1. Navigate to www.mainepers.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 (1st 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