastring View](#): ['Detail'](#)
  - Click ['Run'](#)
15. Review ['Standard Import Report'](#) results and identify any exceptions or errors that need correction prior to final processing
  - For details on error/exception messaging, refer to the following:
    - ['ESS Electronic Payroll Filing Manual'](#)
    - ['ESS Validation Guide for Electronic Payroll Filing'](#)
16. Click ['Action'](#) menu for the corresponding upload row, in the ['File History'](#) section
  - Select ['Details'](#)
    - This option will direct you into the payroll file details uploaded where member information can be corrected/updated
17. Click to highlight the row for the member in need of correction/update (repeat for each member requiring update)
  - Select fields within the highlighted row that need updating, and enter changes accordingly or
  - Click ['Tools'](#)
    - Select ['View'](#)
      - ◆ ['View Row Tool'](#): Edit window allowing for edit of uploaded member data
      - ◆ Make necessary corrections
      - ◆ Click ['OK'](#)
    - Click ['Save'](#)
    - Click ['Close'](#)
18. Return to **Step 10**
  - Repeat **Steps 10** through **18** until all errors have been corrected, and exceptions have been reviewed and/or corrected, as needed
  - Final Status prior to Processing should be ['Validated Successfully'](#) or ['Validated with Exceptions'](#) if exceptions do not require correction

## Remittance Report and Payment to MainePERS



19. Close out of ['File History'](#)
20. Navigate to the ['Reports'](#) tab
  - Click ['Generate Report'](#)
  - Select ['Employer Remittance Report'](#)
    - Select [Employer Code](#)
    - Select [Employer Location Code](#)
    - Enter [Work Report Start Date](#) (1<sup>st</sup> of month)
      - ◆ Click ['Next'](#)
      - ◆ Click ['Confirm'](#)
      - ◆ Print or save, if desired
21. Schedule [Electronic Payment \(EFT\)](#) to MainePERS
  - [Payment by ACH Credit](#): Schedule payment with financial institution, notify MainePERS of any inconsistencies in the amount being submitted
  - [Payment by ACH Debit](#): Proceed to **Step 23**
    - For detailed instructions on setting up and making ACH Debit payments to MainePERS, please refer to the ['Scheduling an Electronic Funds Transfer \(EFT\) Payment'](#) Guide
22. Navigate to ['Account'](#) Tab
  - Locate Work Report requiring payment
23. Click ['Actions'](#) for corresponding payroll row
  - Click ['Pay this Transaction'](#)
24. Complete details in the **Make Payment Wizard**
  - Complete ['One Time Payment'](#) Fields
    - [Payment Amount](#): Automatically populates what is due
      - If paying more or less, edit this field and click ['Apply'](#)
    - [Payment Date](#): Enter Date you want payment deducted from account
    - [Description](#): Enter a description for the payment, *i.e. July 2020 Payroll Payment*
  - Click ['Next'](#)
  - Select previously established ['Payment Account'](#), or ['Add New Payment Account'](#)
  - Click ['Next'](#)
  - Review payment details
    - ['Back'](#) to edit details
    - ['Confirm'](#) to complete payment