TELUS Health

West Virginia Public Employees Insurance Agency

Employer Portal – Billing

April 2026

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1 Preface

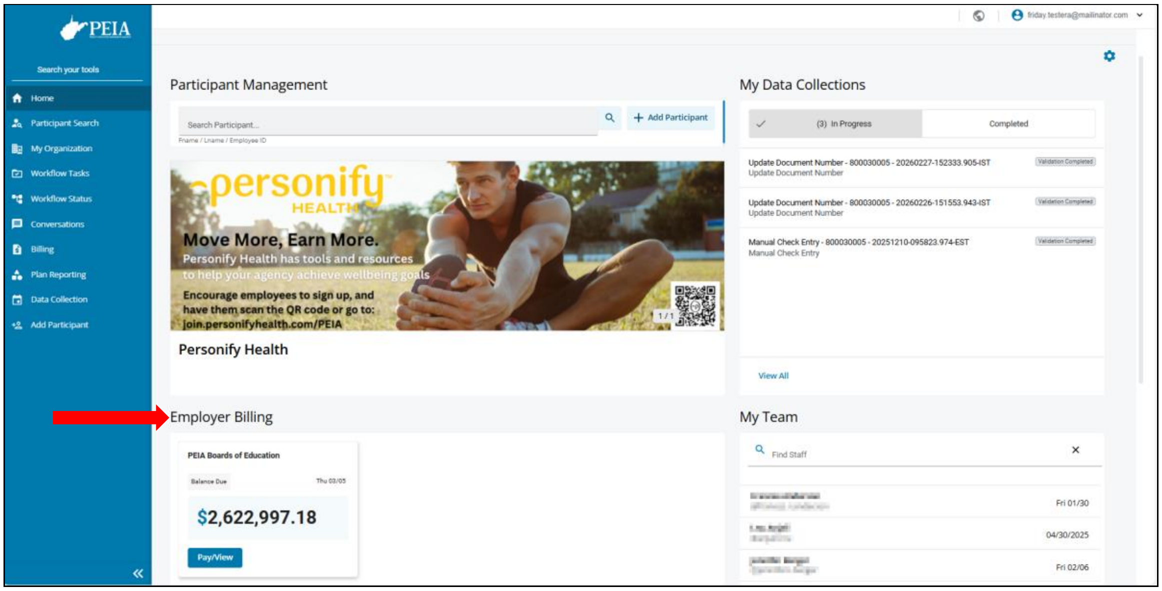
The purpose of this document is to show how to accomplish Billing tasks relating to employers and participants in the TELUS Health Employer Portal.

Examples are presented in a step-by-step approach. PEIA screens continue to change throughout the UAT period, therefore, many of the screenshots in this guide may not reflect the current testing environment. Style, colors, and order of content on left navigation menus are subject to change.

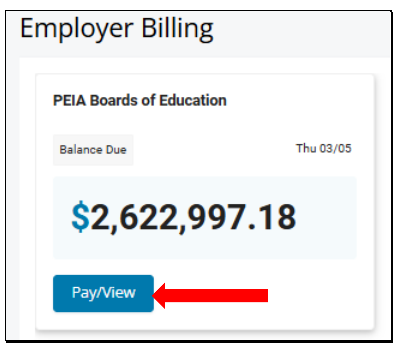
2 Employer Portal Billing

2.1 Home Screen Dashboard

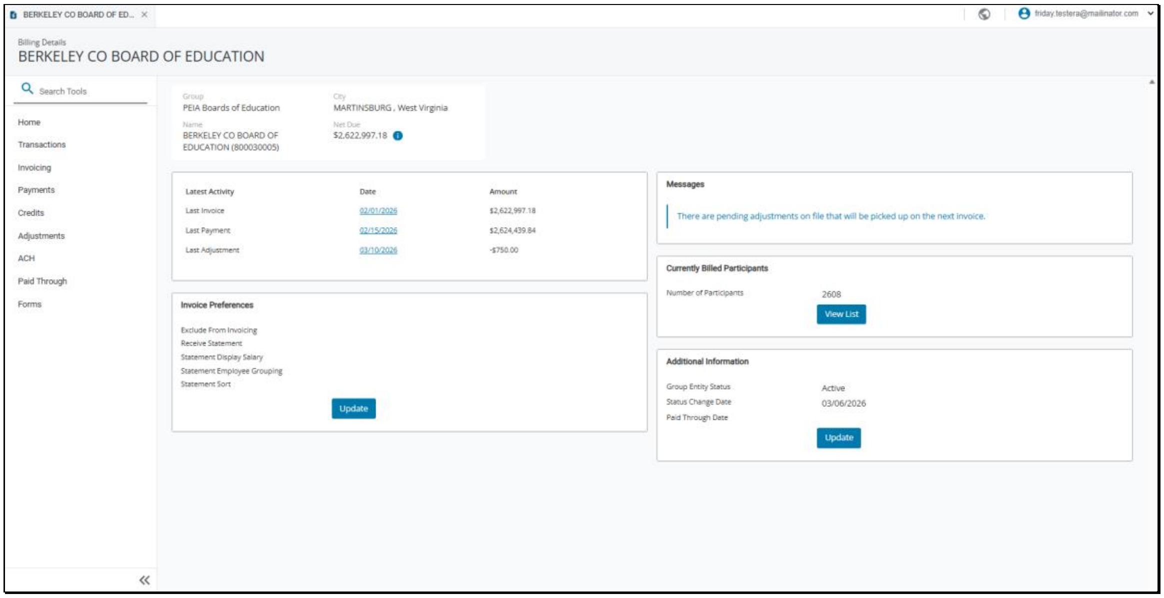
The Employer Billing widget may be found on your dashboard when logging in to the system.



Employer Billing controls the billing functionality for the entire organization. Billing may be launched from a participant's profile also.



1. Click the **Pay/View** button on the Employer Billing widget.
   The Billing Details screen for the organization displays.

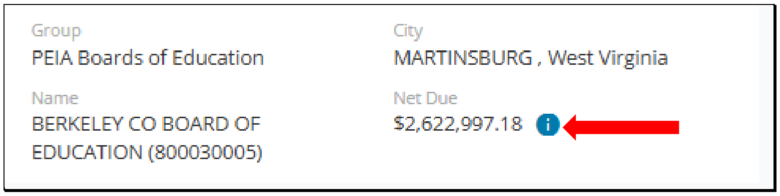

BERKELEY CO BOARD OF ED...
friday.testera@mailinator.com
Billing Details
BERKELEY CO BOARD OF EDUCATION
Search Tools
Home
Transactions
Invoicing
Payments
Credits
Adjustments
ACH
Paid Through
Forms
Group
PEIA Boards of Education
City
MARTINSBURG , West Virginia
Name
BERKELEY CO BOARD OF EDUCATION (800030005)
Net Due
$2,622,997.18
Latest Activity
Date
Amount
Last Invoice
02/01/2026
$2,622,997.18
Last Payment
02/15/2026
$2,624,439.84
Last Adjustment
03/10/2026
-$750.00
Invoice Preferences
Exclude From Invoicing
Receive Statement
Statement Display Salary
Statement Employee Grouping
Statement Sort
Update
Messages
There are pending adjustments on file that will be picked up on the next invoice.
Currently Billed Participants
Number of Participants
2608
View List
Additional Information
Group Entity Status
Active
Status Change Date
03/06/2026
Paid Through Date
Update

2.2 Billing Details – Home

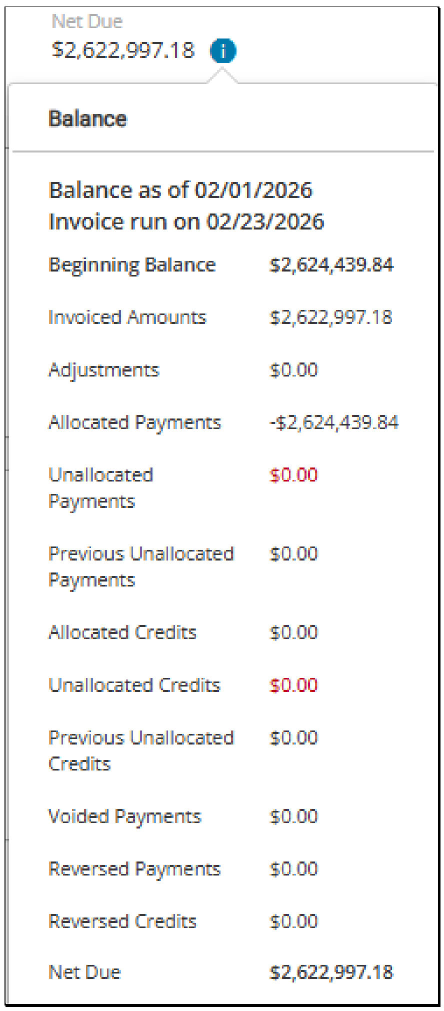
Use the Billing Details screen to view and update your organization.

2.2.1 Net Due

Net Due contains a pop-up window that shows all current balances for your organization.



1. Click the **i** icon next to **Net Due**.
   The Balance window opens.



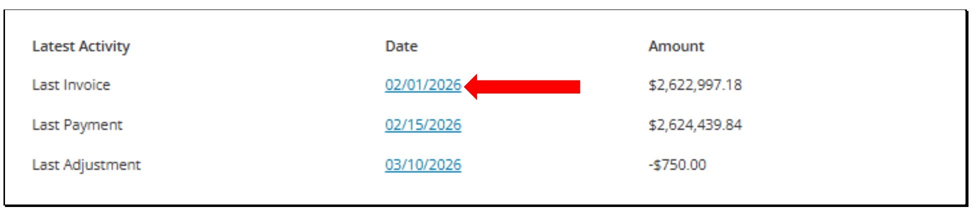
The Net Due amount depicted in the Balance window breaks down as follows:

- Invoiced Amounts – amount in the last invoice
- Adjustments – retroactive amounts billed in the last invoice
- Allocated Payments – payments applied to outstanding balances since the last invoice
- Unallocated Payments – payments not yet applied
- Previous Unallocated Payments – payments not yet applied prior to the last run invoice
- Allocated Credits – credits applied to outstanding balances since the last invoice
- Unallocated Credits – credits received, not yet applied
- Previous Unallocated Credits – credits not yet applied prior to the last run invoice
- Voided Payments – voided/bounced check since the last invoice, may not be reapplied
- Reversed Payments – like Voided Payments but may be reapplied, i.e.: apply to Dental instead of Medical
- Reversed Credits – like Reversed Payments, credits that may be reapplied elsewhere

2. Click the **i** icon again to close the Balance window.

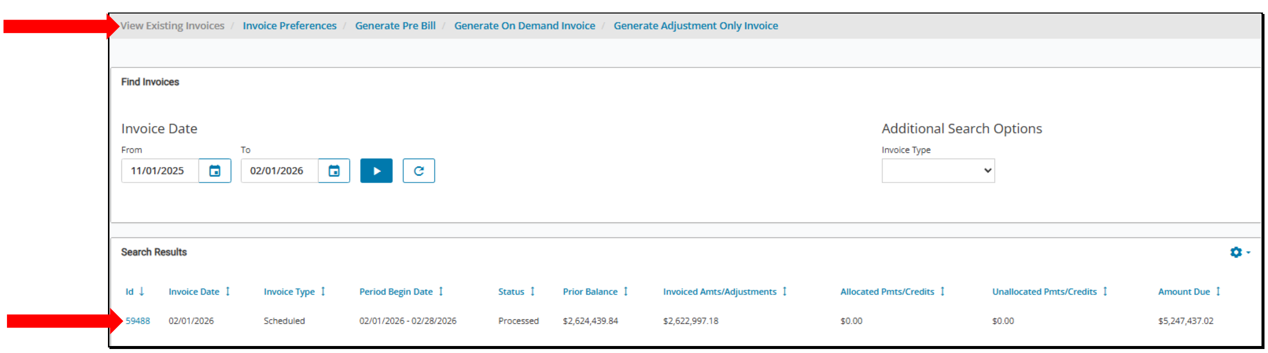
2.2.2 Activity

The Activity section shows the details of recent billing entries, such as invoices, payments, and credits. Each of the dates under Activity is a link to the corresponding details screen for the activity. (Each of these screens will be covered in subsequent sections of this guide.)



Latest Activity	Date	Amount
Last Invoice	02/01/2026	$2,622,997.18
Last Payment	02/15/2026	$2,624,439.84
Last Adjustment	03/10/2026	-$750.00

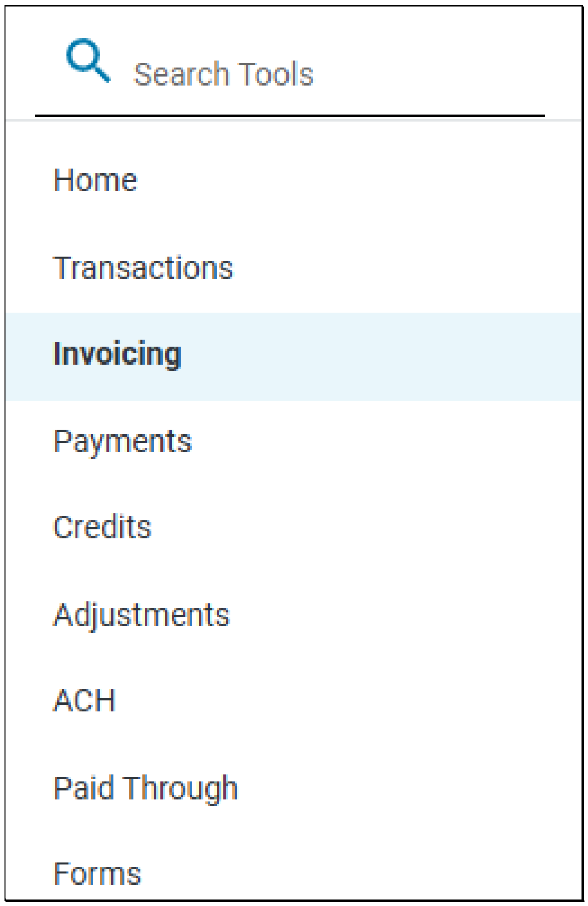
1. Click the **date link** for the first item in the **Activity** section.
   The system displays the latest activity in the Search Results section, bottom of the screen. In this example, **View Existing Invoices** is the latest activity since the date link used is an invoice.



2. Click the link in the **Id** column to view the details for one of the invoices.
   The Invoice Details and Transactions will be covered in the Invoices section (3.2).

3 Additional Billing Screens

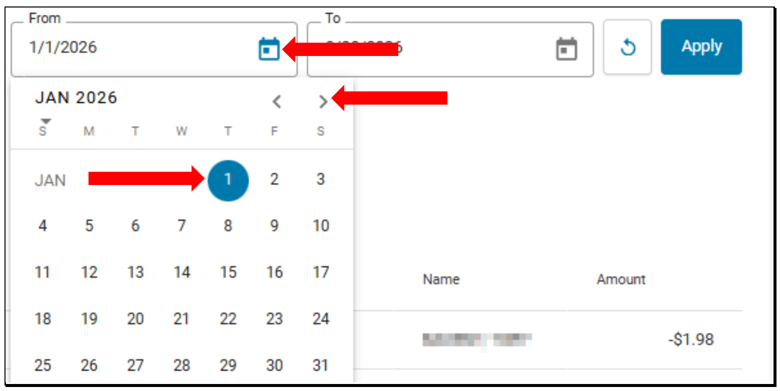
As indicated in Section 2, the Home screen for the selected entity is the Billing Details. Each of the additional commands on the left menu is a link to another billing area.



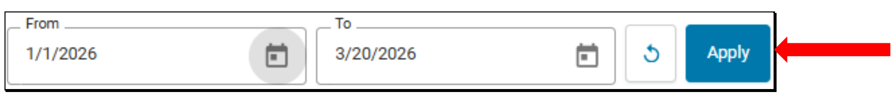
3.1 Transactions

1. Click **Transactions** on the left menu.

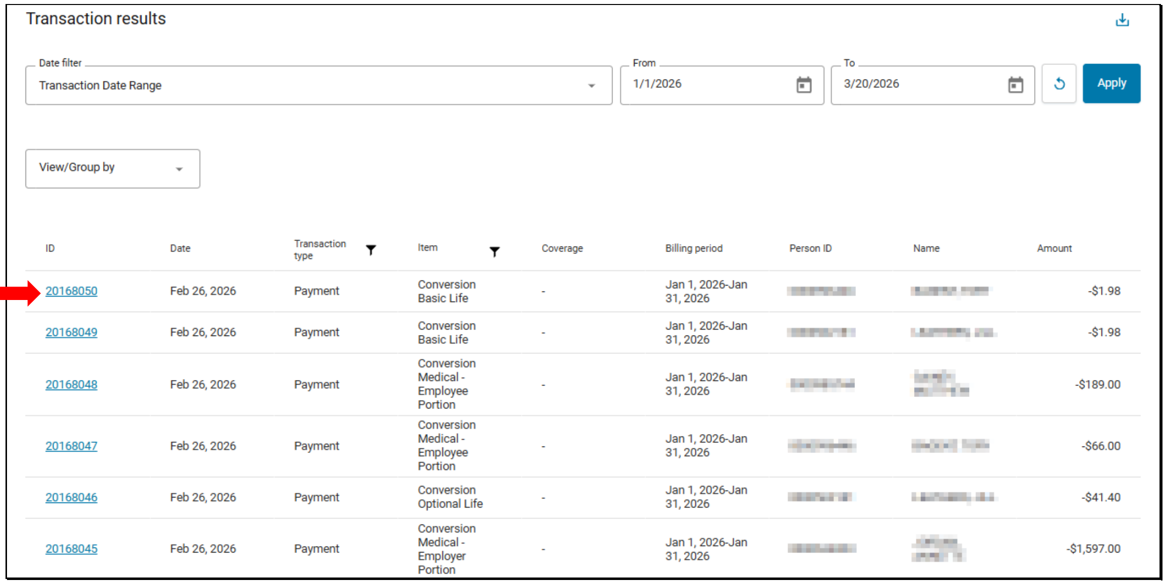
The **Date Filters** in the **Transaction Results** section defaults to showing the previous three months of transactions for the selected entity. In the following example, set the date range to cover the beginning of the current year to the present date.



2. Click the **calendar icon** in the **From** field, and select **January 1st**.
   Use the arrows to the left and right of the month name to move through each month.
3. Click the **calendar icon** in the **To** field, and select the current date if necessary.
   The current date is the default for this field.

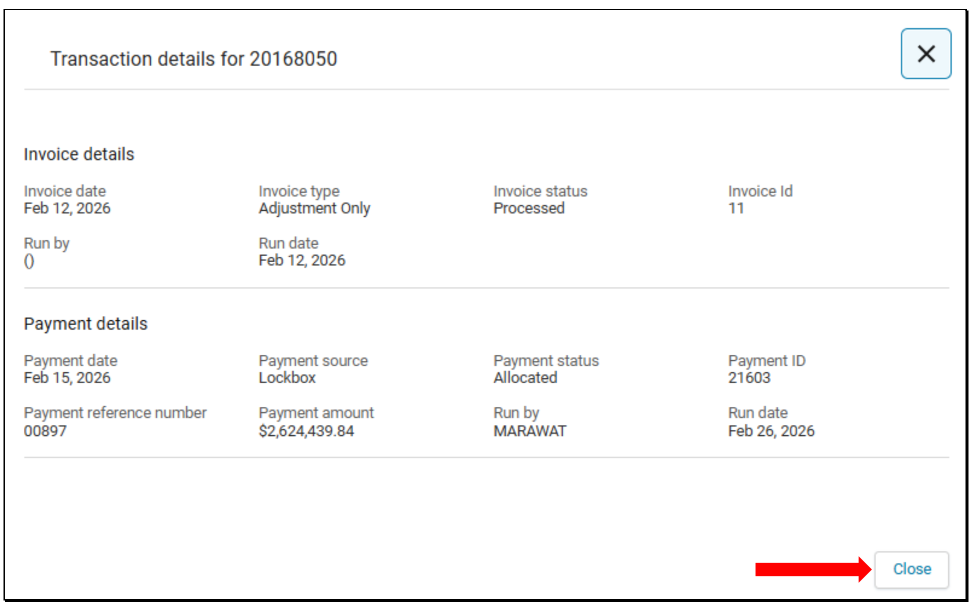


4. Click the **Apply** button to activate the search.
   The search results display below.



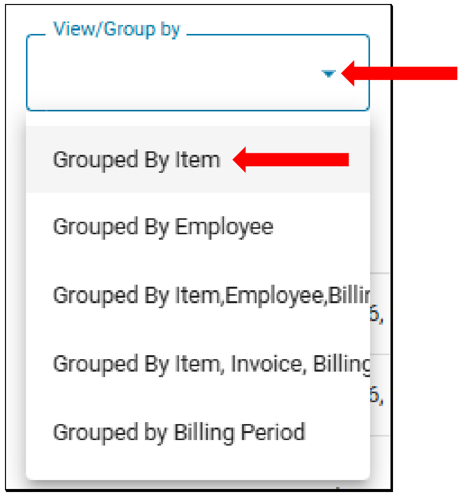
Each transaction starts with a link in the ID column. This is the transaction number.

5. Click the first transaction number in the **ID** column.
   The Transaction Details window opens.

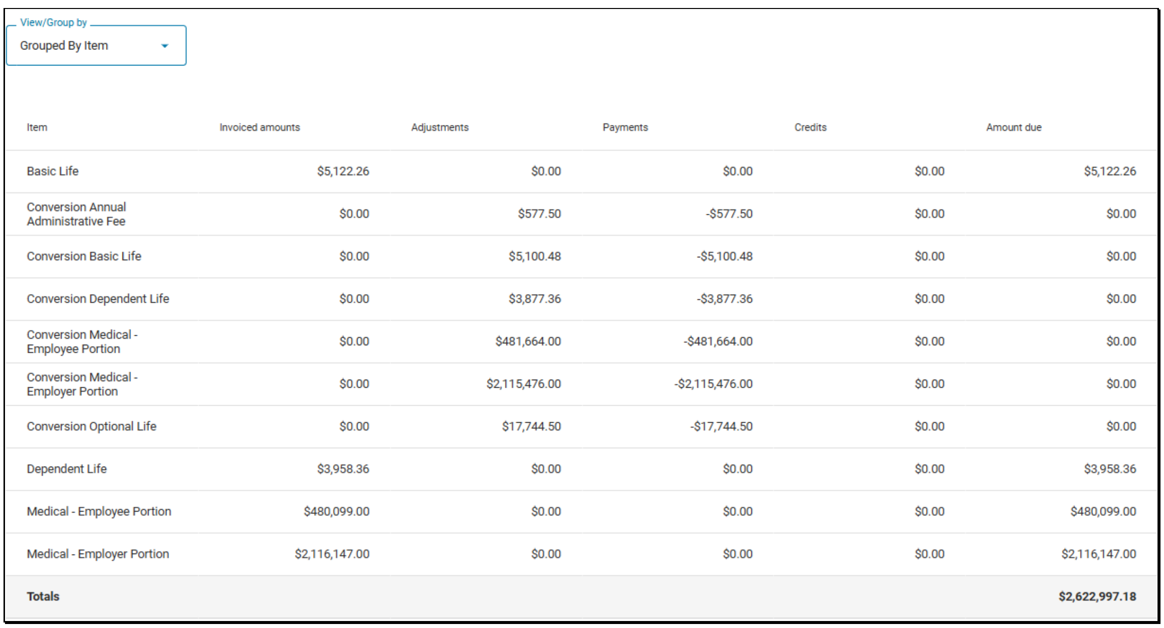


6. Click the **Close** button after viewing the Transaction Details.

Use additional search options fields to refine your search.

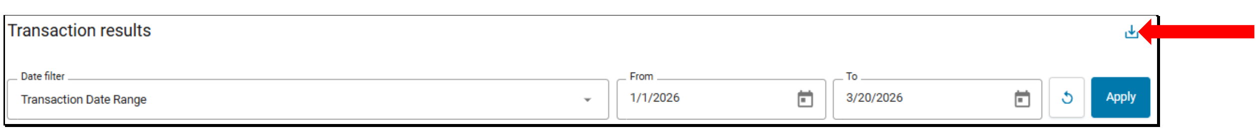


7. Click the drop-down arrow in the **View/Group By** field, and select an option (**Grouped by Item** used in this example).
   This displays a summary row for each item.



Item	Invoiced amounts	Adjustments	Payments	Credits	Amount due
Basic Life	$5,122.26	$0.00	$0.00	$0.00	$5,122.26
Conversion Annual Administrative Fee	$0.00	$577.50	-$577.50	$0.00	$0.00
Conversion Basic Life	$0.00	$5,100.48	-$5,100.48	$0.00	$0.00
Conversion Dependent Life	$0.00	$3,877.36	-$3,877.36	$0.00	$0.00
Conversion Medical - Employee Portion	$0.00	$481,664.00	-$481,664.00	$0.00	$0.00
Conversion Medical - Employer Portion	$0.00	$2,115,476.00	-$2,115,476.00	$0.00	$0.00
Conversion Optional Life	$0.00	$17,744.50	-$17,744.50	$0.00	$0.00
Dependent Life	$3,958.36	$0.00	$0.00	$0.00	$3,958.36
Medical - Employee Portion	$480,099.00	$0.00	$0.00	$0.00	$480,099.00
Medical - Employer Portion	$2,116,147.00	$0.00	$0.00	$0.00	$2,116,147.00
Totals					**$2,622,997.18**

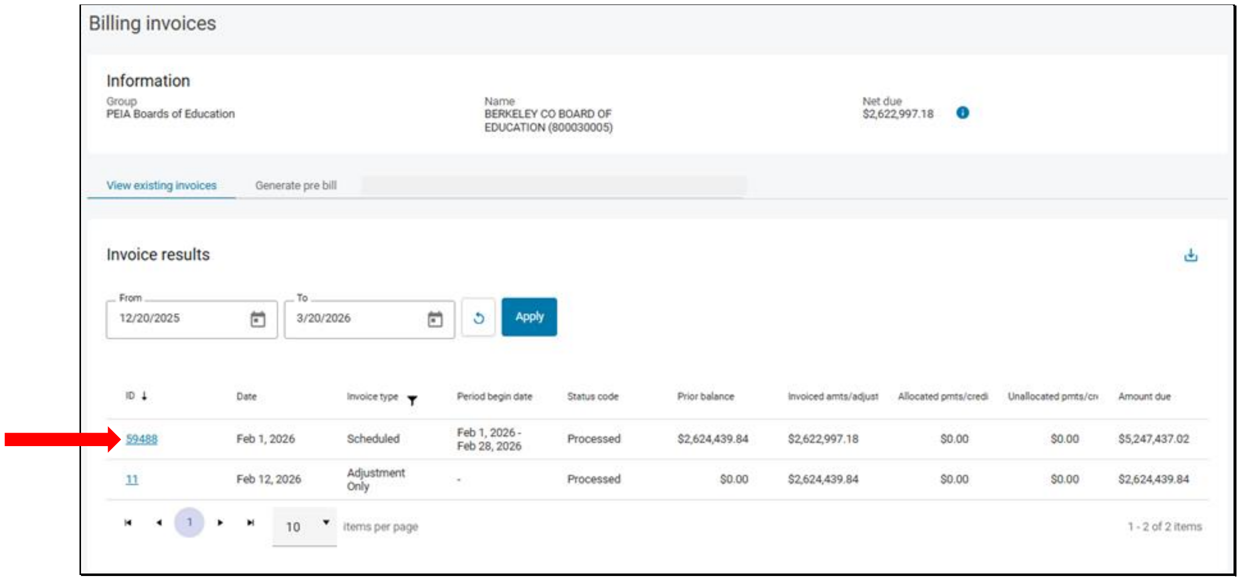
Note the Download icon at the top right.



8. Click the **Download** icon.
   This allows for downloading the search results to a worksheet file, which may be opened in Excel or Google worksheets.

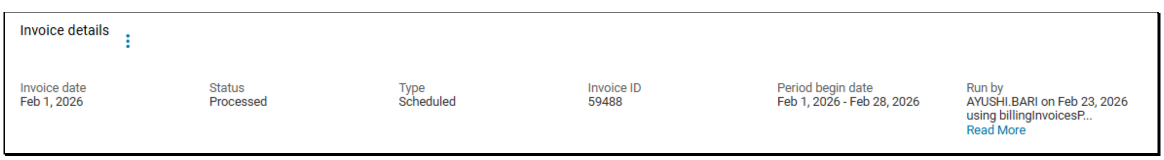
3.2 Invoicing

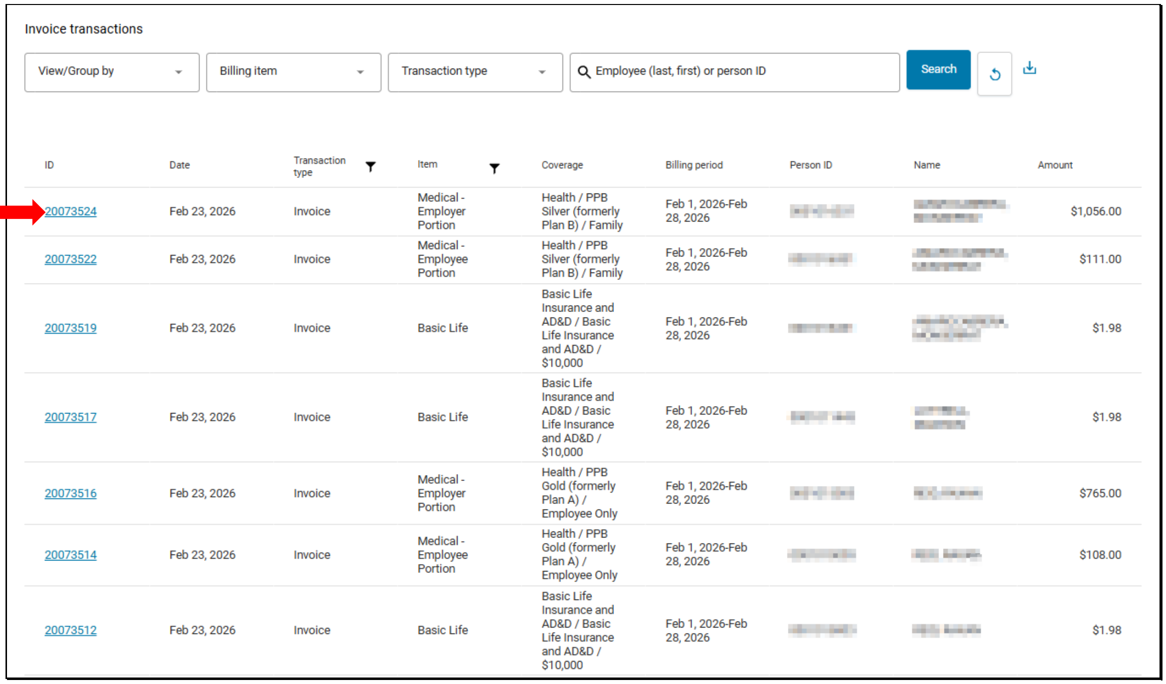
1. Click **Invoicing** on the left menu.
   The Billing Invoices screen displays, with the Invoice Results table below.



As with Transactions in Section 3.1, the date settings defaults to showing the previous three months of invoices for the selected entity. Use the From and To fields if necessary to refine your search.

2. Click an invoice number in the **ID** column to display the transactions in the invoice.
   The Invoice Details and Invoice Transactions sections display below.





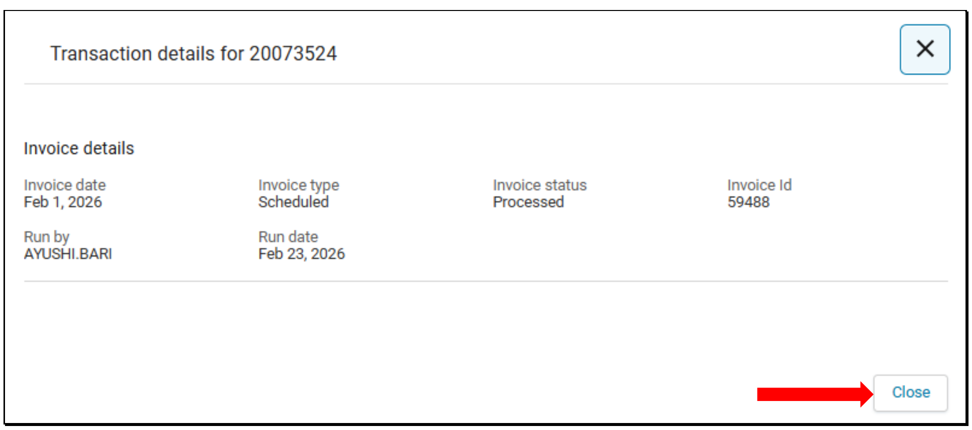
Invoice transactions

View/Group by | Billing item | Transaction type | Employee (last, first) or person ID | Search

ID	Date	Transaction type	Item	Coverage	Billing period	Person ID	Name	Amount
20073524	Feb 23, 2026	Invoice	Medical - Employer Portion	Health / PPB Silver (formerly Plan B) / Family	Feb 1, 2026-Feb 28, 2026	[illegible]	[illegible]	$1,056.00
20073522	Feb 23, 2026	Invoice	Medical - Employee Portion	Health / PPB Silver (formerly Plan B) / Family	Feb 1, 2026-Feb 28, 2026	[illegible]	[illegible]	$111.00
20073519	Feb 23, 2026	Invoice	Basic Life	Basic Life Insurance and AD&D / Basic Life Insurance and AD&D / $10,000	Feb 1, 2026-Feb 28, 2026	[illegible]	[illegible]	$1.98
20073517	Feb 23, 2026	Invoice	Basic Life	Basic Life Insurance and AD&D / Basic Life Insurance and AD&D / $10,000	Feb 1, 2026-Feb 28, 2026	[illegible]	[illegible]	$1.98
20073516	Feb 23, 2026	Invoice	Medical - Employer Portion	Health / PPB Gold (formerly Plan A) / Employee Only	Feb 1, 2026-Feb 28, 2026	[illegible]	[illegible]	$765.00
20073514	Feb 23, 2026	Invoice	Medical - Employee Portion	Health / PPB Gold (formerly Plan A) / Employee Only	Feb 1, 2026-Feb 28, 2026	[illegible]	[illegible]	$108.00
20073512	Feb 23, 2026	Invoice	Basic Life	Basic Life Insurance and AD&D / Basic Life Insurance and AD&D / $10,000	Feb 1, 2026-Feb 28, 2026	[illegible]	[illegible]	$1.98

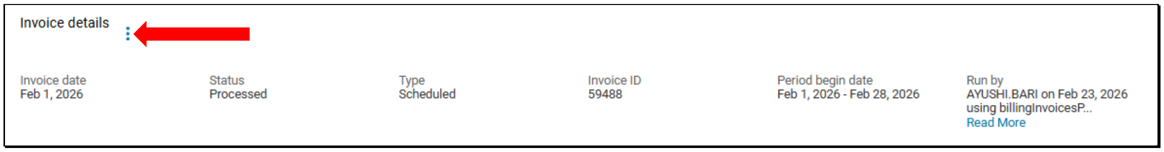
Like Transactions in the previous section, you may click an ID number to display the Transaction Details window.

3. Click a number in the **ID** column.
   The Transaction Details window opens.

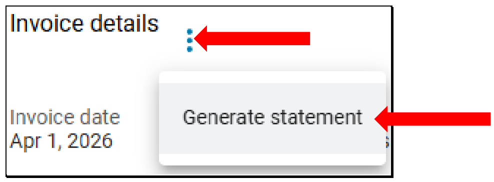


4. Click the **Close** button when finished viewing.

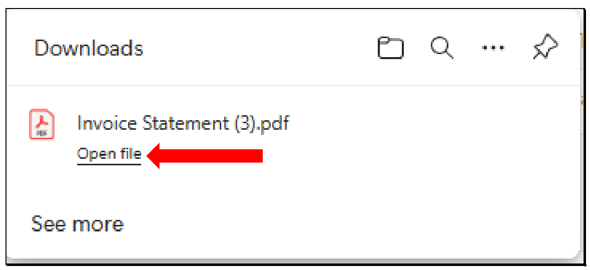
The Invoice Details section contains the date, type, and period dates of the invoice. Note the three dots icon to the top left.



5. Click the three dots icon to display a menu.



6. Select **Generate Statement**.
   This allows for downloading a PDF copy of the invoice statement.



7. Click the **Open file** link to see the statement,

PEIA

PUBLIC EMPLOYEES INSURANCE AGENCY

Public Employee Insurance Agency
PO Box 40330 Charleston, WV 25364

BERKELEY CO BOARD OF EDUCATION
1453 WINCHESTER AVE
MARTINSBURG, WV 25405

Agency ID: 800030005
Invoice Date: 02/01/2026

PEIA Invoice Statement

For Coverage Period **February 01, 2026** Thru **February 28, 2026**

Please note that this is not your payment coupon.

Remittance Procedures:

Login to the Employer Portal. From the Billing menu, choose your agency under the PEIA Billing Group, and click on the Payments submenu.

To create a payment coupon and pay through Lockbox: Choose the Add New Payment link and enter a Source of Lockbox, the Date Received, the Amount Received and then Save. You can either Auto Allocate or Manually Allocate the payment in the Payment Details section through the Gear icon. In the background the payment will apply and a coupon will be created under the Forms submenu within a few minutes.

Please mail the check and matching payment coupon together to PO Box 40330 Charleston, WV 25364.

To pay via ACH: In the Employer Portal, choose your agency under the PEIA Billing Group, and click on the ACH submenu. You can add a new account, which will allow you to make a one-time ACH payment or sign up for automatic ACH payments on the 5th or 20th of the month.

All payments are due by the 5th of the month following this billing period.

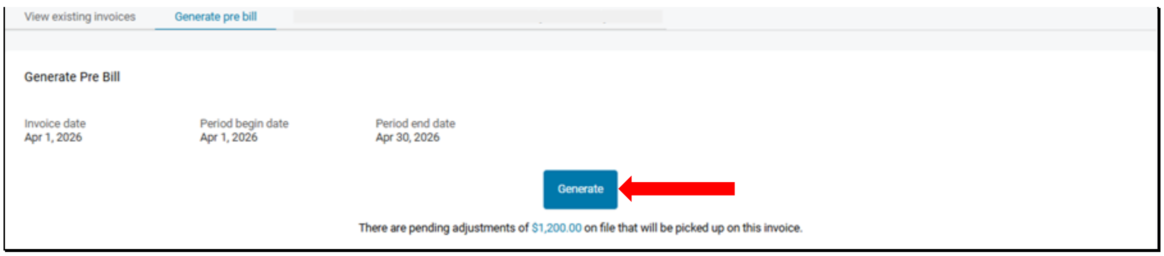
Agency ID	Previous Balance	Amounts Paid	Invoiced Amounts	Adjustments	Credits	Total Due
800030005	$2,624,439.84	$0.00	$2,622,997.18	$0.00	$0.00	$5,247,437.02

Charge Summary for: February 2026

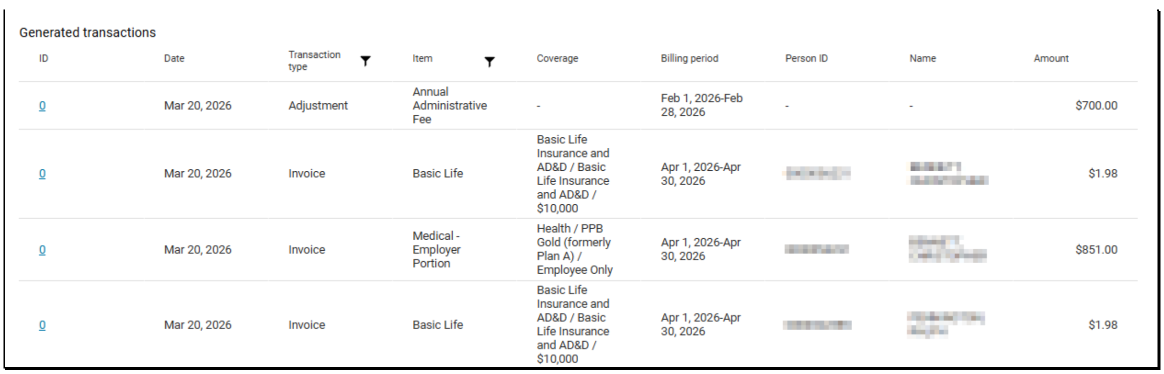
Item	# of Employees	Invoiced Amount	Adjustment Amount	Total
Medical - Employee Portion	2156	$480,099.00	$0.00	$480,099.00
Medical - Employer Portion	2156	$2,116,147.00	$0.00	$2,116,147.00
Basic Life	2587	$5,122.26	$0.00	$5,122.26
Optional Life	1107	$17,670.56	$0.00	$17,670.56
Dependent Life	462	$3,958.36	$0.00	$3,958.36
Totals		**$2,622,997.18**	**$0.00**	**$2,622,997.18**

Generate Pre Bill allows for running a trial version of the invoice for the upcoming billing period. Use this feature only for small entities. Dunbar Sanitary Board used for this example.

1. Click the **Generate Pre Bill** option.
   The Generate Pre Bill section displays.



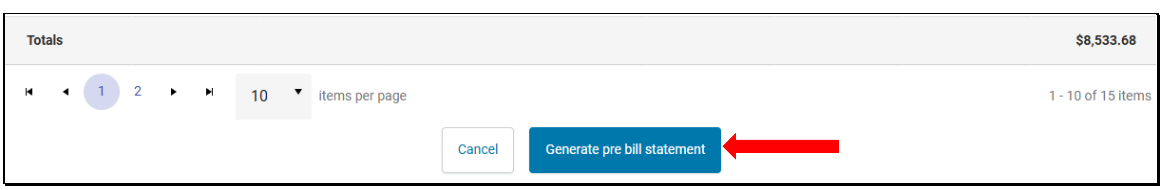
2. Click the **Generate** button to create a bill.
   The Generated Transactions section displays.



Generated transactions

ID	Date	Transaction type	Item	Coverage	Billing period	Person ID	Name	Amount
0	Mar 20, 2026	Adjustment	Annual Administrative Fee	-	Feb 1, 2026-Feb 28, 2026	-	-	$700.00
0	Mar 20, 2026	Invoice	Basic Life	Basic Life Insurance and AD&D / Basic Life Insurance and AD&D / $10,000	Apr 1, 2026-Apr 30, 2026	[illegible]	[illegible]	$1.98
0	Mar 20, 2026	Invoice	Medical - Employer Portion	Health / PPB Gold (formerly Plan A) / Employee Only	Apr 1, 2026-Apr 30, 2026	[illegible]	[illegible]	$851.00
0	Mar 20, 2026	Invoice	Basic Life	Basic Life Insurance and AD&D / Basic Life Insurance and AD&D / $10,000	Apr 1, 2026-Apr 30, 2026	[illegible]	[illegible]	$1.98

3. Scroll to the bottom of the Generated Transactions section.



4. Click the **Generate Pre Bill Statement** button.
   This allows for downloading a PDF copy of the pre-bill.

Downloads

InvoicePreBill.pdf

Open file

PEIA

PUBLIC EMPLOYEES INSURANCE AGENCY

Public Employee Insurance Agency
PO Box 40330 Charleston, WV 25364

DUNBAR SANITARY BOARD
PO BOX 97
DUNBAR, WV 25604

Agency ID: 800329911
Invoice Date: 04/01/2026

PEIA Invoice Statement

For Coverage Period **April 01, 2026** Thru **April 30, 2026**

Please note that this is not your payment coupon.

Remittance Procedures:

Login to the Employer Portal. From the Billing menu, choose your agency under the PEIA Billing Group, and click on the Payments submenu.

To create a payment coupon and pay through Lockbox: Choose the Add New Payment link and enter a Source of Lockbox, the Date Received, the Amount Received, and then Save. You can either Auto Allocate or Manually Allocate the payment in the Payment Details section through the Gear icon. In the background the payment will apply and a coupon will be created under the Forms submenu within a few minutes.

Please mail the check and matching payment coupon together to PO Box 40330 Charleston, WV 25364.

To pay via ACH: In the Employer Portal, choose your agency under the PEIA Billing Group, and click on the ACH submenu. You can add a new account, which will allow you to make a one-time ACH payment or sign up for automatic ACH payments on the 5th or 20th of the month.

All payments are due by the 5th of the month following this billing period.

Agency ID	Previous Balance	Amounts Paid	Invoiced Amounts	Adjustments	Credits	Total Due
800329911	$34,917.48	($2,200.95)	$12,330.50	$1,200.00	($1,000.00)	$45,247.03

Charge Summary for: April 2026

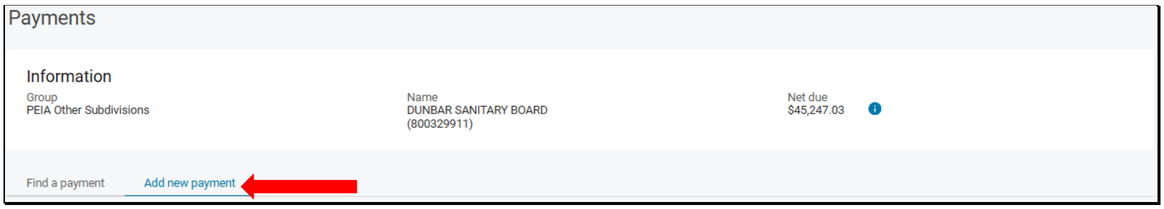
Item	# of Employees	Invoiced Amount	Adjustment Amount	Total
Medical - Employer Portion	10	$12,239.00	$0.00	$12,239.00
Basic Life	10	$19.80	$0.00	$19.80
Optional Life	4	$61.88	$0.00	$61.88
Dependent Life	1	$9.82	$0.00	$9.82
Annual Administrative Fee	1	$0.00	$1,200.00	$1,200.00
Totals		**$12,330.50**	**$1,200.00**	**$13,530.50**

3.3 Payments

Dunbar Sanitary Board used for this example.

1. Click **Payments** on the left menu.
   As with Transactions and Invoicing, the **Find a payment** section defaults to showing the previous three months of payments for the selected entity. Use the From and To fields if necessary to refine your search.

Use the Add New Payment function to apply a payment received outside of the system.



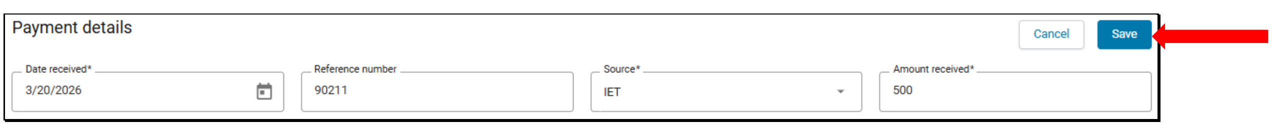
2. Click the **Add New Payment** link.
   The Payment Details section displays below the Payment results.

3. Enter the date the payment was received in the **Date Received** field.
   Use the calendar icon to assist with the date entry.

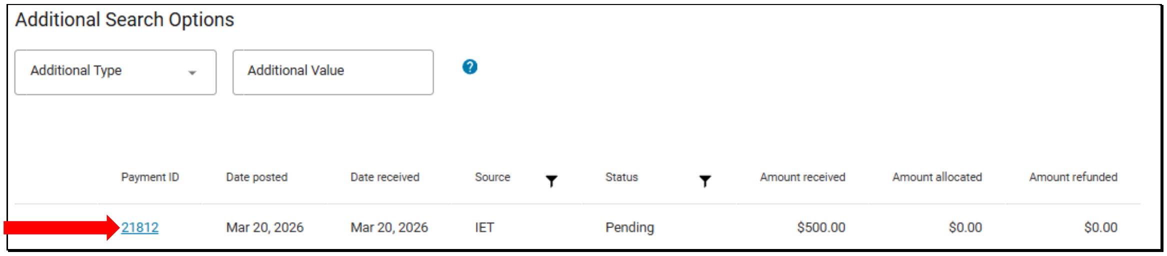
4. Enter the check or transaction number in the **Reference Number** field.
   Use this field only if the payment is a check; it does not apply to other types of payments.

5. Click the drop-down arrow in the **Source** field, and select the source of the payment.
   Source may be a check, etc. Agencies require the source to be either IET or Lockbox.

6. Enter the amount received in the **Amount Received** field.

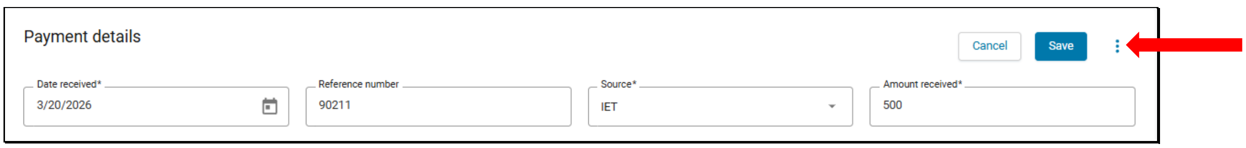


7. Click the **Save** button.
   The new payment displays in the Additional Search Options section.

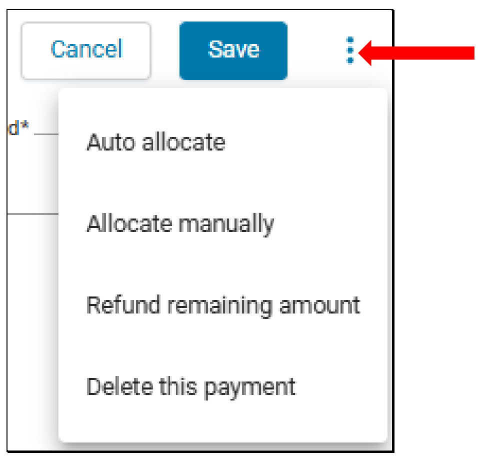


After entering the payment, you will allocate the amount received to outstanding invoices.

8. Click on the **Payment ID** link.
   The Payment Details section displays again. Notice the three dots icon to the right.



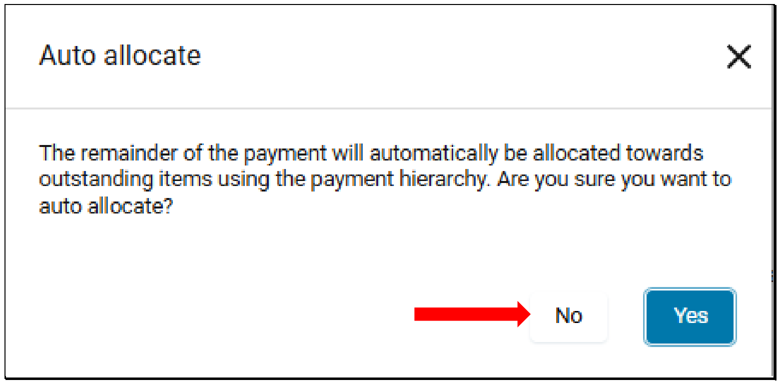
9. Click the **three dots** icon to review the choices.



- Auto Allocate – the payment will be allocated automatically towards any outstanding items, starting with the oldest invoice (this option will apply most often)
- Allocate Manually – the system allows you to choose which outstanding items to allocate the payment, and identify any possible exceptions
- Refund Remaining Amount – the system allows you to refund the remaining unallocated portion of the payment, includes a drop-down field for identifying a reason
- Delete this payment – deletes the payment and makes it unavailable for future allocation

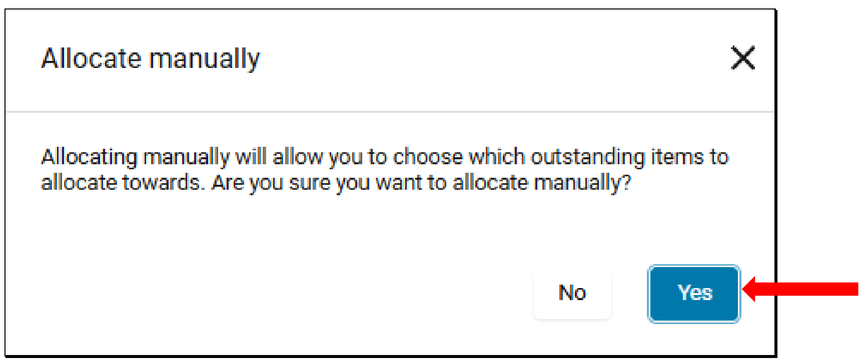
If using Auto Allocate:

10. Select the **Auto allocate** option.
    The Auto allocate window opens.

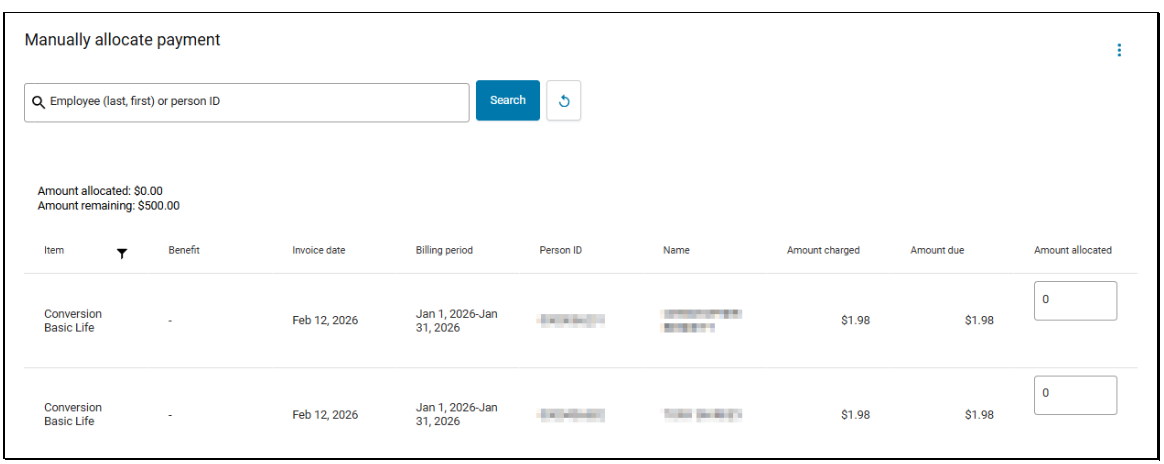


11. Click the **No** button for this example.

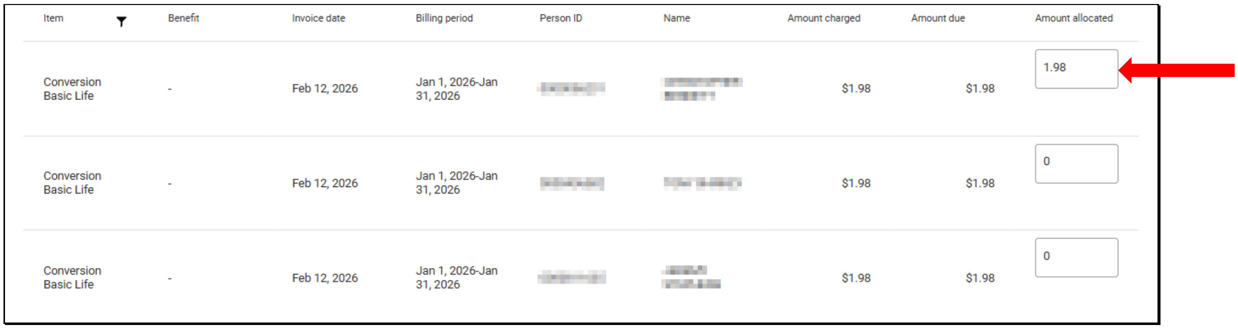
12. Click the **three dots** icon again, and select Allocate manually
    The Allocate manually window opens.



13. Click the **Yes** button.
    The Manually allocate payment section displays at the bottom of the screen.



The Manually allocate payment section displays the outstanding invoice items. Note the **Amount allocated** field to the right of each item.

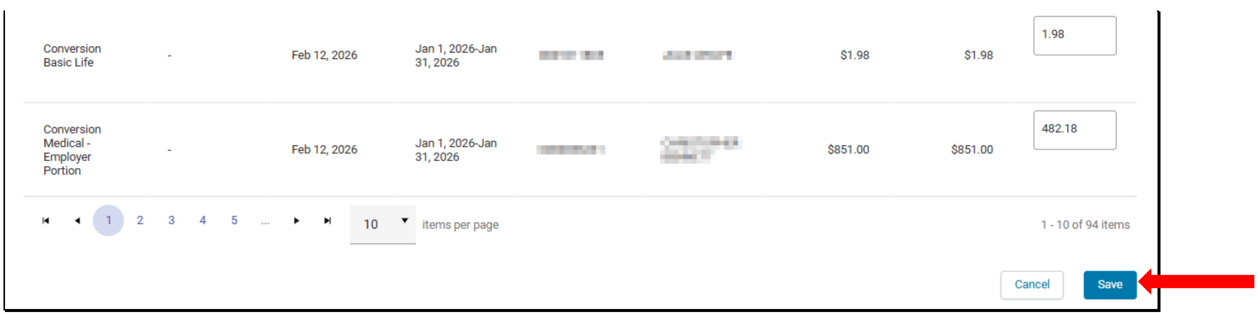


Item	Benefit	Invoice date	Billing period	Person ID	Name	Amount charged	Amount due	Amount allocated
Conversion Basic Life	-	Feb 12, 2026	Jan 1, 2026-Jan 31, 2026	[redacted]	[redacted]	$1.98	$1.98	1.98
Conversion Basic Life	-	Feb 12, 2026	Jan 1, 2026-Jan 31, 2026	[redacted]	[redacted]	$1.98	$1.98	0
Conversion Basic Life	-	Feb 12, 2026	Jan 1, 2026-Jan 31, 2026	[redacted]	[redacted]	$1.98	$1.98	0

14. Enter the appropriate amount into each amount **Allocated field**.

You may choose to fill these amounts automatically up to the full amount of the payment. Note the three dots icon at the top of the Manually allocate payment section.

15. Click the **three dots** icon, and select **Auto fill amounts**.
    The system fills multiple Amount allocated fields.

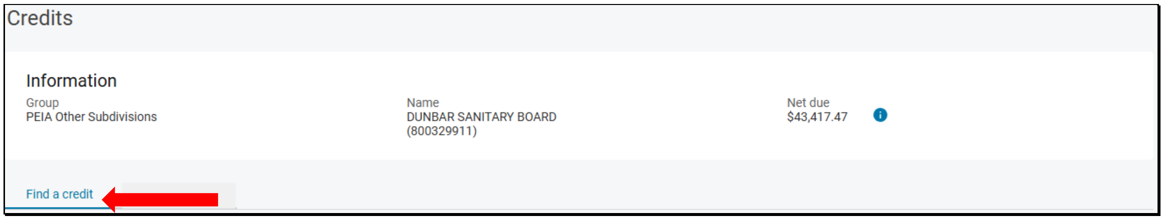


Conversion Basic Life	-	Feb 12, 2026	Jan 1, 2026-Jan 31, 2026	[redacted]	[redacted]	$1.98	$1.98	1.98
Conversion Medical - Employer Portion	-	Feb 12, 2026	Jan 1, 2026-Jan 31, 2026	[redacted]	[redacted]	$851.00	$851.00	482.18

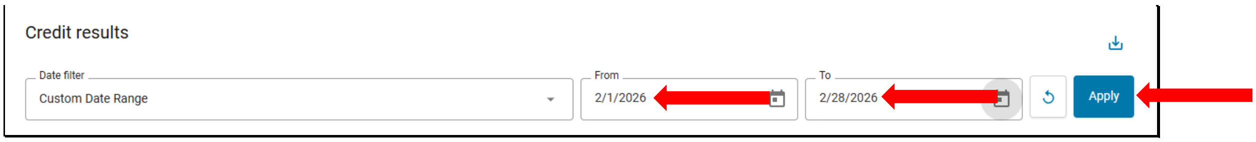
16. Click the **Save** button at the bottom of the payments table.

3.4 Credits

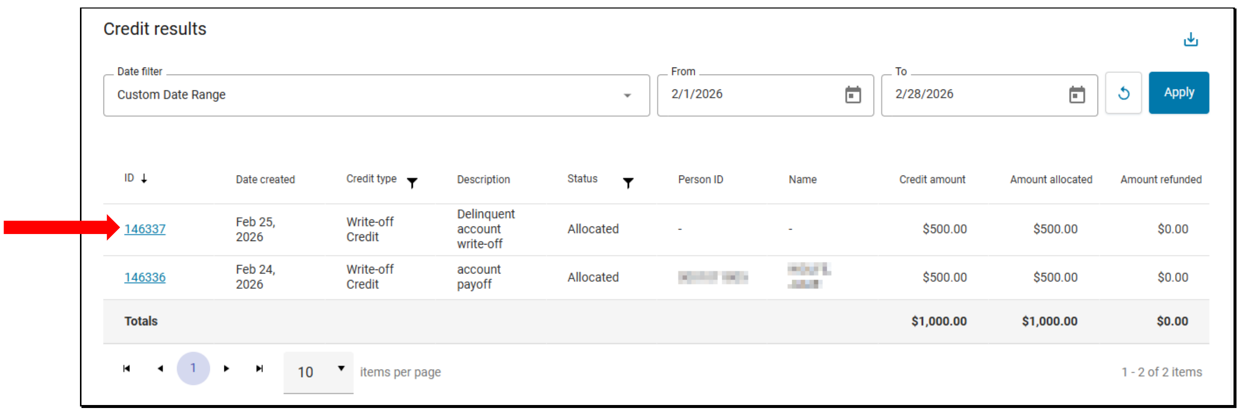
1. Click **Credits** on the left menu.



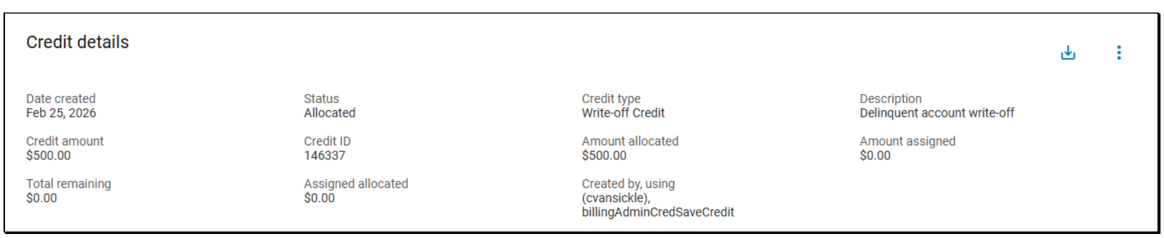
The default settings display the previous three months. Use the Find a Credit function to search for and view specific credits.



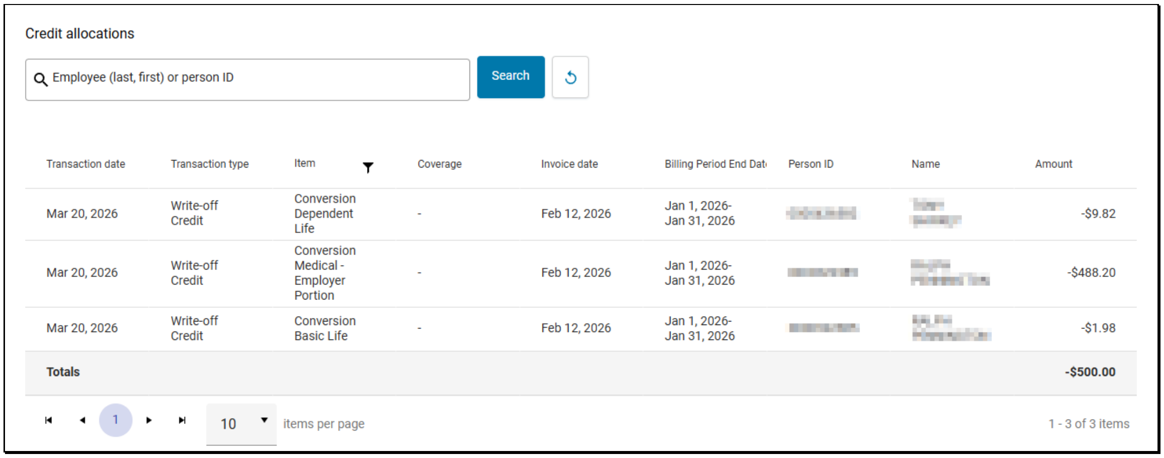
2. Change the dates in the **From** and **To** fields to reflect the specific range, and then click the **Apply** button. The Credit Results section displays the indicated range of credits.



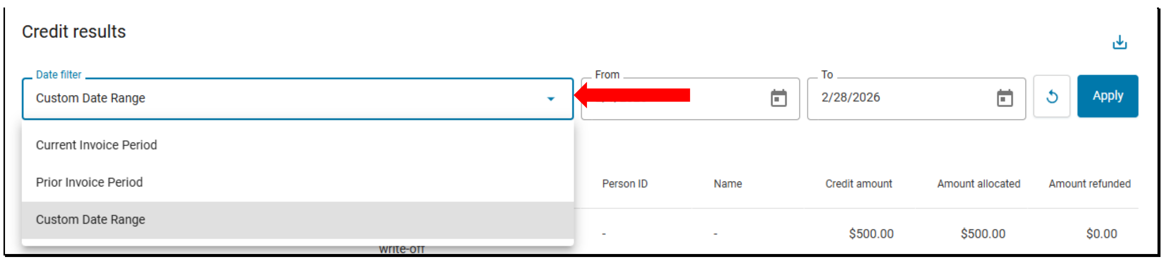
3. Click the link in the **ID** field to display the contents of the credit entry.
   The Credit Details section displays below the Credit Results.



The Credit Allocations section displays at the bottom of the screen.



Explore the other options from the Date Filter field of the Credit Results section.

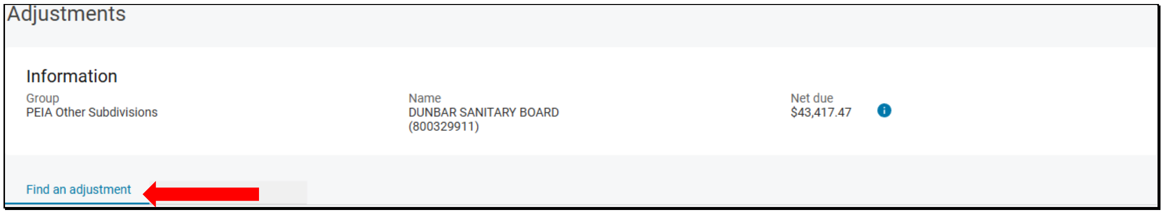


4. Click the drop-down arrow in the **Date Filter** field, and make a selection.

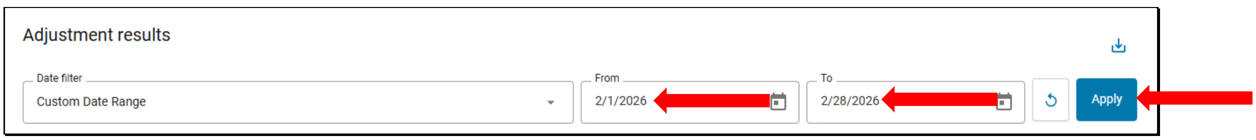
3.5 Adjustments

Adjustments are used to make retroactive changes to fees, or conversion balances, such as any required after a termination.

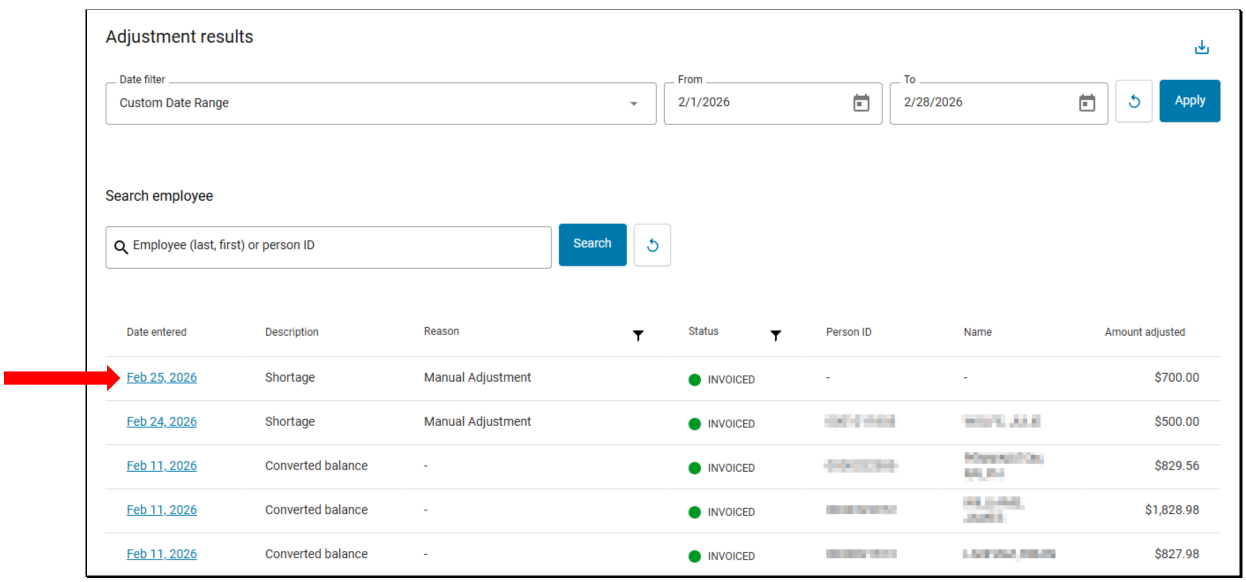
1. Click **Adjustments** on the left menu.



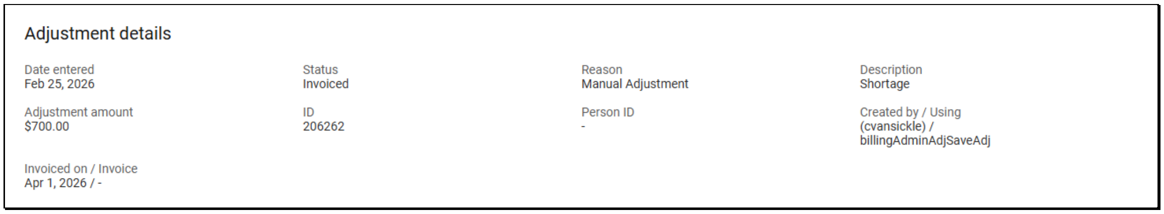
The default settings display the previous three months. Use the Find an Adjustment function to search for and view specific adjustments.



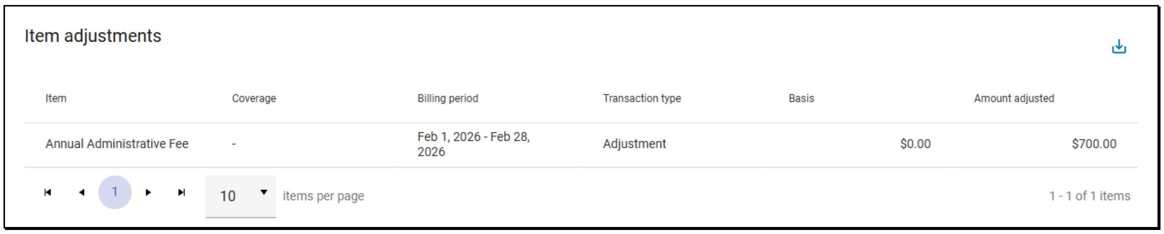
2. Change the dates in the **From** and **To** fields to reflect the specific range, and then click the **Apply** button. The Adjustment Results section displays the indicated range of adjustments.



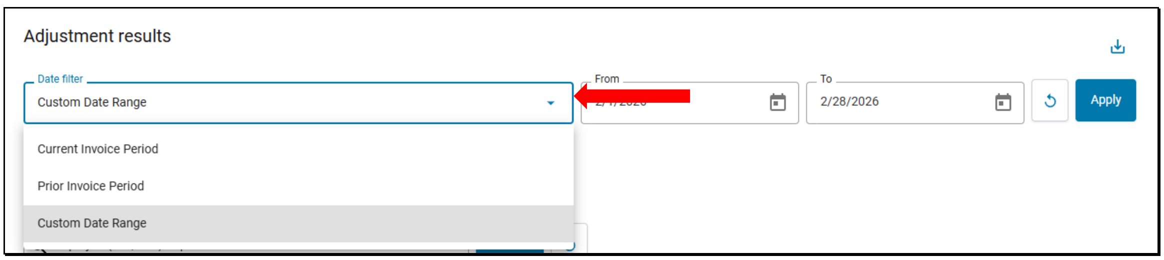
3. Click the link in the **ID** field to display the contents of the adjustment entry. The Adjustment Details section displays below the Adjustment Results.



The Item Adjustments section displays at the bottom of the screen.



Explore the other options from the Date Filter field of the Adjustment Results section.

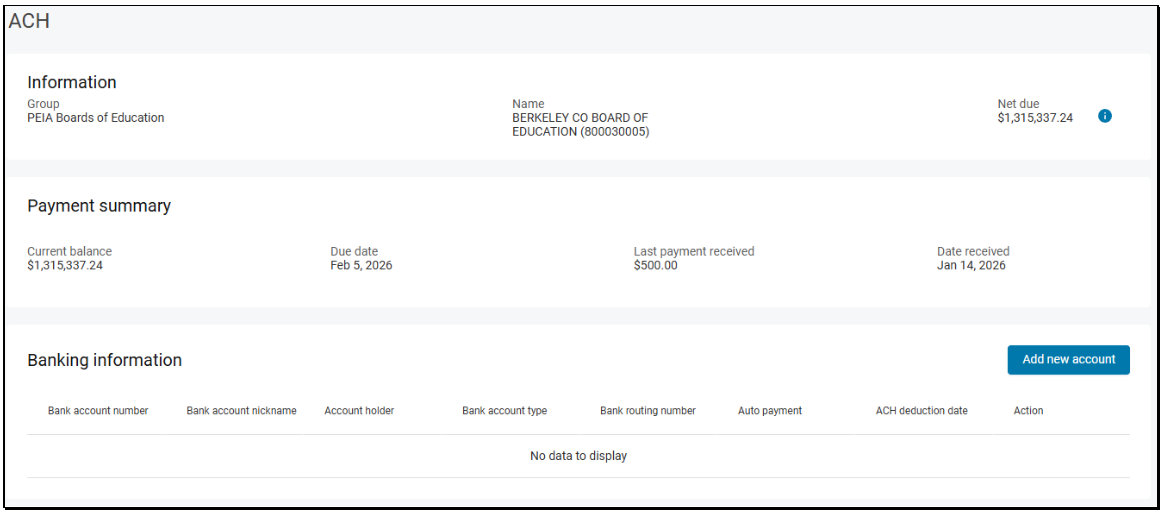


4. Click the drop-down arrow in the **Date Filter** field, and make a selection.

3.6 ACH

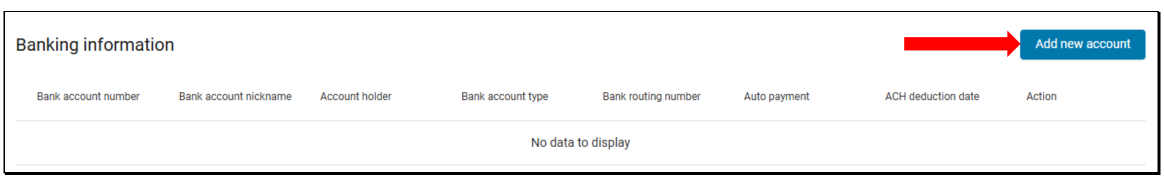
The ACH functionality allows for viewing details of existing ACH account entries, as well as for adding, updating, and deleting ACH entries.

1. Click **ACH** on the left menu.



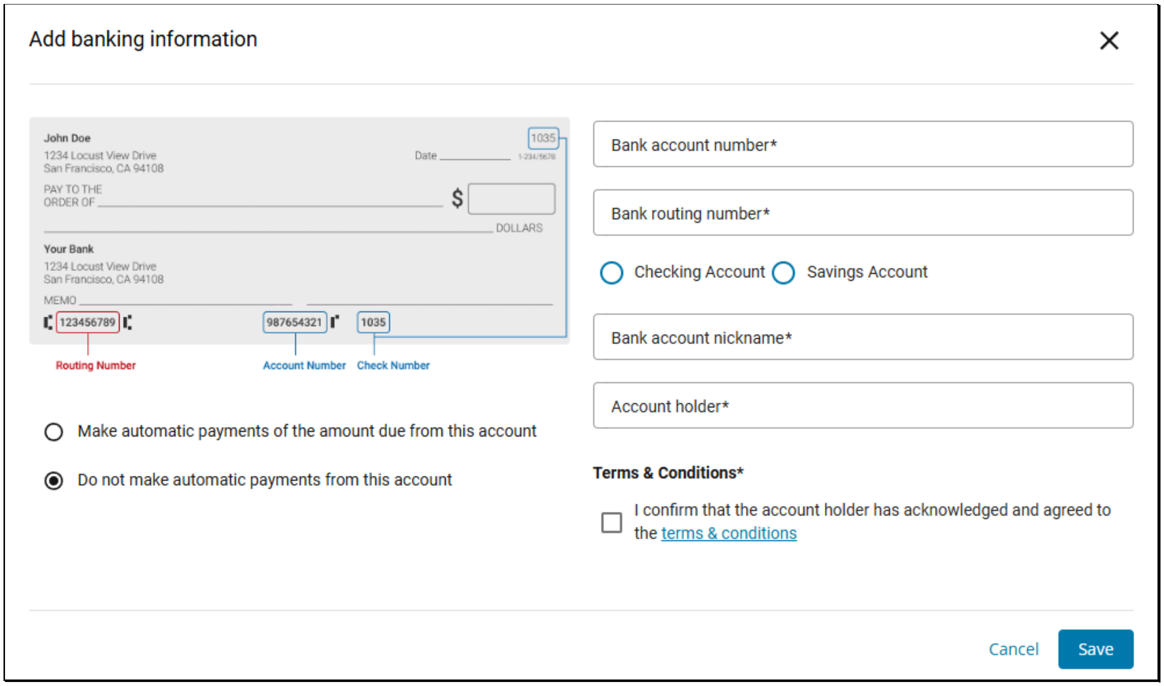
3.6.1 Add a New Account

The Banking Information section allows for adding and editing accounts. Follow these steps to add a new account.

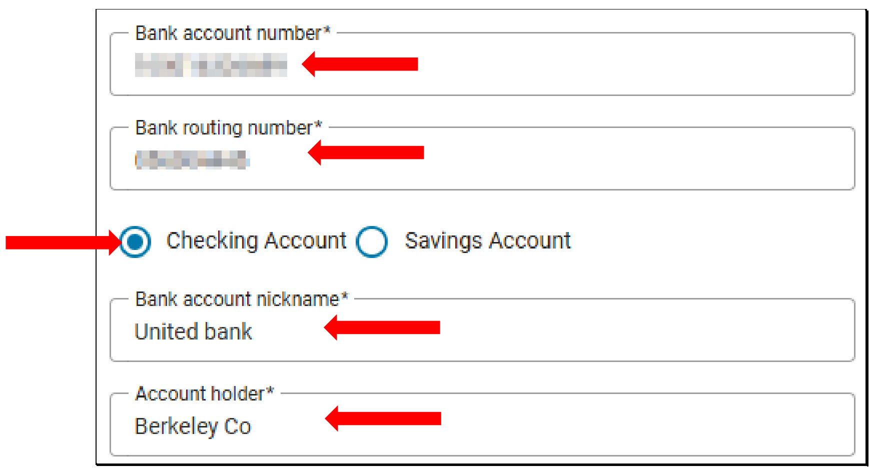


1. Click the **Add new account** button.
   The Add Banking Information window opens.

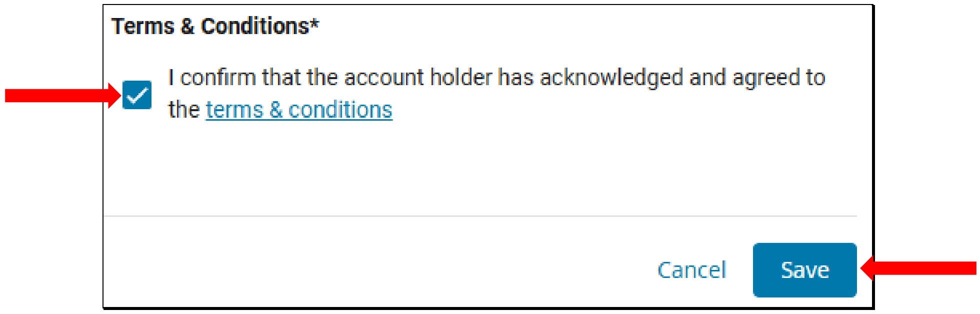
For this example, set up a new checking account.



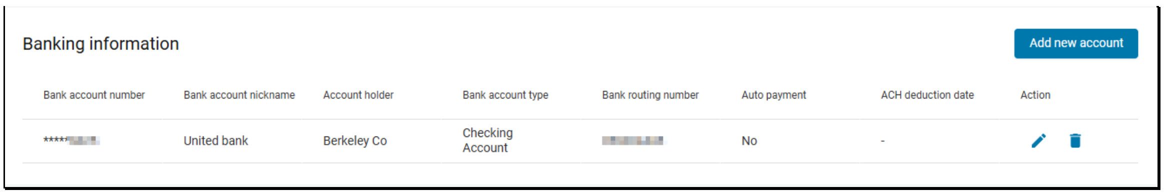
2. Complete the fields for **Bank account number** and **Bank routing number**.



3. Select the option for **Checking Account.**
4. Complete the remaining fields for **Bank account nickname** and **Account holder**.

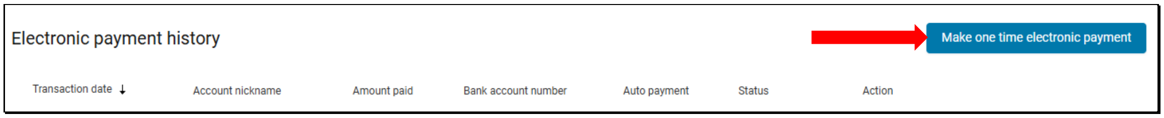


5. Click the checkbox to accept the terms, and then click the **Save** button.
   The Banking information section displays the new account data.

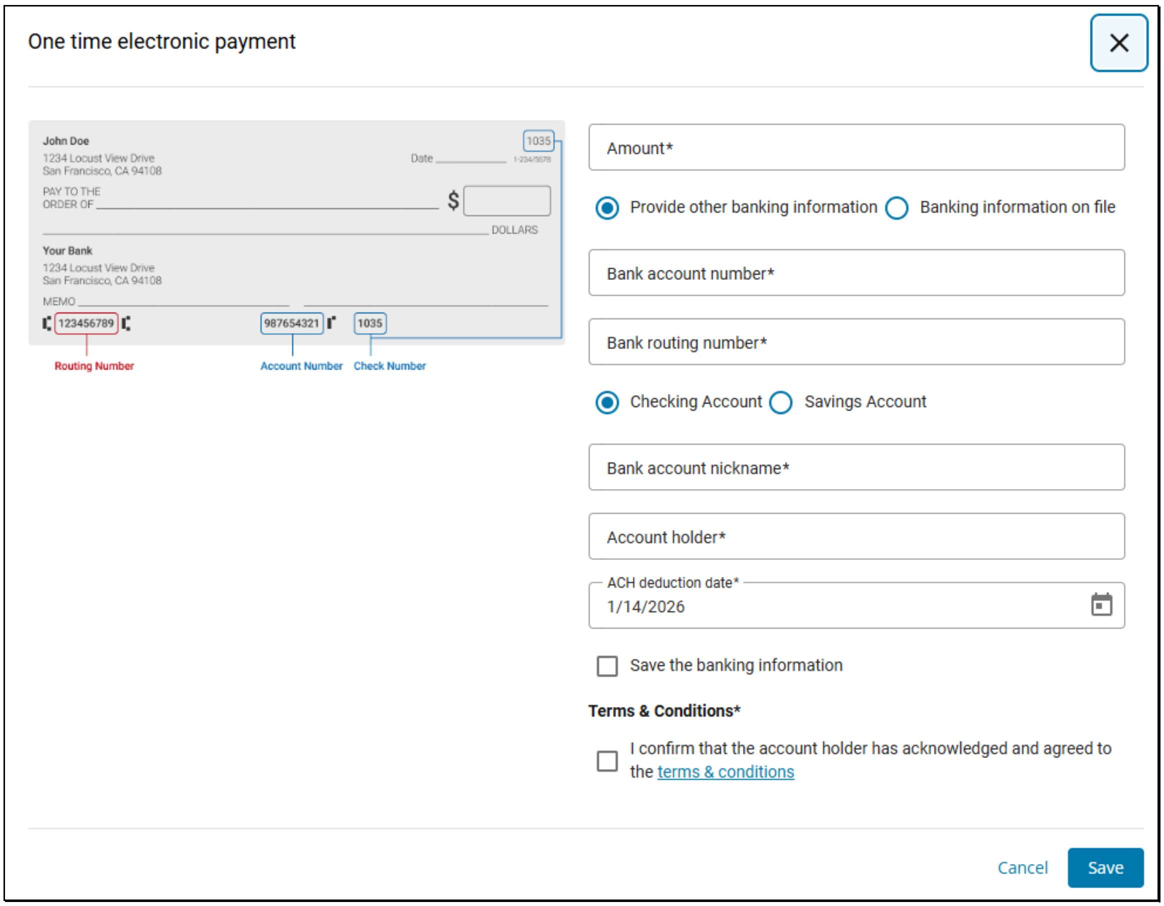


3.6.2 Electronic Payments

The **Electronic payment history** section displays the most recent ACH transactions and allows for making a new payment.

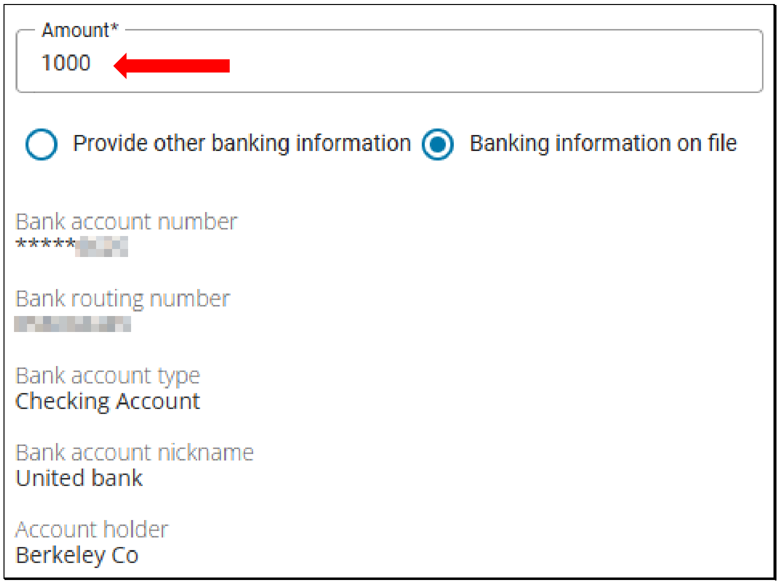


1. Click the **Make one time electronic payment** button.
   The One time electronic payment window opens.



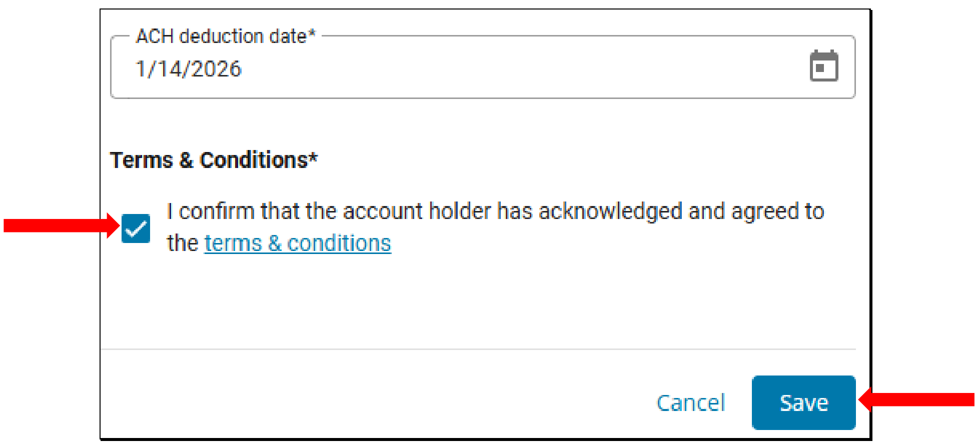
The fields of the One time electronic payment window appear blank by default, but begin by using the **Banking information on file** option to select the checking account you created in Section 3.6.1.

2. Select the option for **Banking information on file**.
   The remaining fields (except the Amount field) are hard-coded with the existing account details.

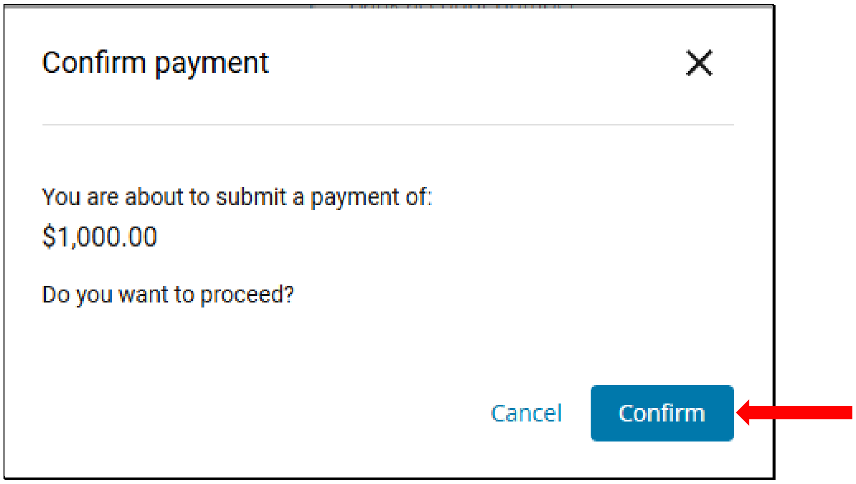


3. Enter the transaction amount in the **Amount** field.

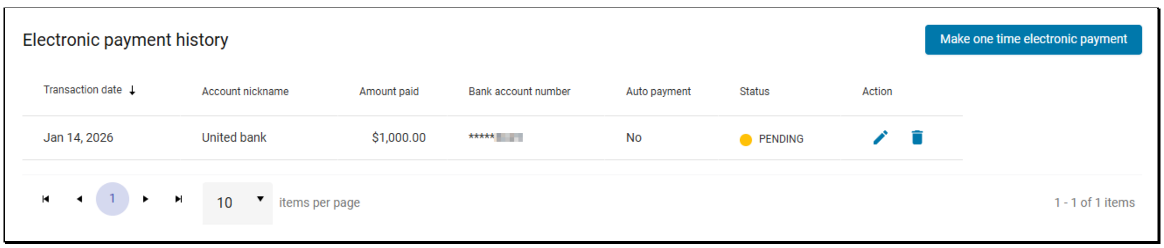
The current date displays in the **ACH deduction date** field, which may be changed if necessary.



4. Click the checkbox to accept the terms, and then click the **Save** button.
   The Confirm payment window opens.



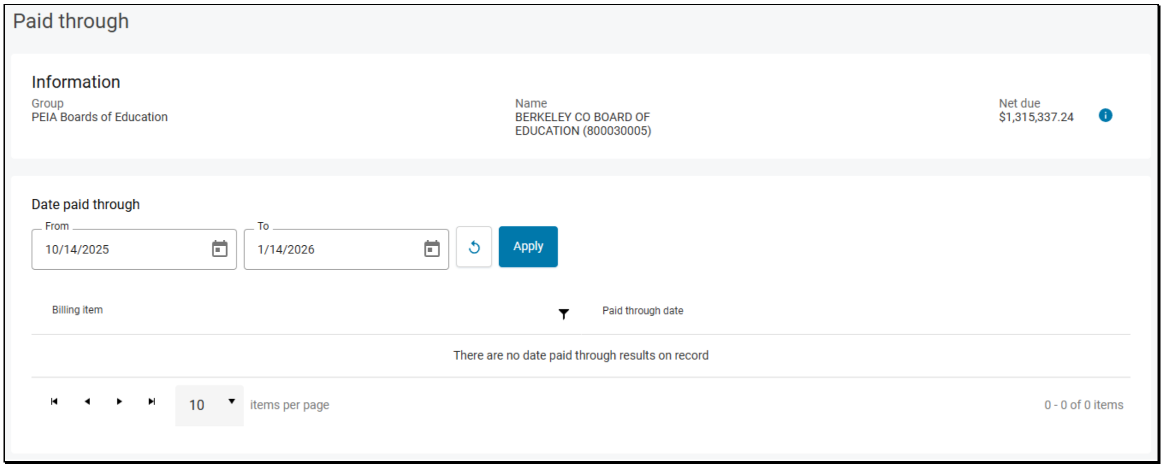
5. Click the **Confirm** button.
   The Electronic payment history section displays the new transaction.



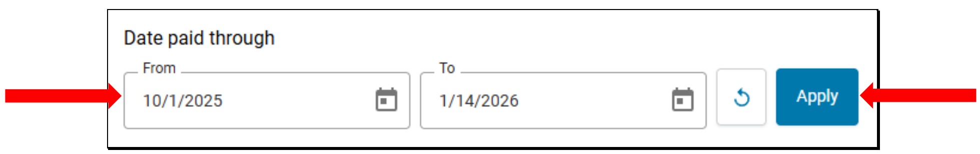
3.7 Paid Through

Paid Through allows for a quick search of paid items within a designated date range.

1. Click **Paid Through** on the left menu.



2. Enter the range of dates to search in the **From** and **To** fields of the **Date paid through** section.

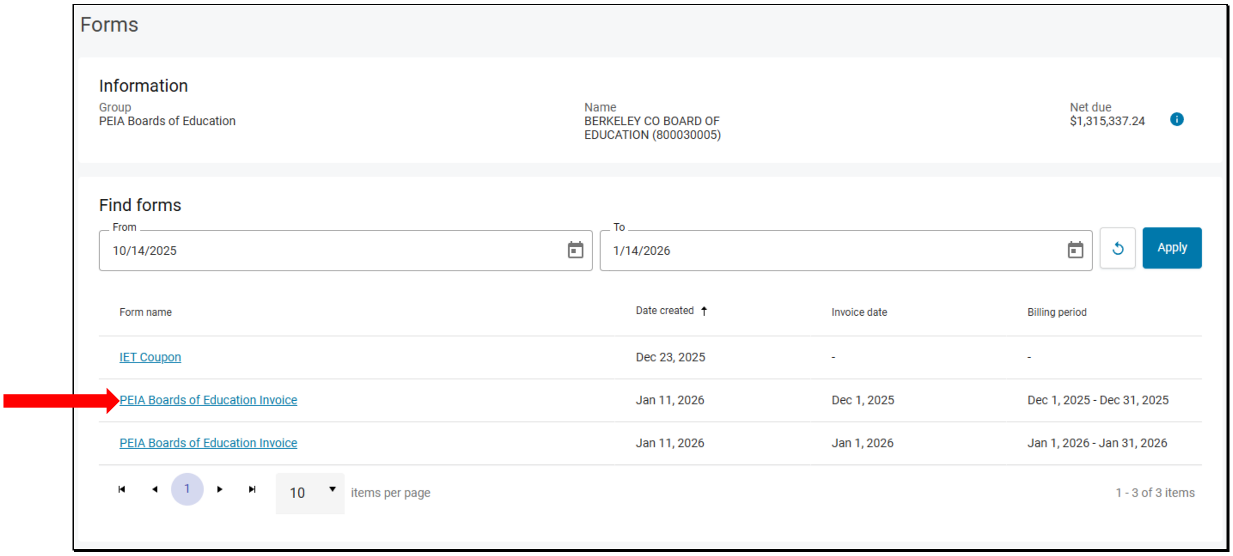


3. Click the **Apply** button.
   Any items matching the criteria display in the Date paid through results section.

3.8 Forms

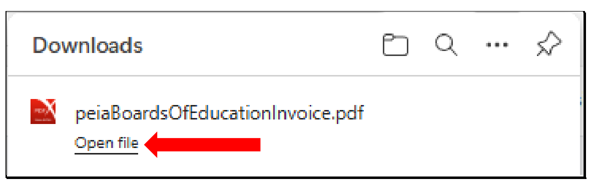
The system generates forms and letters when appropriate following the execution of various scheduled jobs and participant life events.

2. Click **Forms** on the left menu.



Any forms and letters that were generated appear in the **Find Forms** section.

3. Click the link of any form to display a PDF.
   The form shows in the Downloads window.



4. Click the **Open file** link to display the form in a new browser tab.

PEIA
PUBLIC EMPLOYEES INSURANCE AGENCY

Public Employee Insurance Agency
PO Box 40330 Charleston, WV 25364

BERKELEY CO BOARD OF EDUCATION

,

Agency ID: 800030005
Invoice Date: 12/01/2025

PEIA Invoice Statement

For Coverage Period **December 01, 2025** Thru **December 31, 2025**

Please note that this is not your payment coupon.

Remittance Procedures:

Login to the Employer Portal. From the Billing menu, choose your agency under the PEIA Billing Group, and click on the Payments submenu.

To create a payment coupon and pay through Lockbox: Choose the Add New Payment link and enter a Source of Lockbox, the Date Received, the Amount Received and then Save. You can either Auto Allocate or Manually Allocate the payment in the Payment Details section through the Gear icon. In the background the payment will apply and a coupon will be created under the Forms submenu within a few minutes.

Please mail the check and matching payment coupon together to PO Box 40330 Charleston, WV 25364.

To pay via ACH: In the Employer Portal, choose your agency under the PEIA Billing Group, and click on the ACH submenu. You can add a new account, which will allow you to make a one-time ACH payment or sign up for automatic ACH payments on the 5th or 20th of the month.

All payments are due by the 5th of the month following this billing period.

Agency ID	Previous Balance	Amounts Paid	Invoiced Amounts	Adjustments	Credits	Total Due
800030005	($3,879,015.04)	$0.00	$2,597,926.14	$0.00	$0.00	($1,281,088.90)

Charge Summary for: December 2025

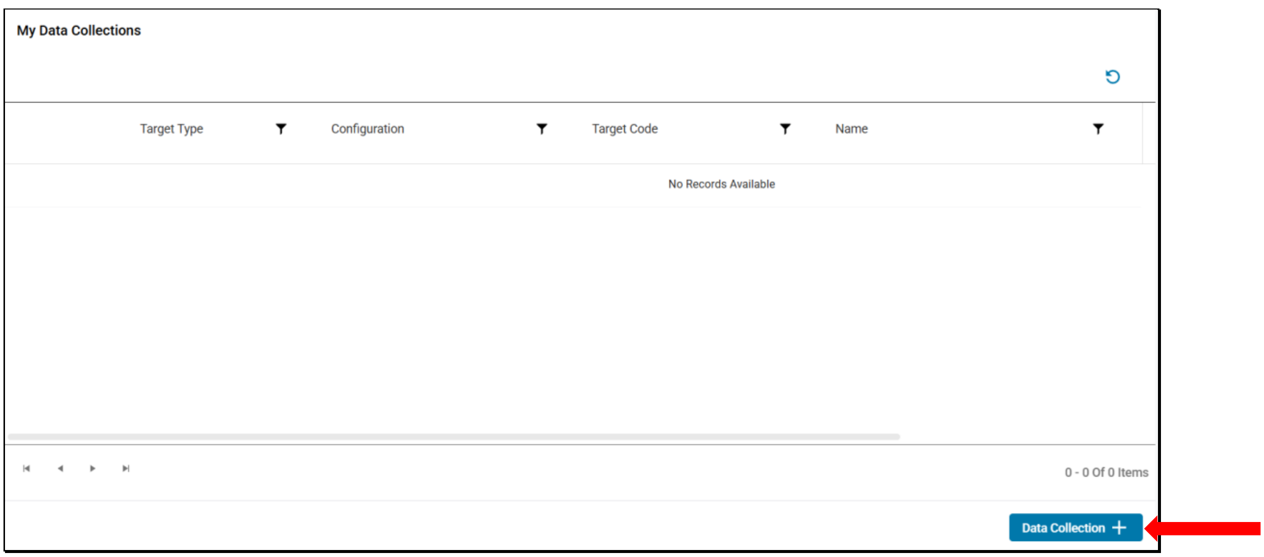
Item	# of Employees	Invoiced Amount	Adjustment Amount	Total
Medical - Employee Portion	2140	$505,478.00	$0.00	$505,478.00
Medical - Employer Portion	2140	$2,066,273.00	$0.00	$2,066,273.00
Basic Life	2560	$5,068.80	$0.00	$5,068.80
Optional Life	1094	$17,012.94	$0.00	$17,012.94

4 Data Collection

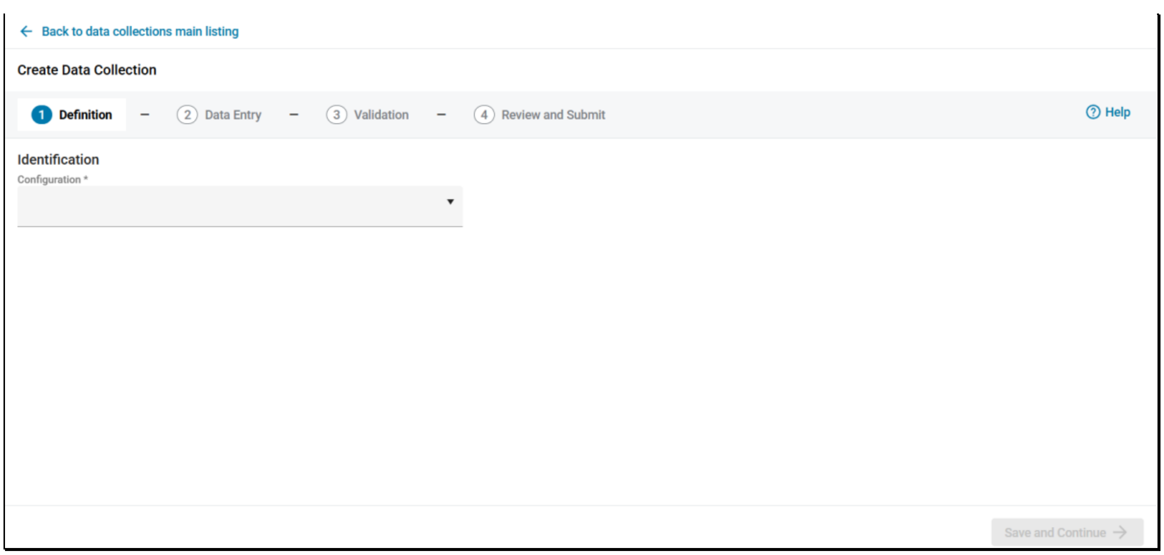
4.1 Import Remittance File

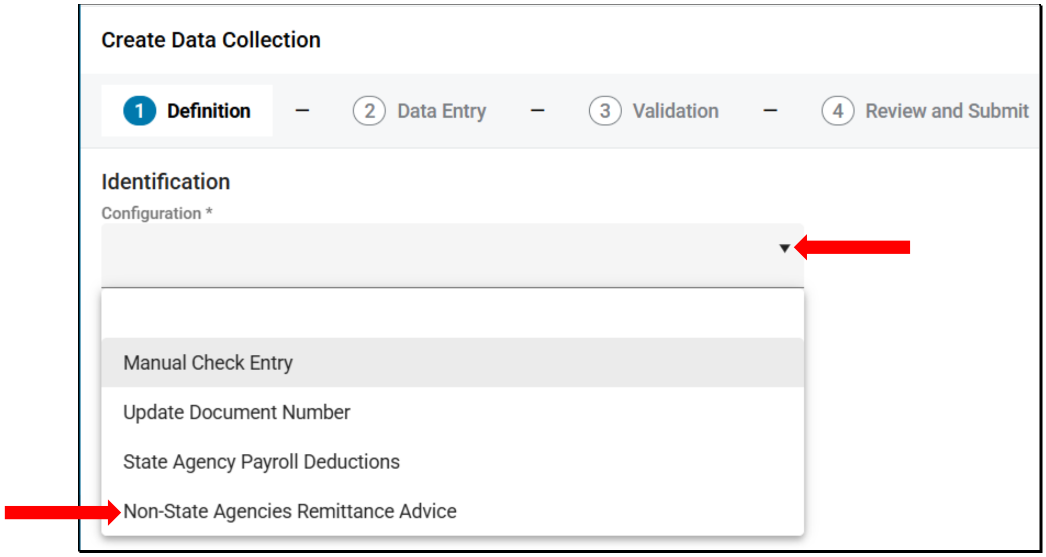
Use the Data Collection function to upload a file of all your organization's payroll deductions. This will create payments and adjustments for any affected employees. Dunbar Sanitary board used in this example.

1. Select **Data Collection** from the left navigation menu.
   The My Data Collections screen displays.

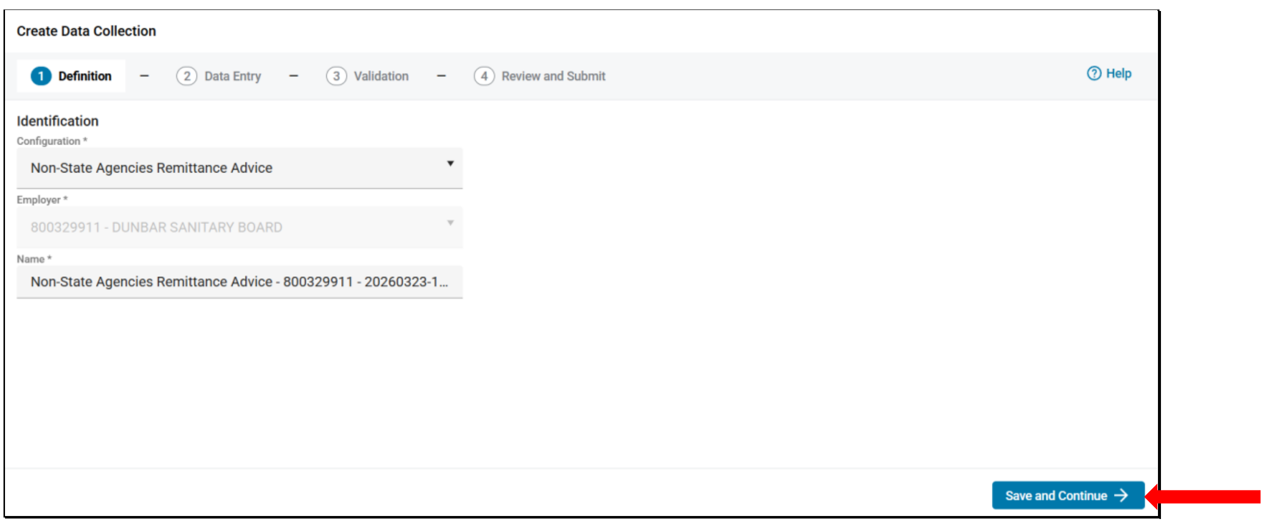


2. Click the **Data Collection** button.
   The Create Data Collection screen displays, with the **Definition** tab selected.

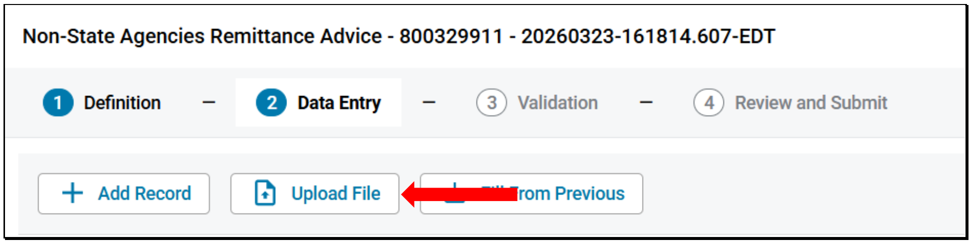




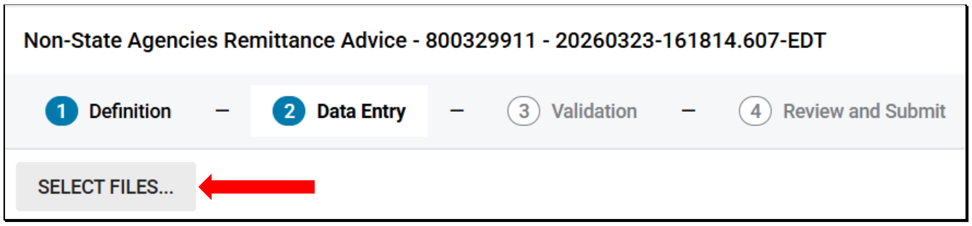
3. Click the drop-down arrow in the **Configuration** field, and select **Non-State Agencies Remittance Advice**.
   The Employer and Name fields populate automatically.



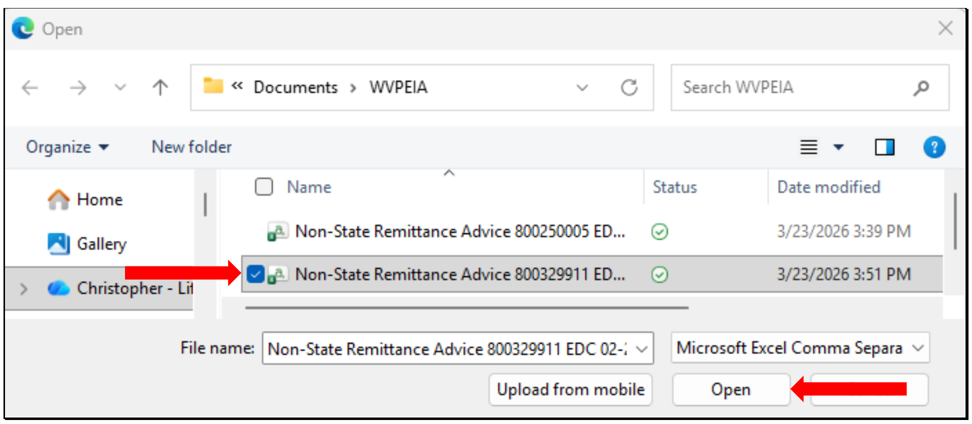
4. Click the **Save and Continue** button.
   The system advances to the Data Entry tab.



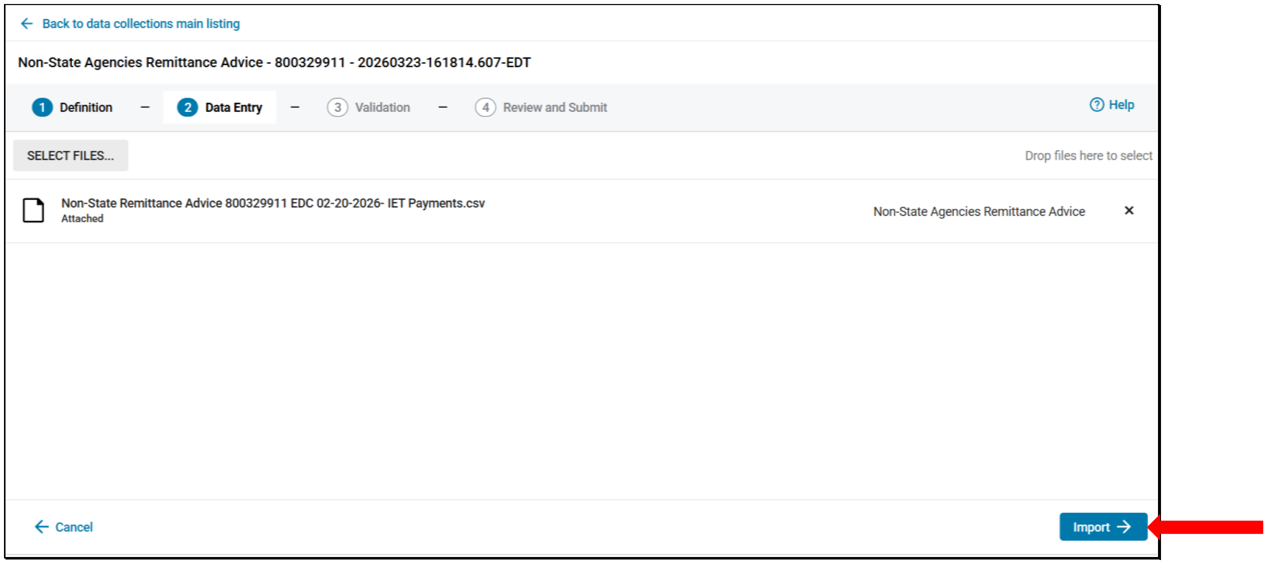
5. Click the **Upload File** button.
   The Select Files button displays.



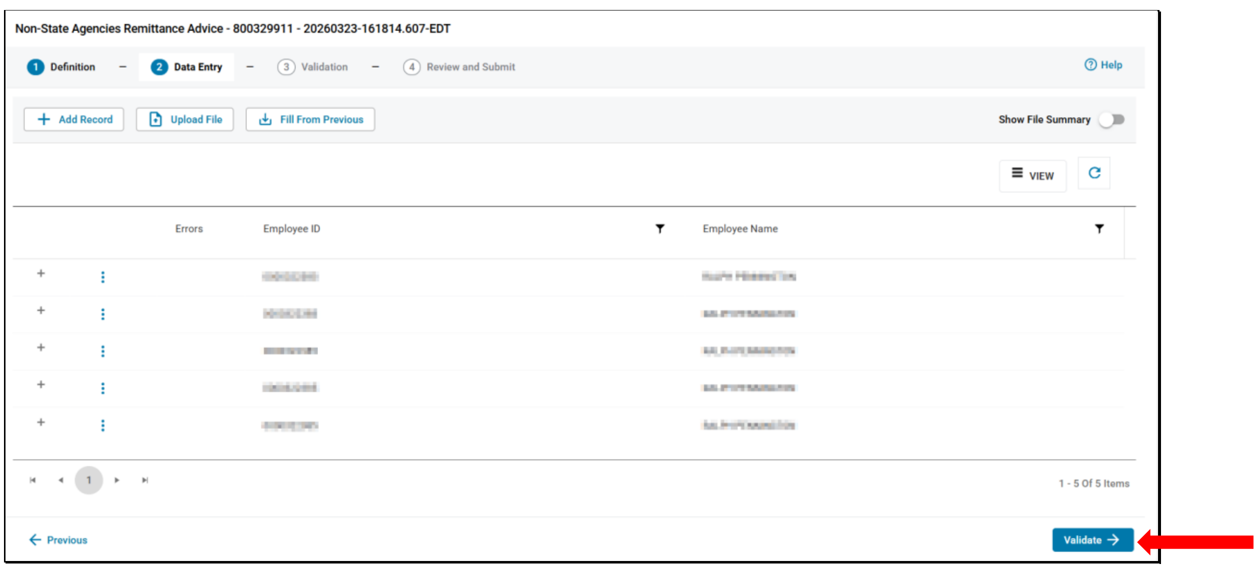
6. Click the **Select Files** button.
   A file navigation window opens.



7. Select the file to import, and then click the **Open** button.
   The file name displays on the Data Entry screen.

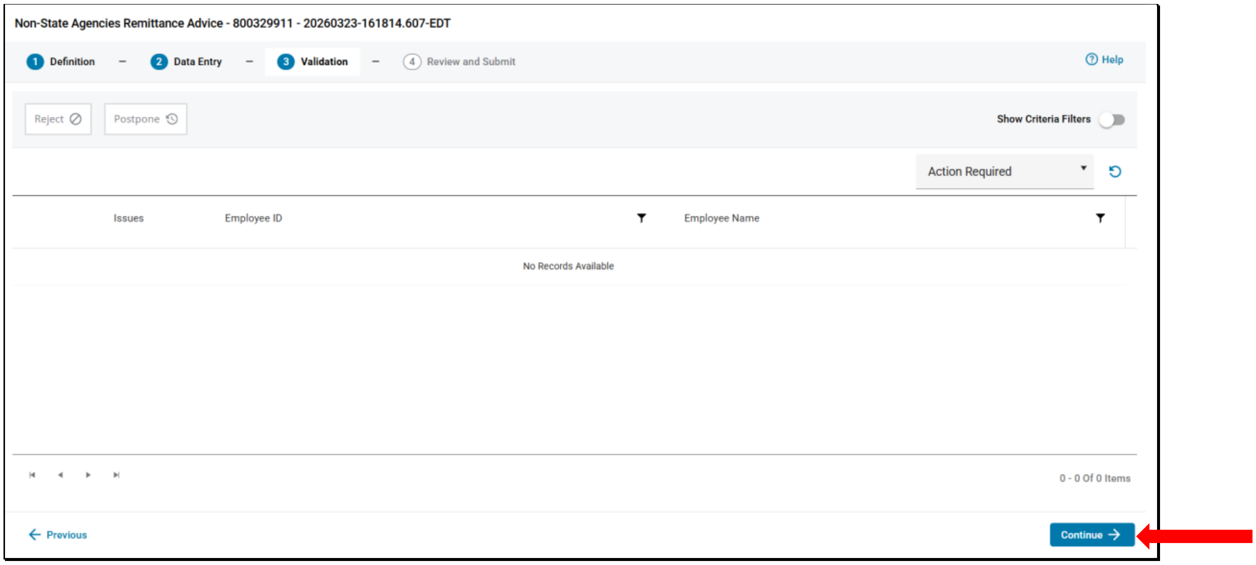


8. Click the **Import** button.
   The data records populate the Data Entry screen.

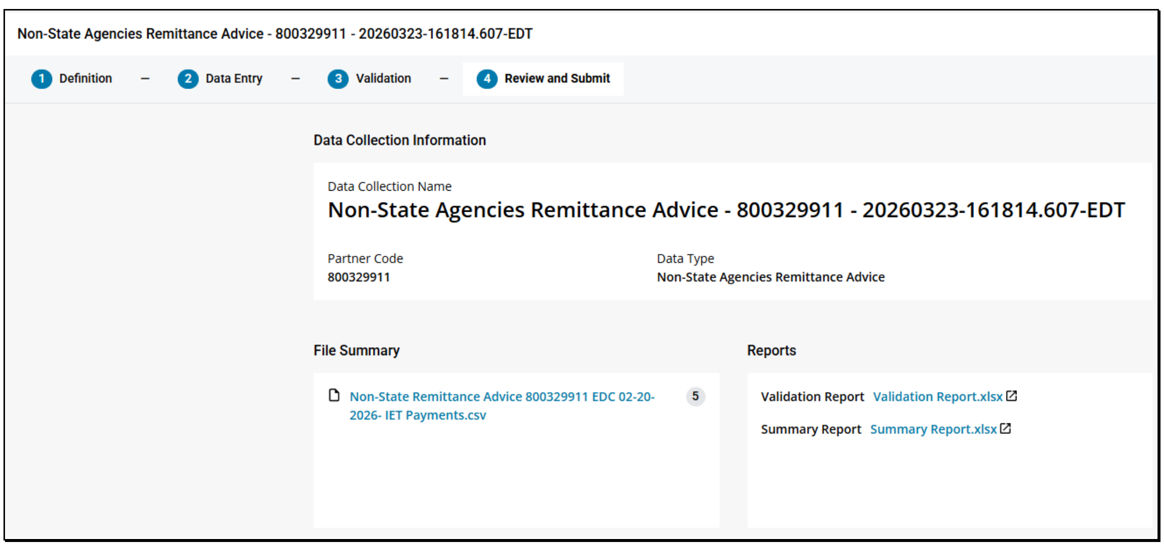


9. Click the **Validate** button.
   The system advances to the Validation tab. If any records have errors, they will be displayed on this screen.

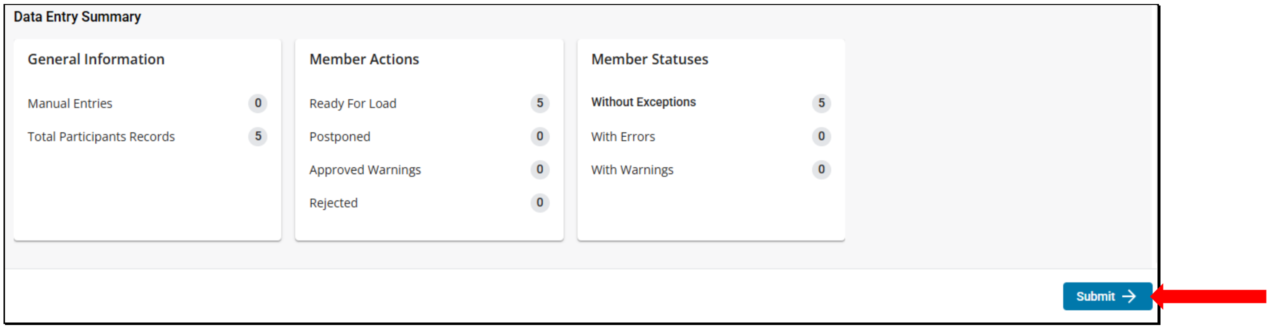
In this example, there are no errors.



10. Click the **Continue** button.
    The system advances to the Review and Submit screen.

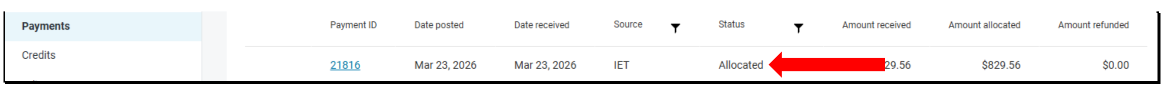


The Data Entry Summary section confirms that there are no errors, and displays the total number of records to be imported.



11. Click the **Submit** button.
    The system returns to the My Data Collections screen, and the imported file displays with **Completed** in the **Status** column.

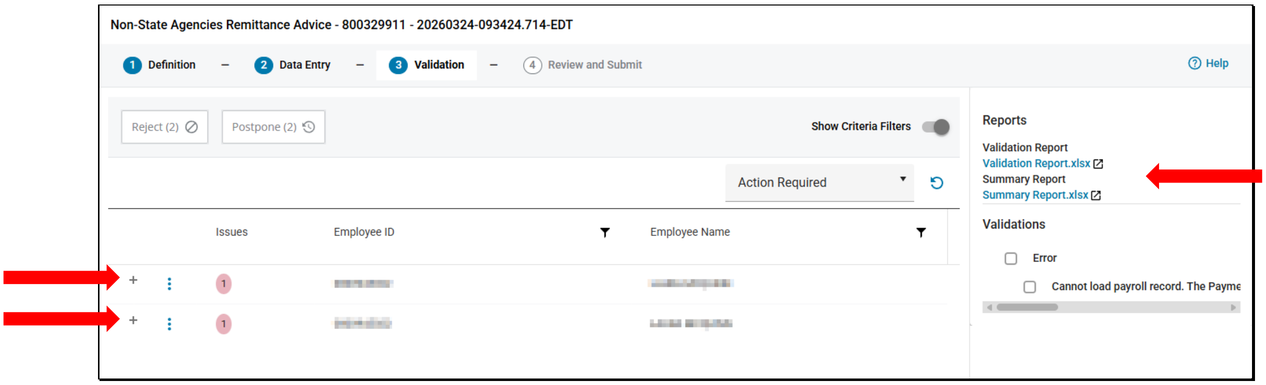
Return to the Billing menu for the organization. Payments created by the data collection will display an **Allocated** Status.



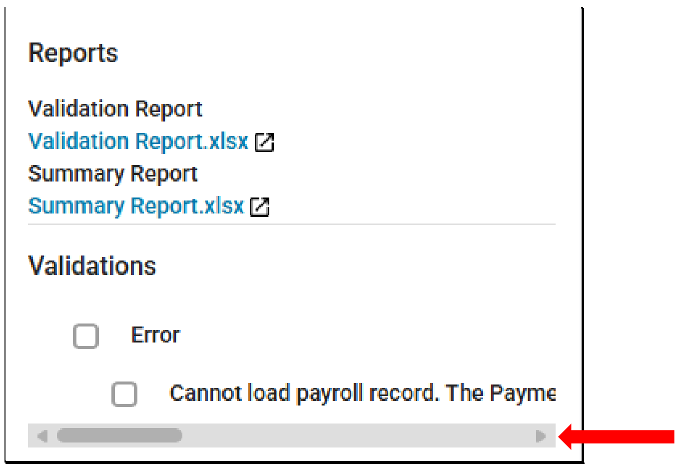
Adjustments created by the data collection will display a **Pending** Status.

4.2 Import Errors

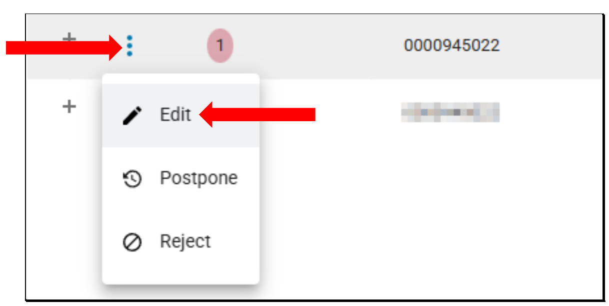
In this example, the Validation step shows that there are two errors with the import file.



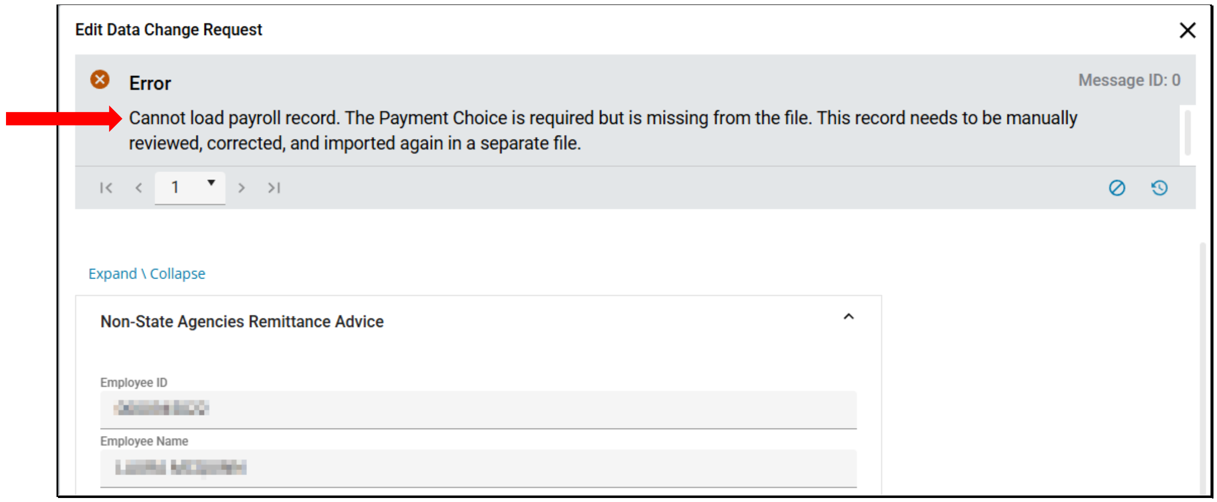
Look to the right side of the screen to view the Validation Report column.



You must scroll to the right to read the entire Validation Report, but you may also read the report by clicking the three dots icon at the beginning of each error record.

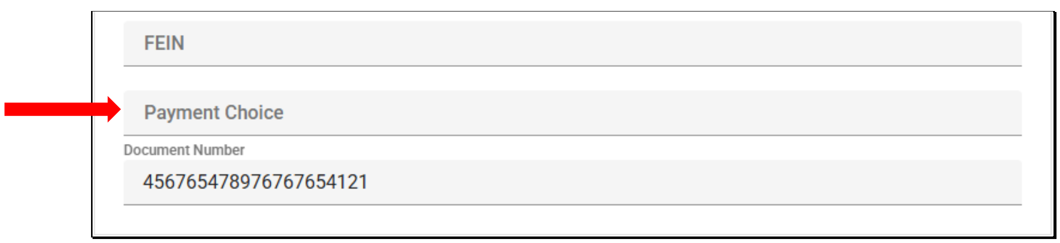


1. Click the **three dots** icon, and select **Edit**.
   The Edit Data Change Request screen displays.



In this example, the Payment Choice is missing from the import record.

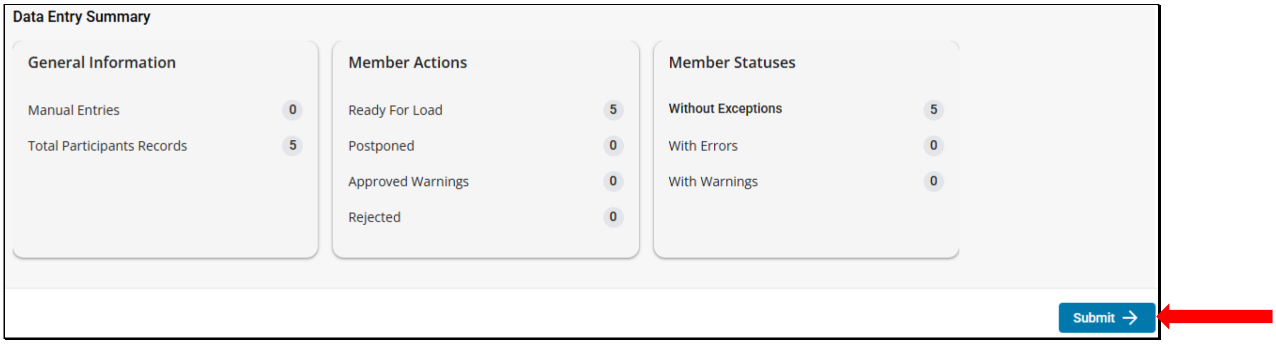
2. Scroll down to view the **Payment Choice** field.



As this particular item is a payment, this field requires a payment type entry, typically IE.

3. Type a payment type entry in the **Payment Choice** field, and then click the **Validate** button.
   The system returns to the Validation screen. The error you just corrected no longer displays.
4. Repeat steps 1-3 for the second error record.
5. When all errors are corrected, click the **Continue** button.
   The system advances to the Review and Submit screen.

The Data Entry Summary shows that all errors have been corrected.



6. Click the **Submit** button.