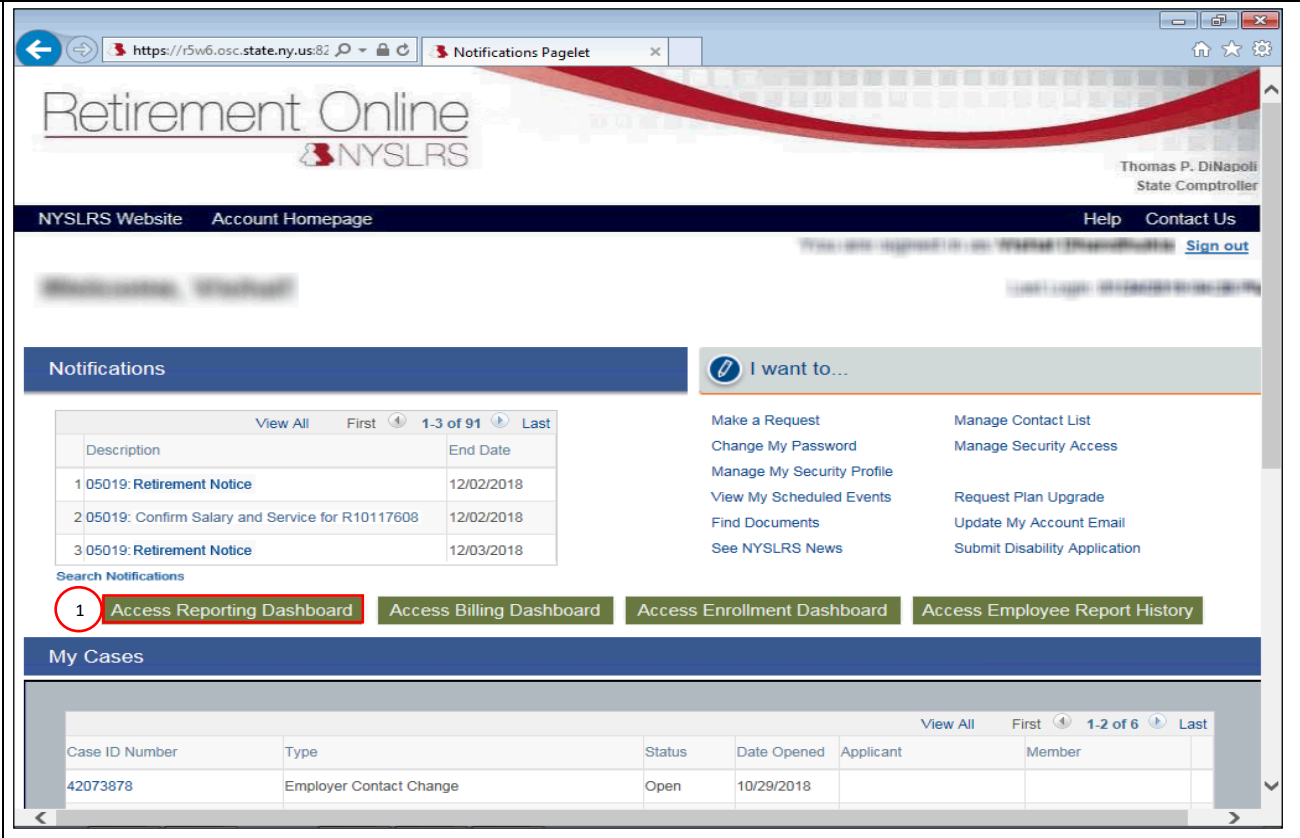



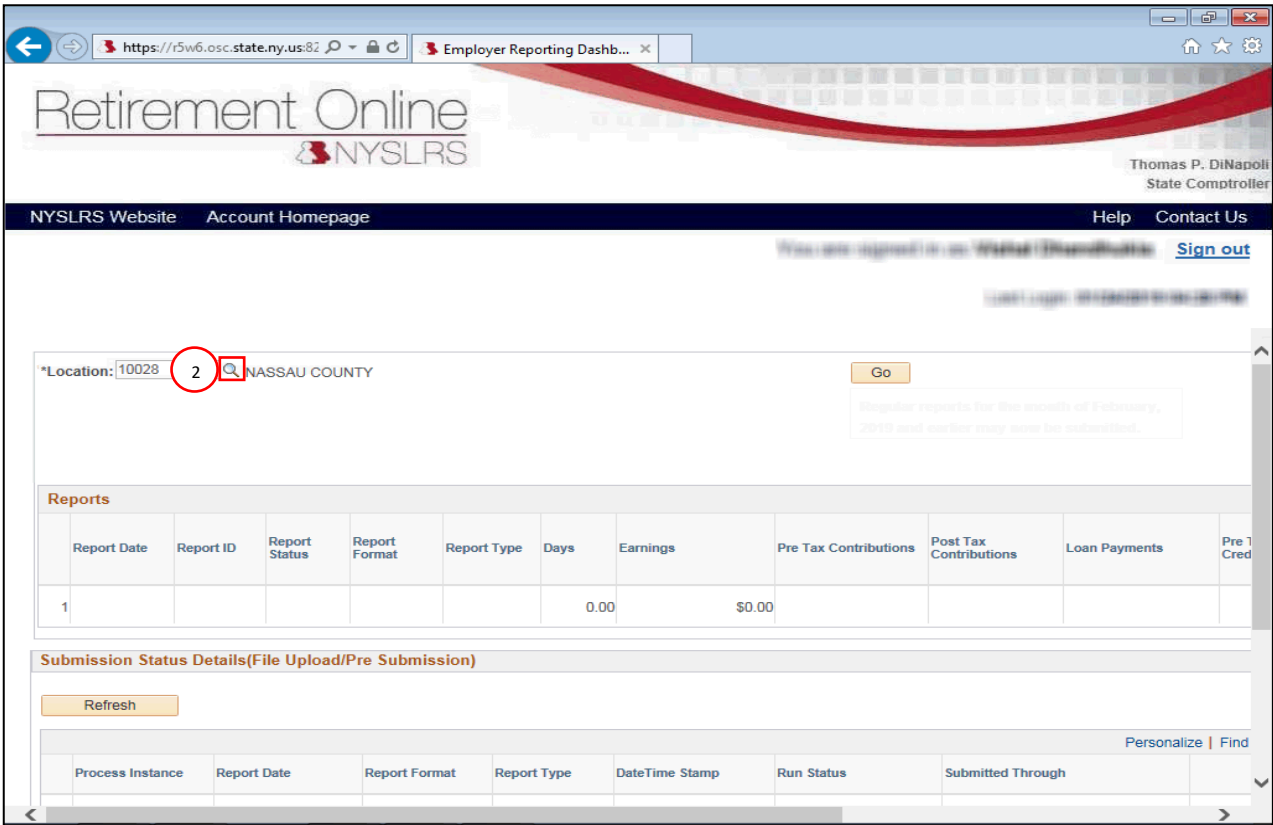
Thomas P. DiNapoli, State Comptroller

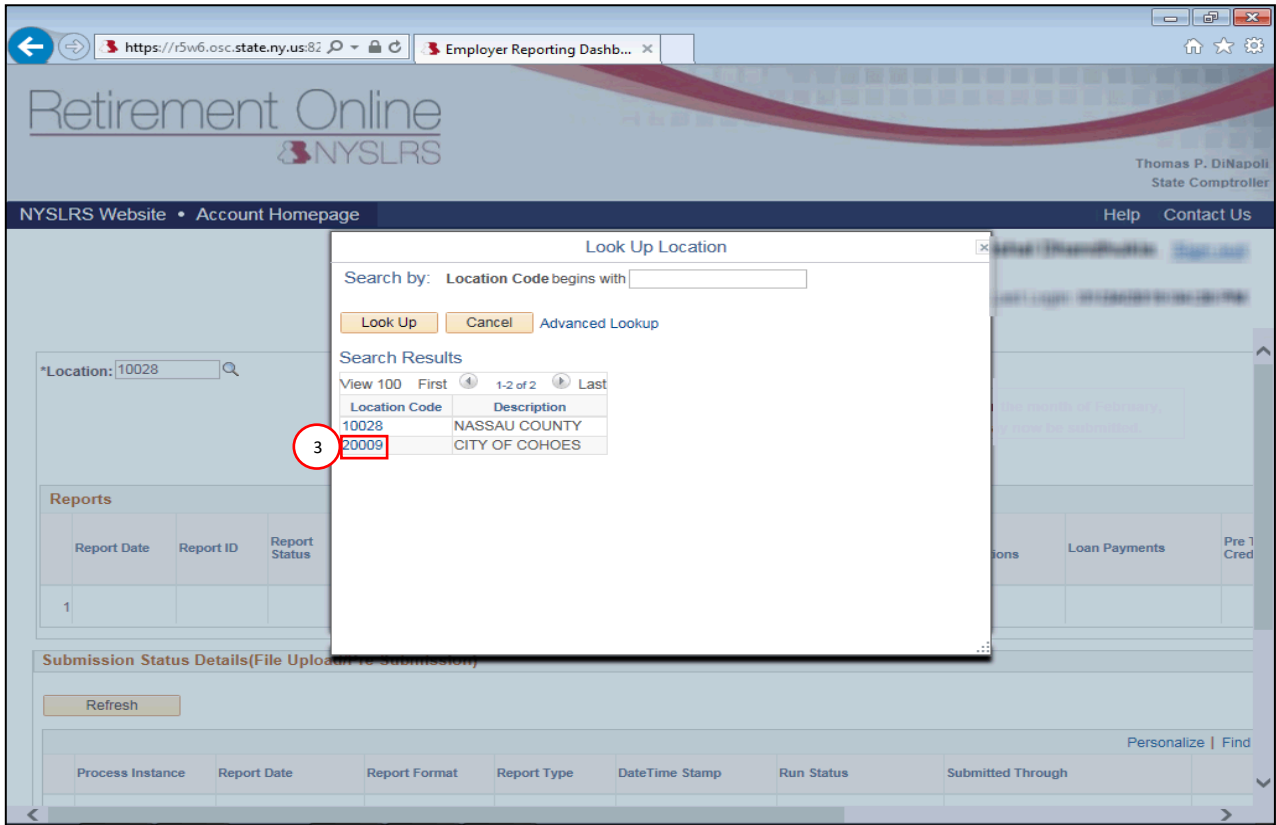


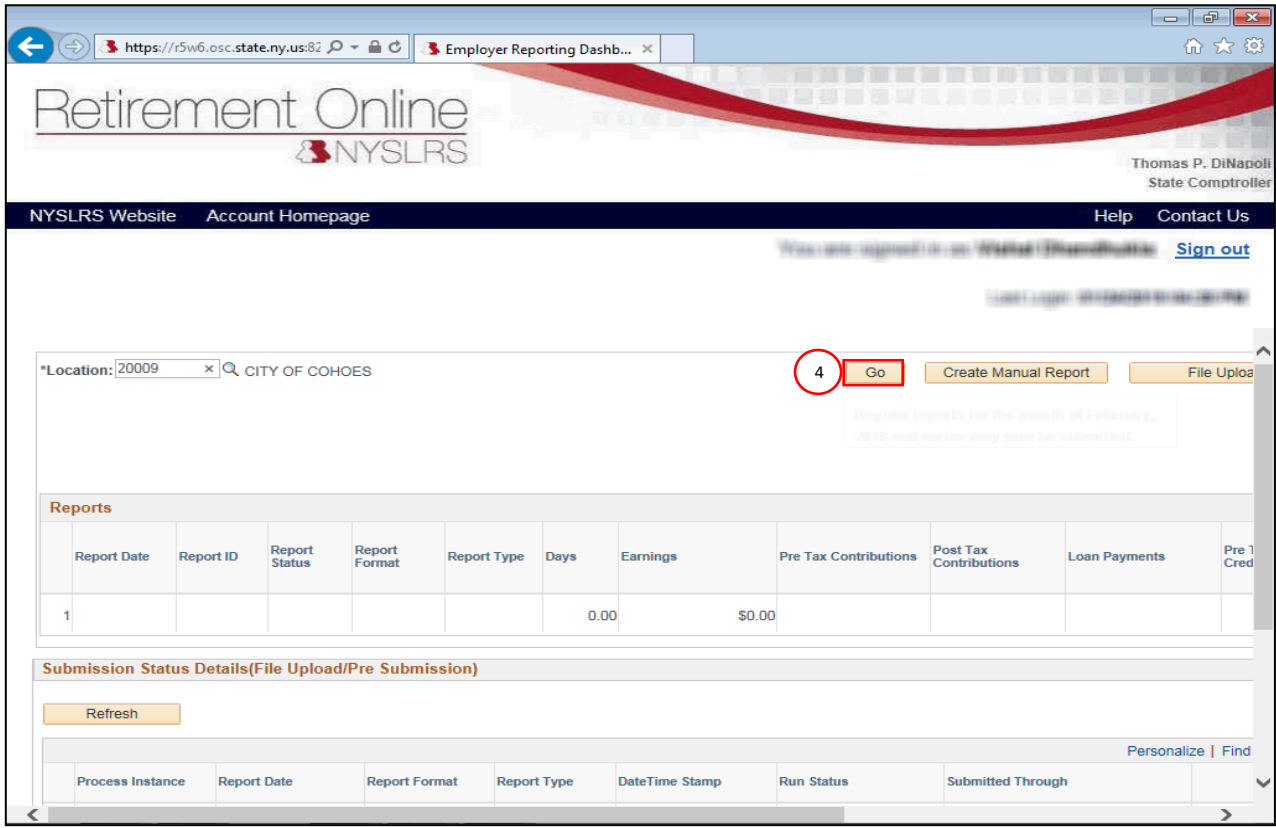
## Upload an Enrollment File for New Hires

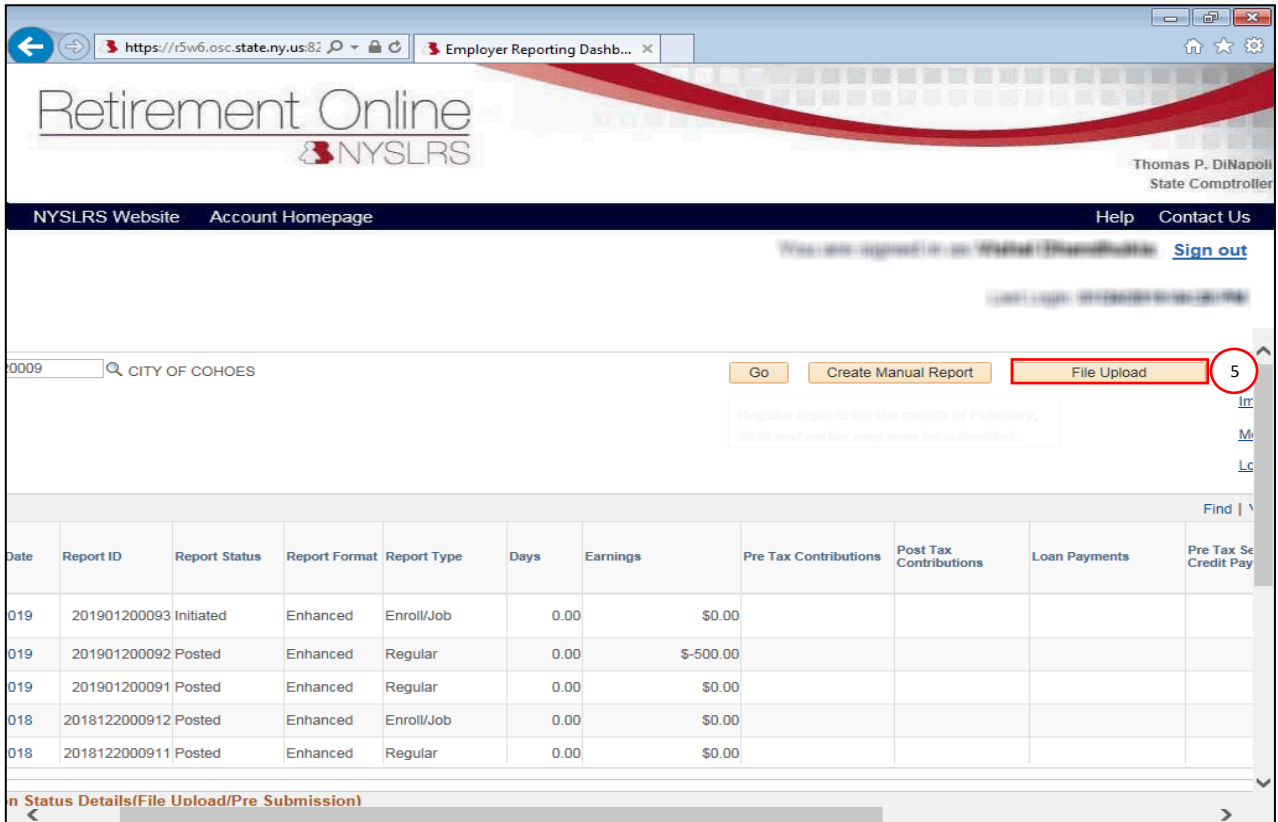
This job aid shows you (as an Employer Reporting Uploader) how to upload an enrollment file for new hires using the enhanced reporting format in *Retirement Online*.

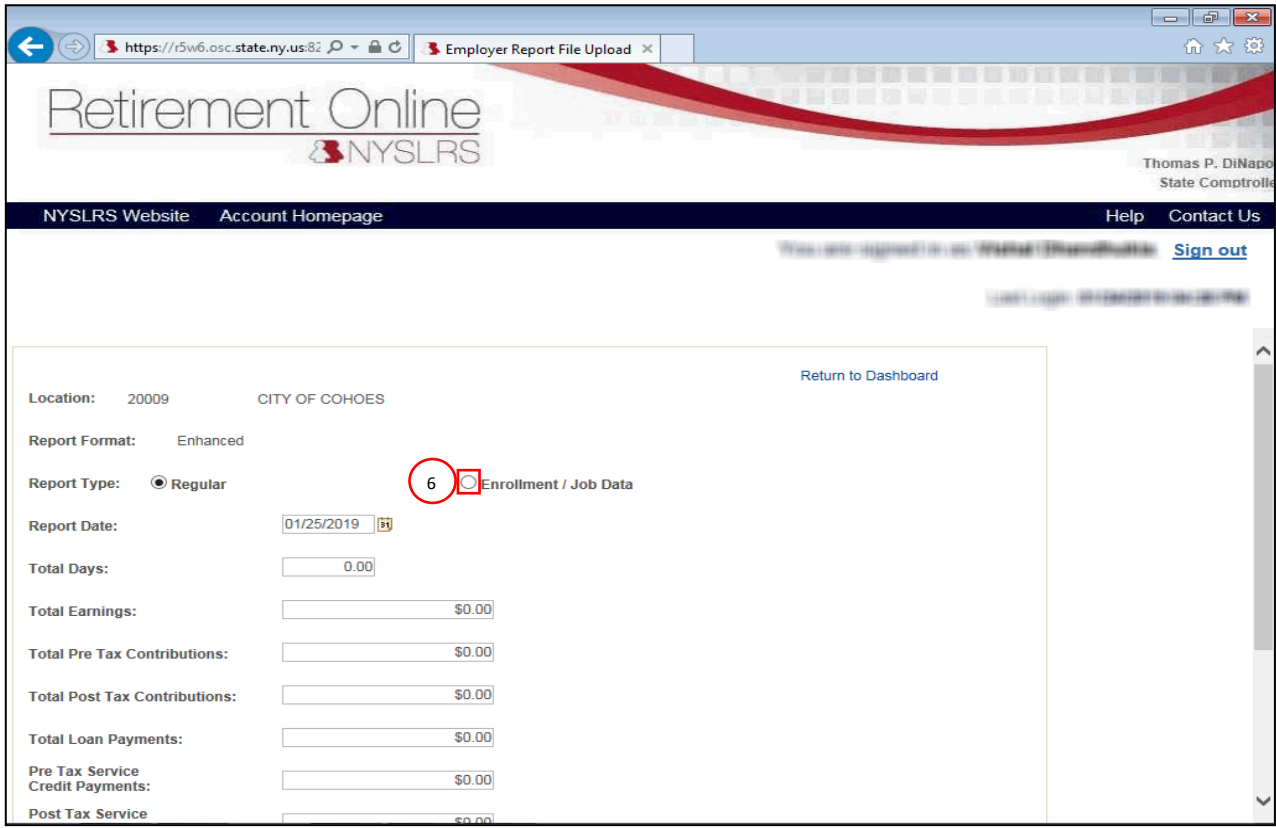
Step	Action	
<p>1.</p>	<p>From the <i>Retirement Online Account Homepage</i>, click the <b>Access Reporting Dashboard</b> button.</p> <p><b>Access Reporting Dashboard</b></p>	 <p>The screenshot shows the Retirement Online Account Homepage. The browser address bar displays 'https://r5w6.osc.state.ny.us:82'. The page header includes 'Retirement Online' and 'NYSLRS'. The user is logged in as Thomas P. DiNapoli, State Comptroller. The main navigation bar contains 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. A 'Sign out' link is also present. The 'Notifications' section shows a table with 3 items, all dated 12/02/2018 or 12/03/2018. Below the notifications, there is a 'Search Notifications' section with a circled '1' and a red box around the 'Access Reporting Dashboard' button. Other buttons include 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. The 'My Cases' section shows a table with one case: Case ID Number 42073878, Type Employer Contact Change, Status Open, Date Opened 10/29/2018, Applicant, and Member.</p>

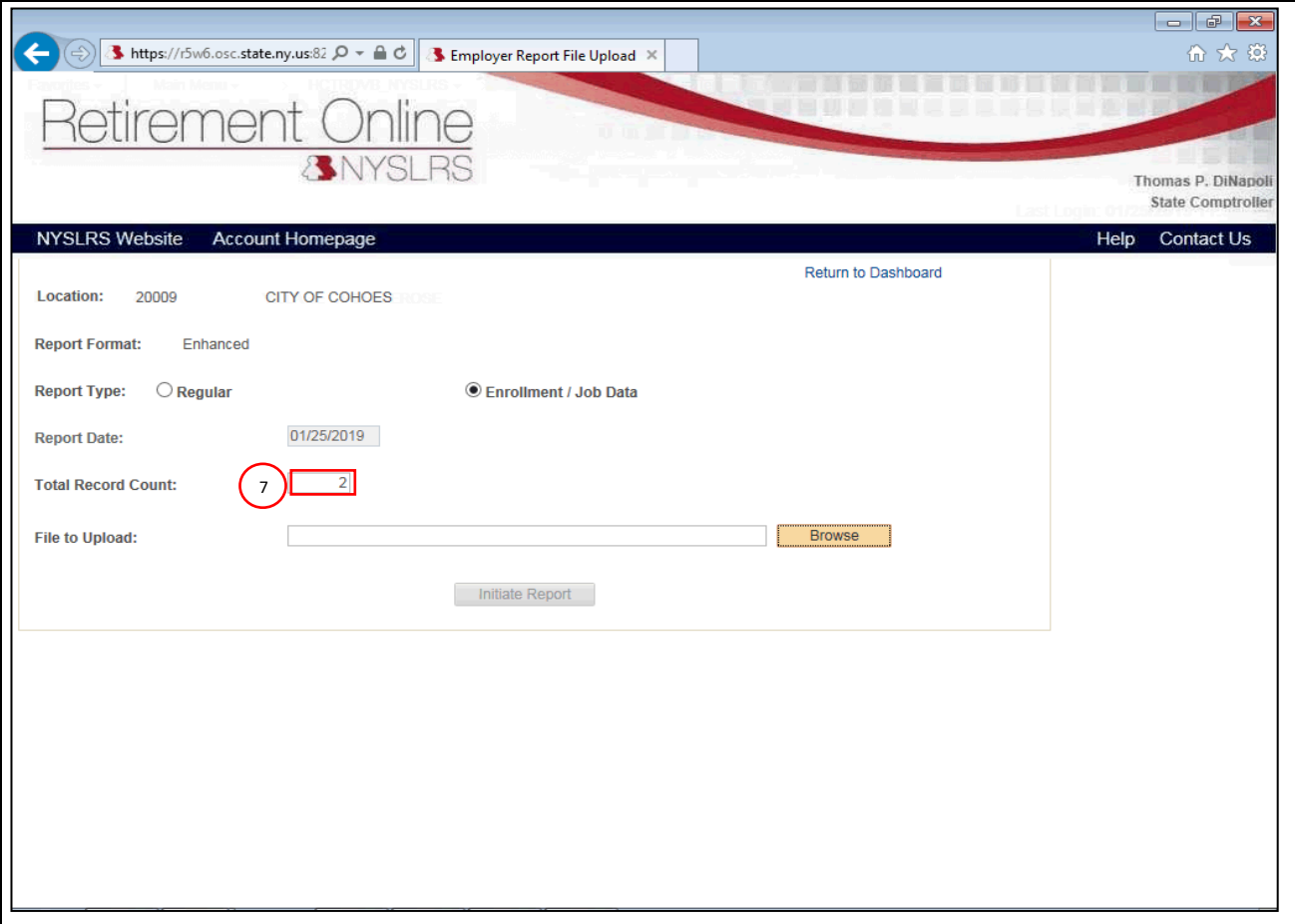
Step	Action
<p>2.</p> <p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>If you only have access to one Location Code, it will appear automatically. Click the <b>Go</b> button and skip to step 5.</p> <p>If you report for multiple locations, one of your locations will display by default. To select a different location, click the <b>Look Up</b> icon next to the <b>Location</b> field.</p> 	

Step	Action						
<p>3.</p>	<p>The 'Look Up Location' pop-up will appear.</p> <p>Click the <b>Location Code</b> link from the list for the location you want to report.</p>  <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. A 'Look Up Location' pop-up window is open, displaying search results for location codes starting with '10028'. The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Location Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10028</td> <td>NASSAU COUNTY</td> </tr> <tr> <td>20009</td> <td>CITY OF COHOES</td> </tr> </tbody> </table> <p>The number '3' is circled next to the '20009' entry in the table.</p>	Location Code	Description	10028	NASSAU COUNTY	20009	CITY OF COHOES
Location Code	Description						
10028	NASSAU COUNTY						
20009	CITY OF COHOES						

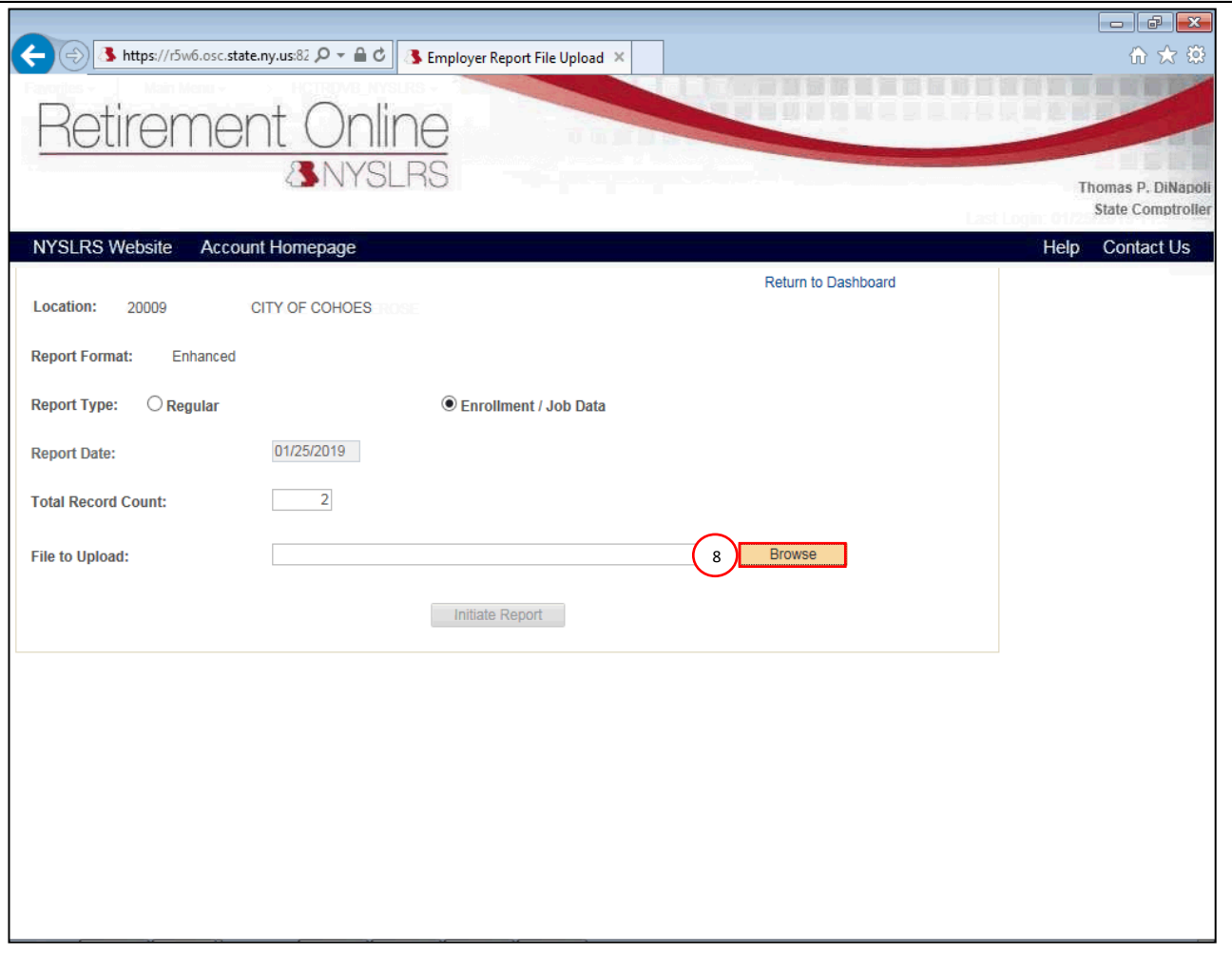
Step	Action
<p>4.</p>	<p>Click the <b>Go</b> button.</p> 

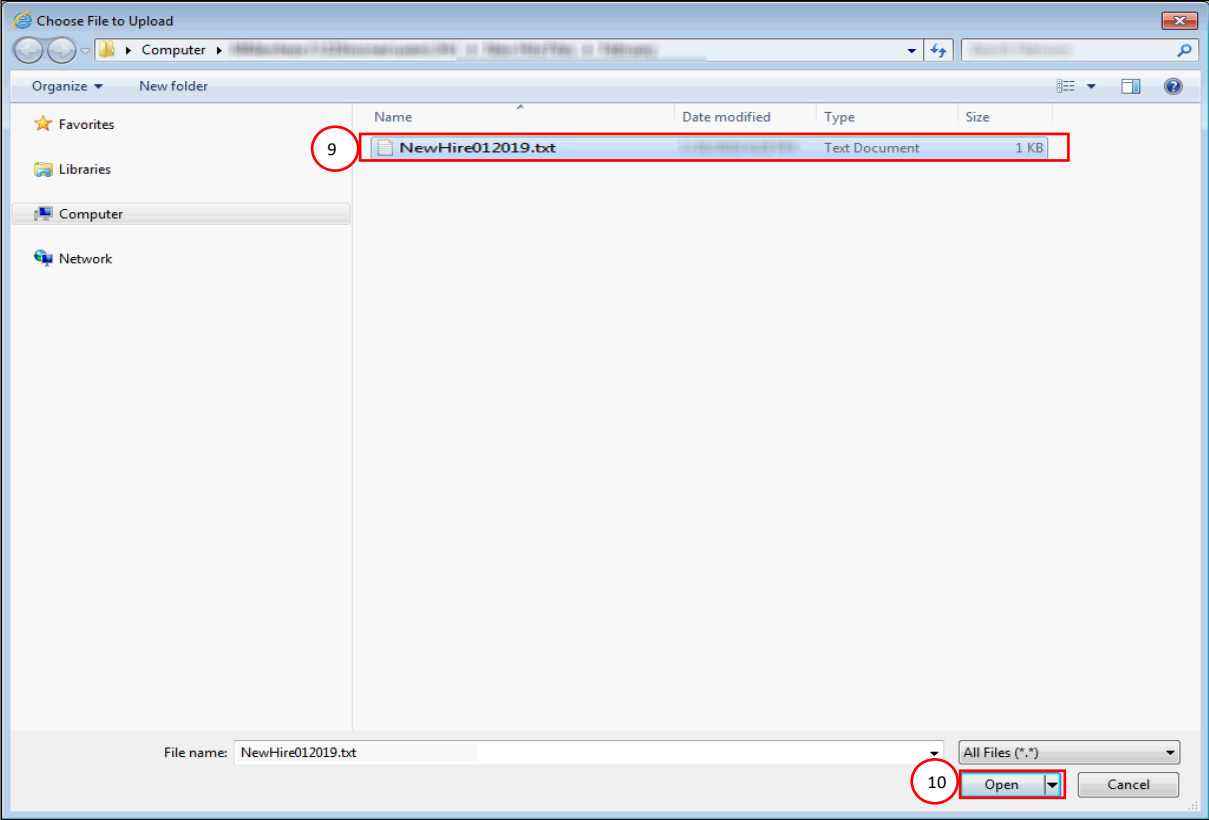
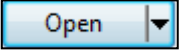
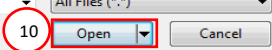
Step	Action																																																																			
5.	<p>A list of previous reports for this location will appear. Click the <b>File Upload</b> button.</p> <div data-bbox="268 354 583 394" style="border: 1px solid black; padding: 2px; text-align: center;">File Upload</div>	 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. At the top, there is a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below this, a search bar contains '0009 CITY OF COHOES'. To the right of the search bar are buttons for 'Go', 'Create Manual Report', and 'File Upload'. The 'File Upload' button is circled in red, and a red circle with the number '5' is placed next to it. Below the search bar, there is a table of reports with the following columns: Date, Report ID, Report Status, Report Format, Report Type, Days, Earnings, Pre Tax Contributions, Post Tax Contributions, Loan Payments, and Pre Tax Se Credit Pay. The table contains five rows of data:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Report ID</th> <th>Report Status</th> <th>Report Format</th> <th>Report Type</th> <th>Days</th> <th>Earnings</th> <th>Pre Tax Contributions</th> <th>Post Tax Contributions</th> <th>Loan Payments</th> <th>Pre Tax Se Credit Pay</th> </tr> </thead> <tbody> <tr> <td>019</td> <td>201901200093</td> <td>Initiated</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>019</td> <td>201901200092</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$-500.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>019</td> <td>201901200091</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>018</td> <td>2018122000912</td> <td>Posted</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>018</td> <td>2018122000911</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre Tax Se Credit Pay	019	201901200093	Initiated	Enhanced	Enroll/Job	0.00	\$0.00					019	201901200092	Posted	Enhanced	Regular	0.00	\$-500.00					019	201901200091	Posted	Enhanced	Regular	0.00	\$0.00					018	2018122000912	Posted	Enhanced	Enroll/Job	0.00	\$0.00					018	2018122000911	Posted	Enhanced	Regular	0.00	\$0.00				
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018	2018122000912	Posted	Enhanced	Enroll/Job	0.00	\$0.00																																																														
018	2018122000911	Posted	Enhanced	Regular	0.00	\$0.00																																																														

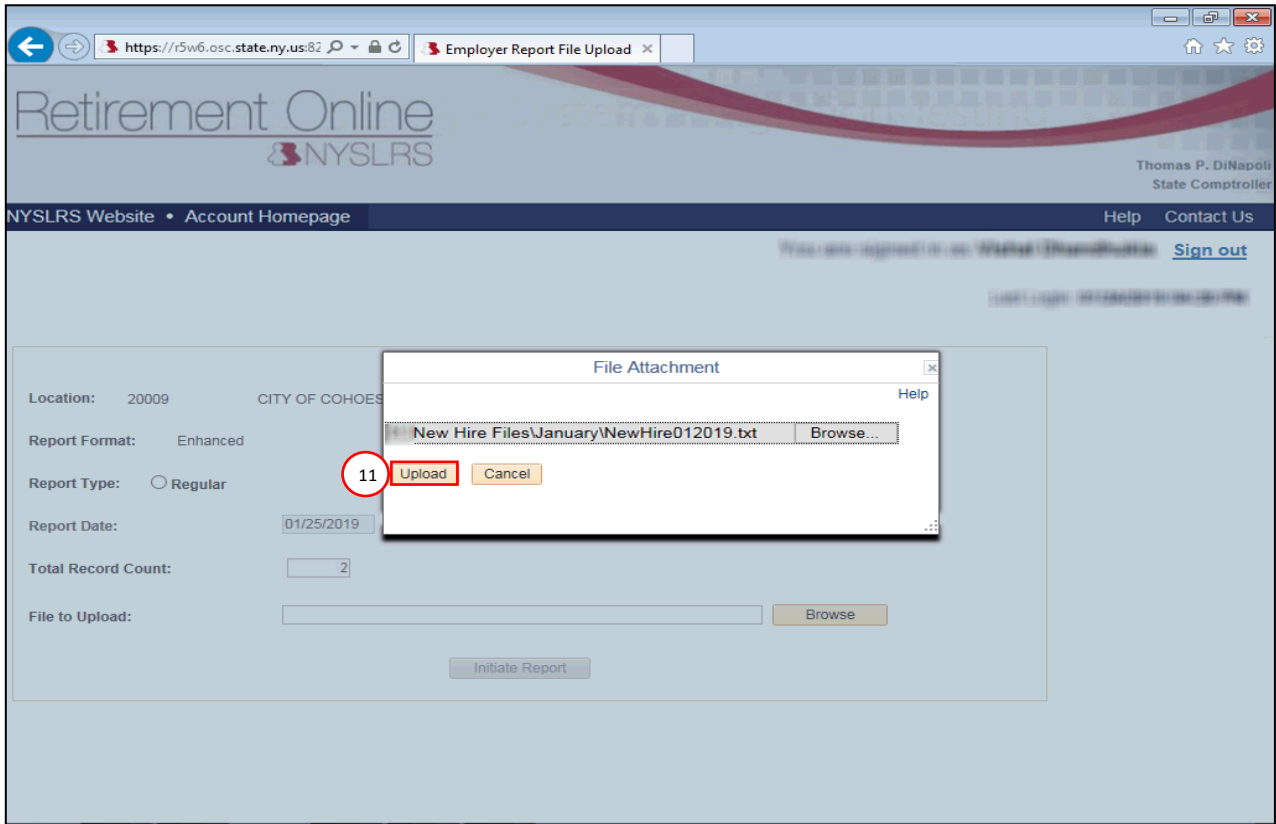
Step	Action
<p>6.</p>	<p>The <i>File Upload</i> page will appear.</p> <p>The report type defaults to 'Regular,' to upload an enrollment file, you must click the <b>Enrollment/Job Data</b> circle.</p> <p><input type="checkbox"/></p> 

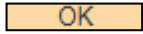
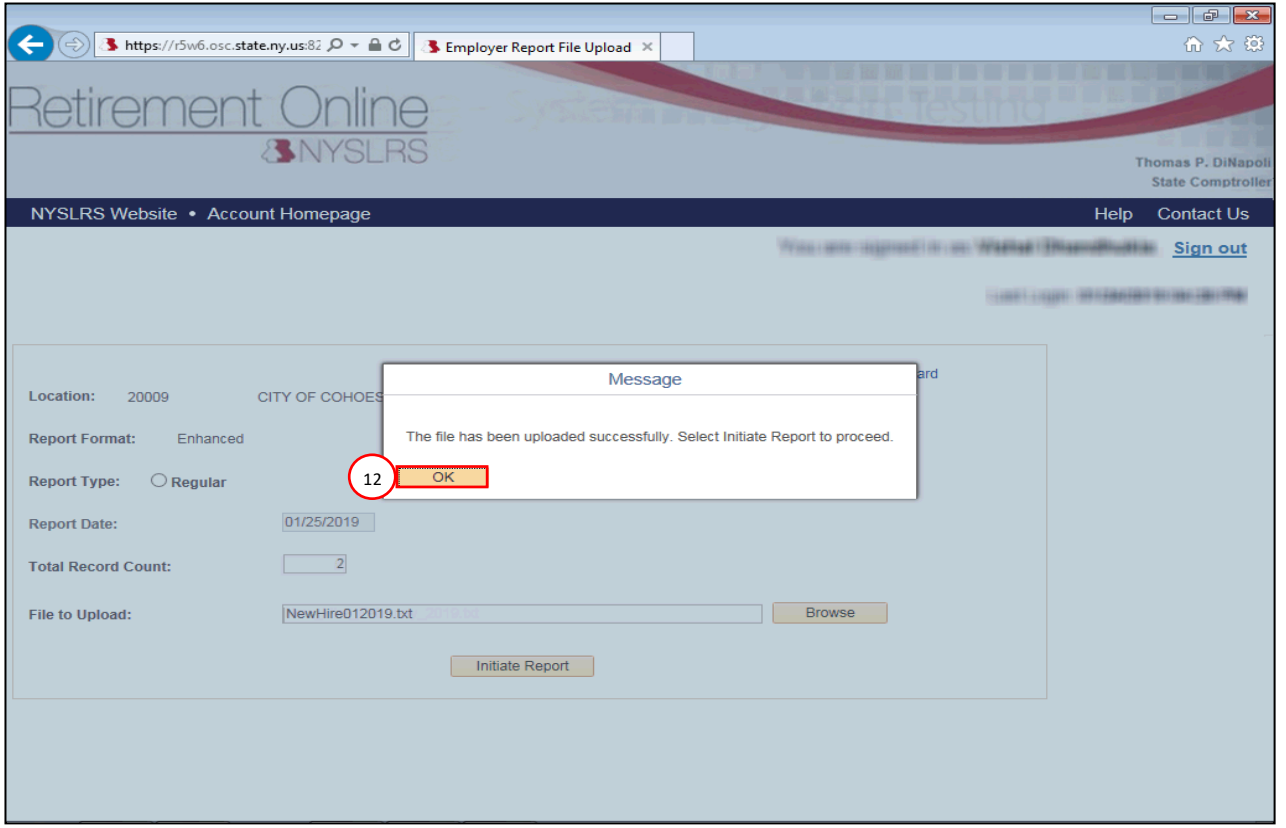
Step	Action	
<p>7.</p>	<p>The fields shown on the <i>File Upload</i> page will change to reflect your selection.</p> <p>The report date will be the current date. Click into the <b>Total Record Count</b> field, and enter the number of transaction rows from your .txt file. Do not include the Location Code row.</p> <p><input type="text" value="0"/></p>	 <p>The screenshot shows the 'Employer Report File Upload' page on the NYSLRS website. The page title is 'Retirement Online NYSLRS'. The user is logged in as Thomas P. DiNapoli, State Comptroller. The page displays the following information:</p> <ul style="list-style-type: none"> <li>Location: 20009 CITY OF COHOES</li> <li>Report Format: Enhanced</li> <li>Report Type: <input checked="" type="radio"/> Enrollment / Job Data</li> <li>Report Date: 01/25/2019</li> <li>Total Record Count: 7 (circled in red) <input type="text" value="2"/></li> <li>File to Upload: <input type="text"/> <input type="button" value="Browse"/></li> <li><input type="button" value="Initiate Report"/></li> </ul>


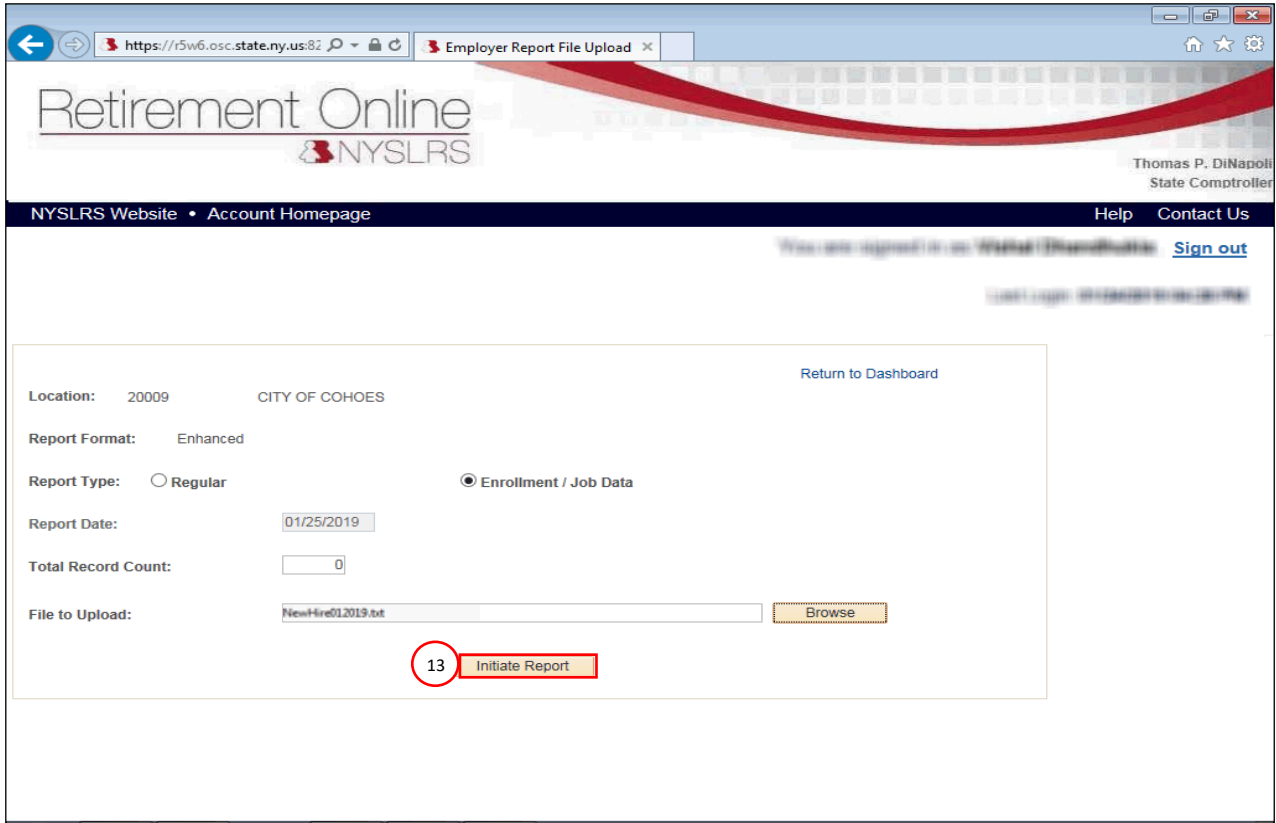


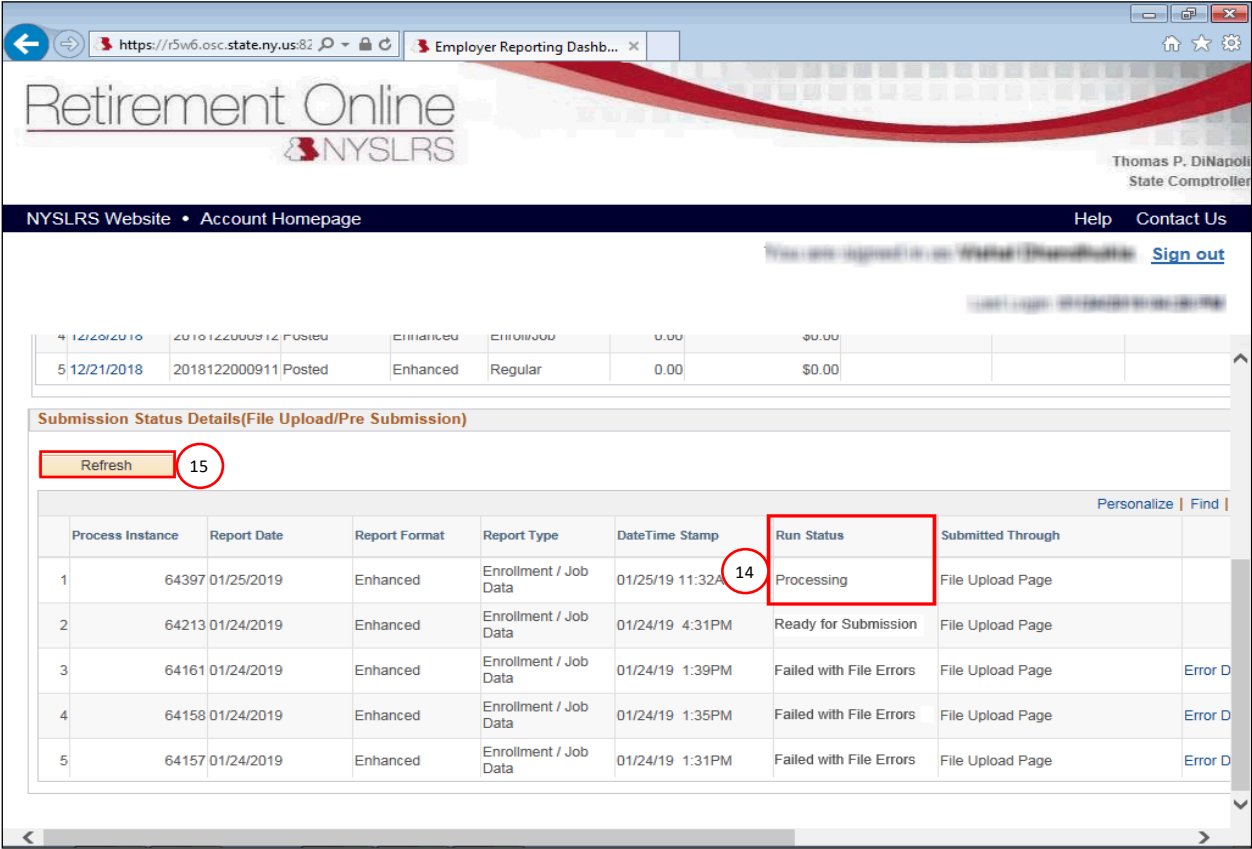
Step	Action	
<p>8.</p>	<p>Click the <b>Browse</b> button to select the file you would like to upload.</p> <p><b>Browse</b></p>	 <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:82. The page title is "Retirement Online" and "NYSLRS". The user is identified as Thomas P. DiNapoli, State Comptroller. The page content includes a navigation bar with "NYSLRS Website", "Account Homepage", "Help", and "Contact Us". The main form area contains the following fields and options:</p> <ul style="list-style-type: none"> <li>Location: 20009 CITY OF COHOES</li> <li>Report Format: Enhanced</li> <li>Report Type: <input type="radio"/> Regular <input checked="" type="radio"/> Enrollment / Job Data</li> <li>Report Date: 01/25/2019</li> <li>Total Record Count: 2</li> <li>File to Upload: [Empty text box] <b>Browse</b> (circled in red with '8')</li> <li>Initiate Report button</li> </ul>

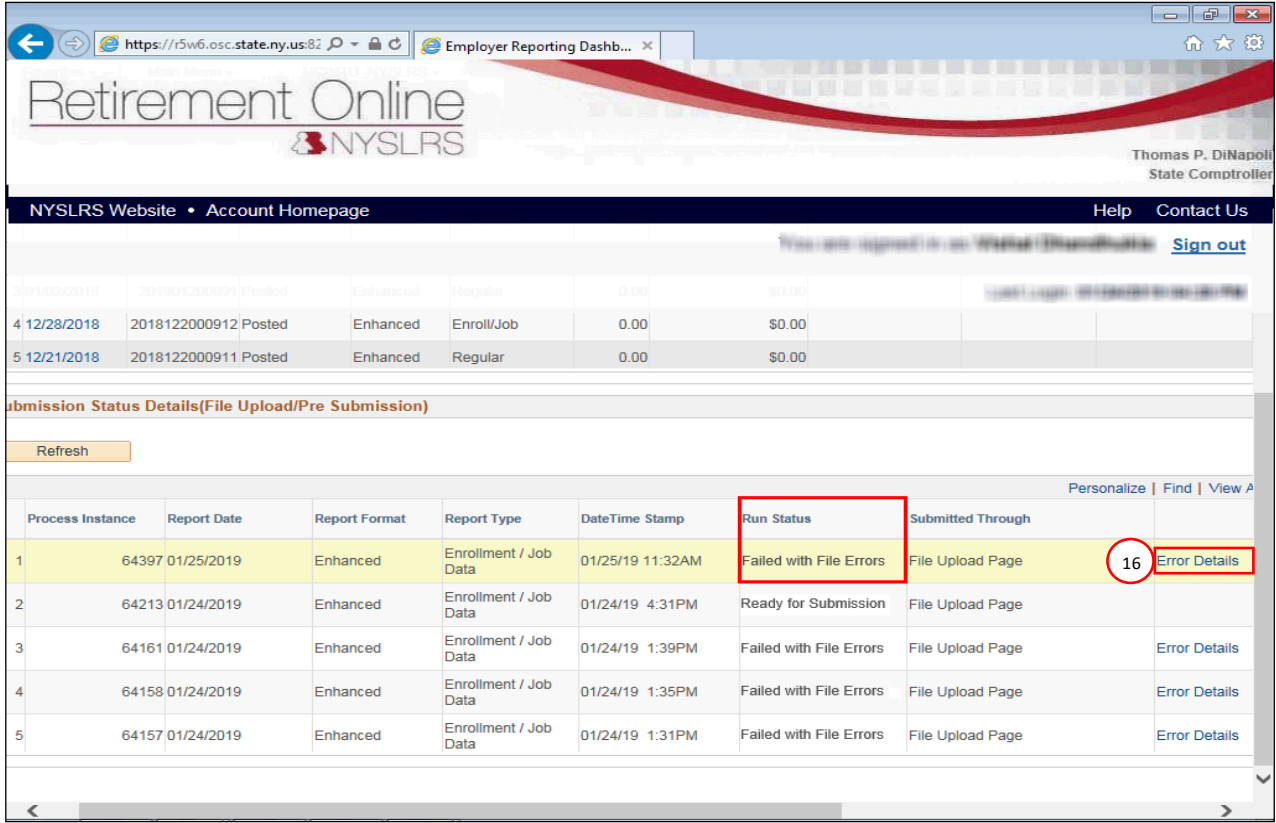
Step	Action	
<p>9.</p>	<p>The 'Choose File to Upload' window will appear. Locate the file on your device to upload. Click on the <b>File</b>.</p> <p><b>Note:</b> <i>Retirement Online</i> will only accept files in the .txt format for enhanced reports.</p>	
<p>10.</p>	<p>Click the <b>Open</b> button.</p> 	


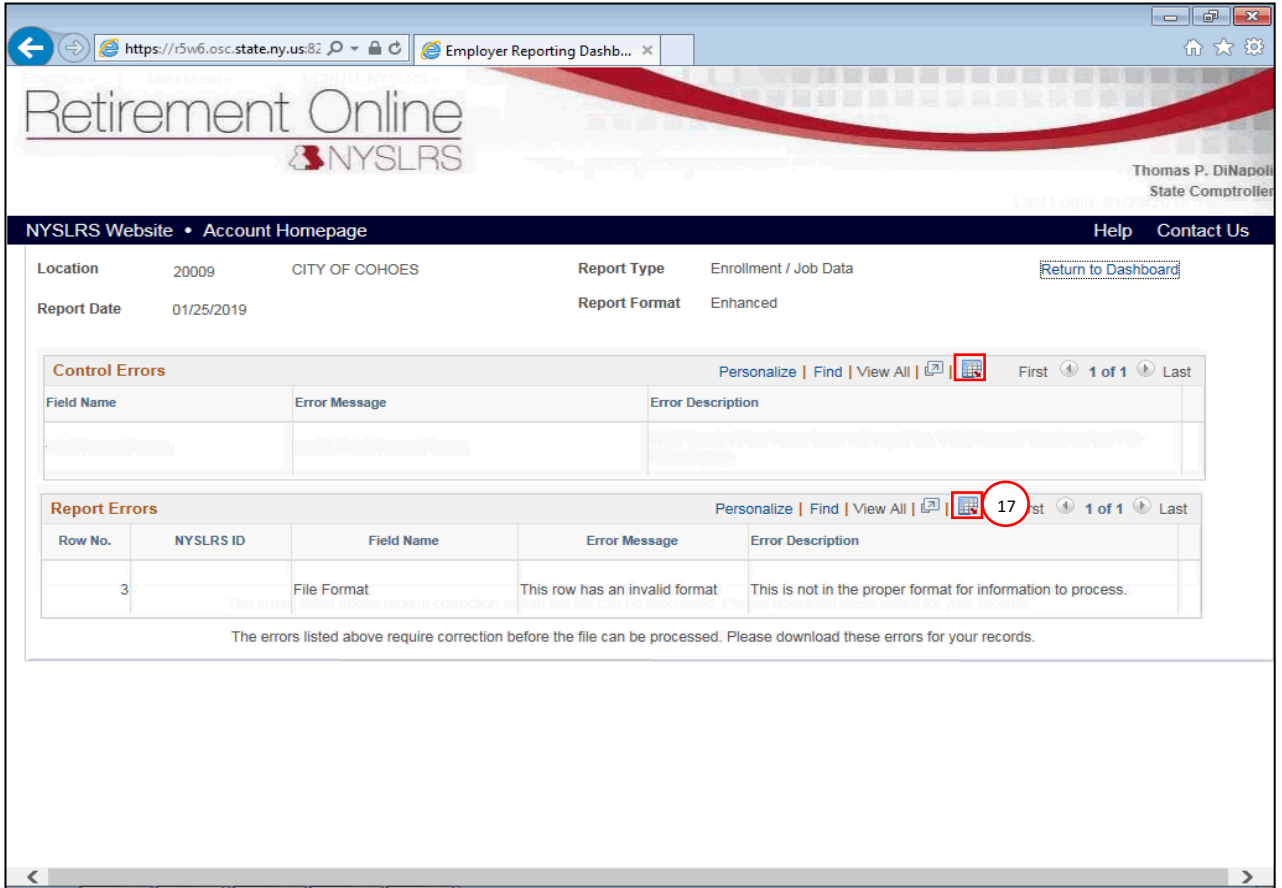
Step	Action
<p>11</p>	<p>The 'File Attachment' pop-up will appear showing the path of your .txt file. Click the <b>Upload</b> button.</p> <p><b>Upload</b></p>  <p>The screenshot shows a web browser window titled "Employer Report File Upload" with the URL "https://r5w6.osc.state.ny.us:82". The page header includes "Retirement Online" and "NYSLRS" logos, along with the name "Thomas P. DiNapoli, State Comptroller". The main content area is titled "NYSLRS Website • Account Homepage" and shows a form for uploading a report. The form includes fields for "Location" (20009), "Report Format" (Enhanced), "Report Type" (Regular), "Report Date" (01/25/2019), and "Total Record Count" (2). A "File Attachment" pop-up window is open, displaying the file path "New Hire Files\January\NewHire012019.txt" and a "Browse..." button. The "Upload" button in the pop-up is circled in red with the number 11.</p>

Step	Action	
12.	A 'Message' pop-up will appear confirming the .txt file has been successfully uploaded. Click the <b>OK</b> button. 	 <p>The screenshot shows a web browser window with the URL <a href="https://r5w6.osc.state.ny.us:82">https://r5w6.osc.state.ny.us:82</a> and a tab titled "Employer Report File Upload". The page header includes "Retirement Online" and "NYSLRS" logos, along with the name "Thomas P. DiNapoli, State Comptroller". A navigation bar contains "NYSLRS Website • Account Homepage", "Help", and "Contact Us". The main content area shows a form with the following fields: "Location: 20009 CITY OF COHOES", "Report Format: Enhanced", "Report Type: <input type="radio"/> Regular", "Report Date: 01/25/2019", "Total Record Count: 2", and "File to Upload: NewHire012019.txt". A "Browse" button is next to the file name. A "Message" pop-up window is centered on the screen, displaying the text "The file has been uploaded successfully. Select Initiate Report to proceed." and an "OK" button. The number "12" is circled in red next to the "OK" button in the pop-up. Below the form is an "Initiate Report" button.</p>

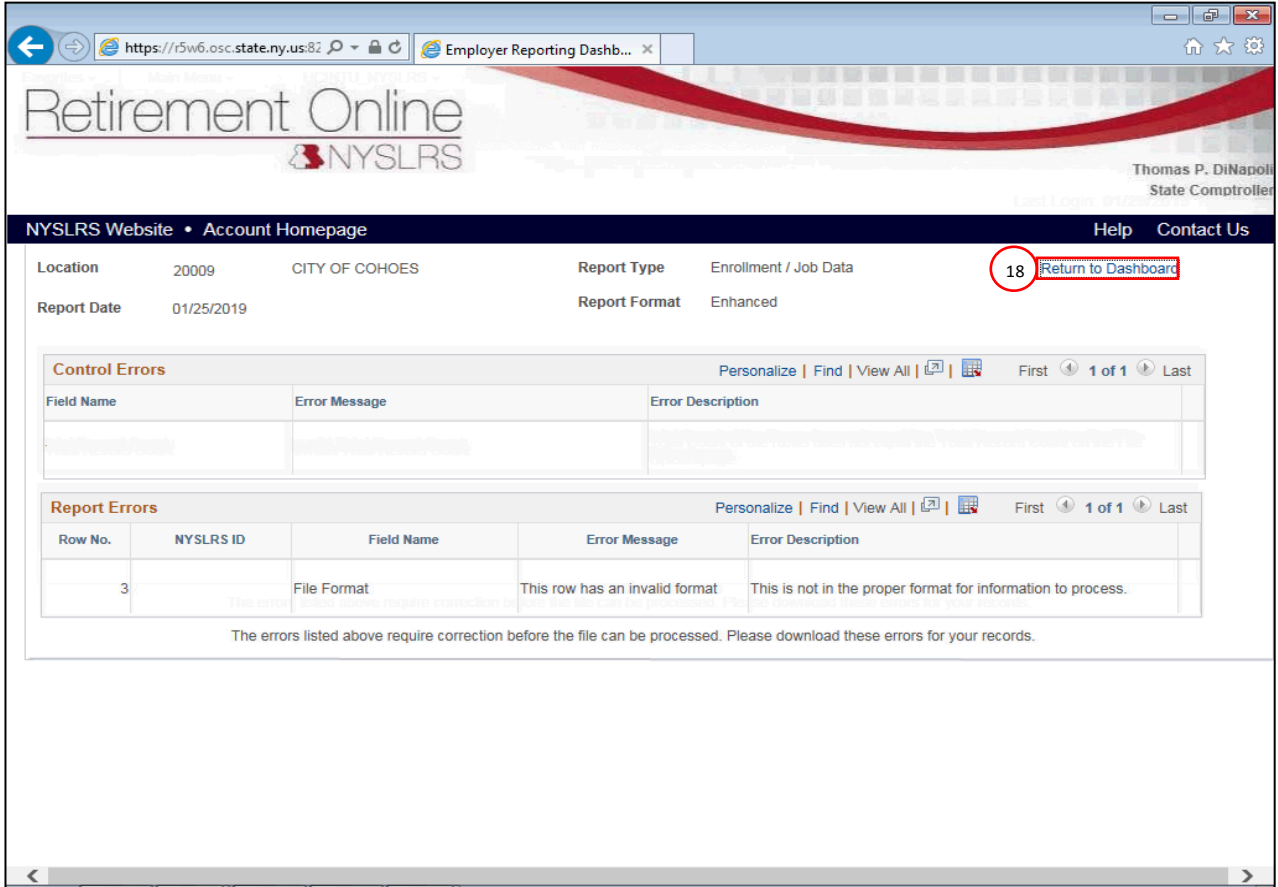
Step	Action	
13.	<p>The <i>File Upload</i> page will appear. To upload the report to <i>Retirement Online</i>, click the <b>Initiate Report</b> button.</p> <p></p>	 <p>The screenshot shows a web browser window with the URL <a href="https://r5w6.osc.state.ny.us:82">https://r5w6.osc.state.ny.us:82</a>. The page title is "Employer Report File Upload". The main heading is "Retirement Online" with the NYSLRS logo. Below the heading, it says "Thomas P. DiNapoli, State Comptroller". The navigation bar includes "NYSLRS Website • Account Homepage", "Help", and "Contact Us". A "Sign out" link is visible. The main content area shows a form with the following fields:</p> <ul style="list-style-type: none"> <li>Location: 20009 CITY OF COHOES</li> <li>Report Format: Enhanced</li> <li>Report Type: <input type="radio"/> Regular <input checked="" type="radio"/> Enrollment / Job Data</li> <li>Report Date: 01/25/2019</li> <li>Total Record Count: 0</li> <li>File to Upload: NewHire012019.bt <input type="button" value="Browse"/></li> </ul> <p>A red box highlights the "Initiate Report" button at the bottom of the form, with the number "13" next to it.</p>

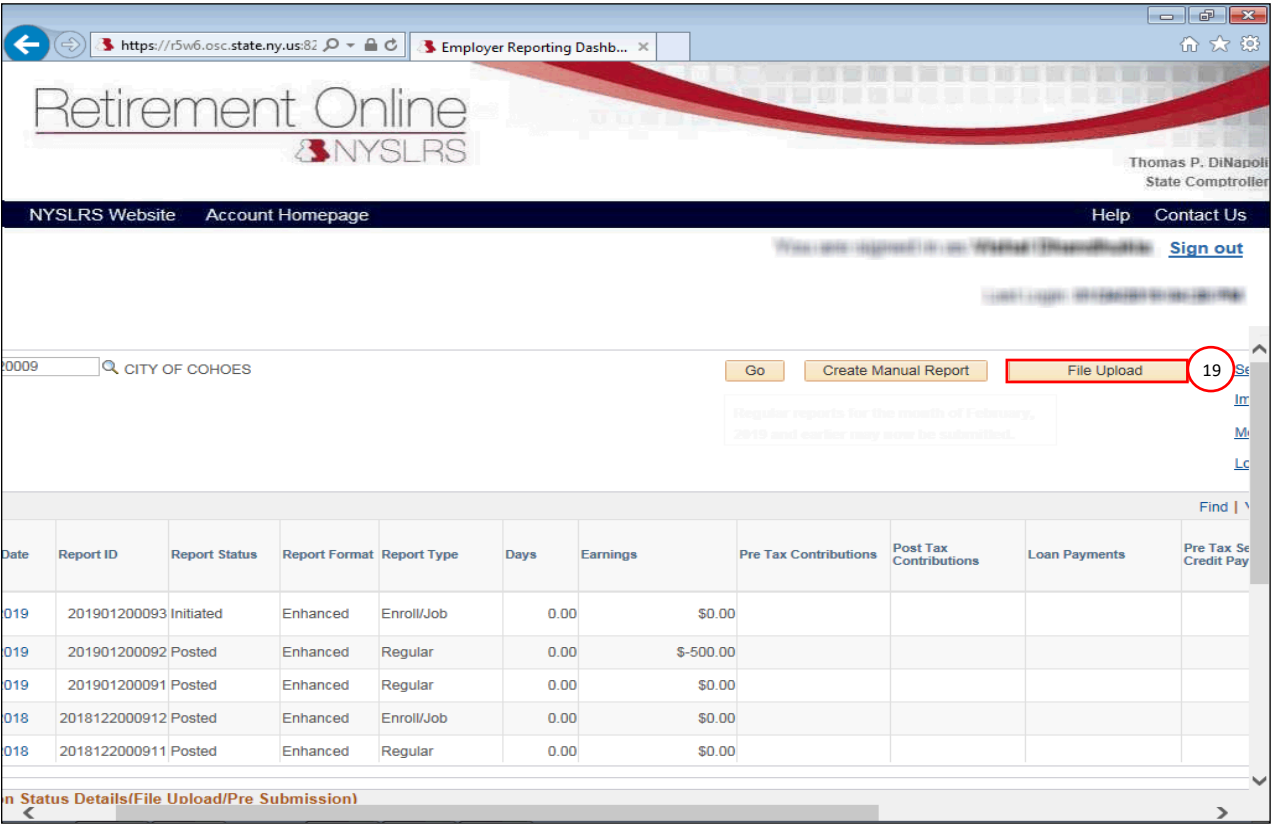
Step	Action	
<p>14.</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear. <b>Scroll down</b> to the 'Submission Status Details (File/Upload/Pre submission)' section to see the status of your report.</p> <p><b>Note:</b> The uploaded report will appear as a new row at the top of the 'Submission Status Details (File Upload/Pre submission)' section with a status of 'processing.'</p>	 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this is a table with columns for Report Date, Report Format, Report Type, and Run Status. The first row in this table shows a report with a status of 'Processing', which is highlighted with a red box and the number 14. Above this table, there is a 'Refresh' button, also circled in red with the number 15.</p>
<p>15.</p>	<p>To view the progress of the report, click the <b>Refresh</b> button.</p> <p><b>Refresh</b></p> <p><b>Note:</b> The processing time will vary depending on the file size. The status will begin as 'Processing' and change to either: No Success, Success, Error, Failed with File Errors, or Ready for Submission.</p>	

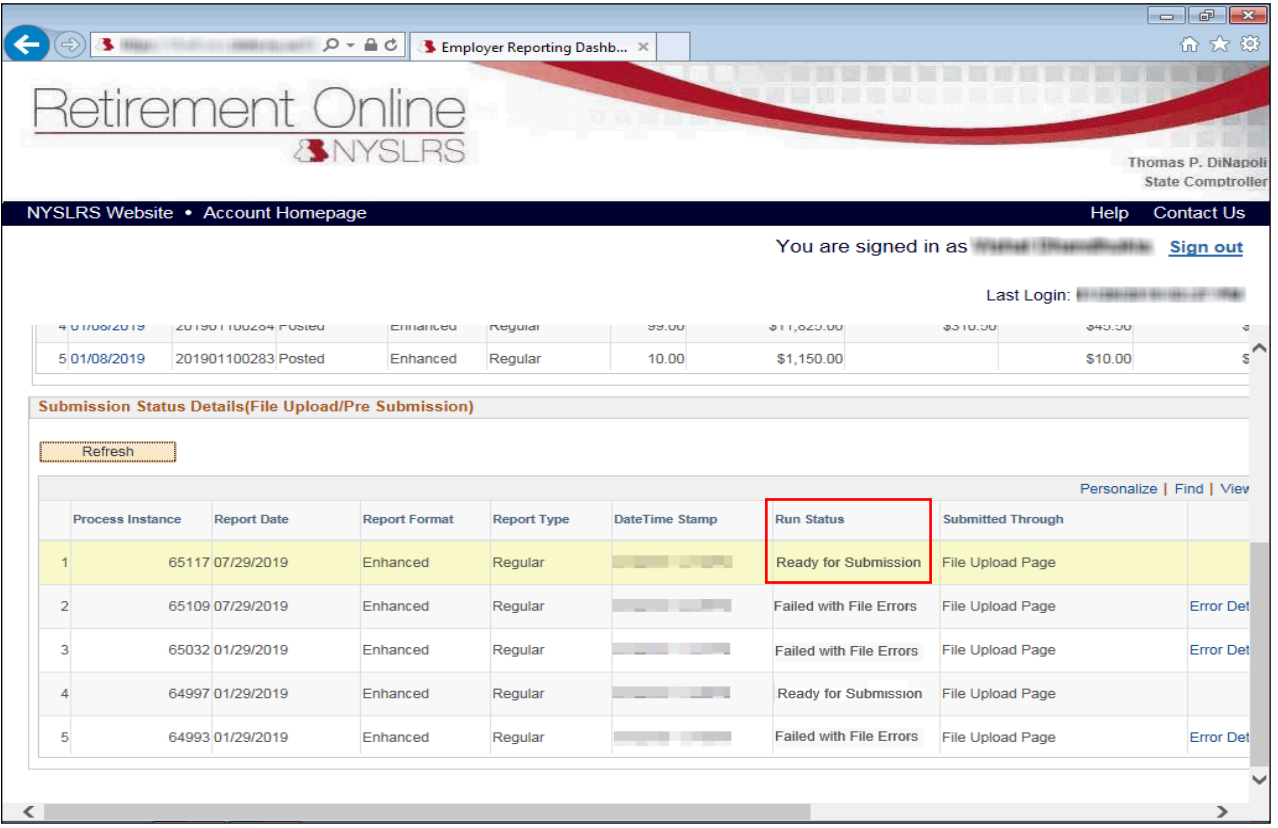
Step	Action																																										
<p>16.</p>	<p>If the <b>Run Status</b> indicates 'Failed with File Errors,' you will need to correct the errors and upload a revised file.</p> <p>Click the <b>Error Details</b> link to find out what corrections you'll need to make.</p> <p><a href="#">Error Details</a></p>  <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. At the top, there is a navigation bar with 'NYSLRS Website • Account Homepage', 'Help', and 'Contact Us'. Below this is a table of report submissions. The table has columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through. The first row is highlighted in yellow and has a red box around the 'Run Status' cell, which contains the text 'Failed with File Errors'. To the right of this row, the 'Error Details' link is also highlighted in red and circled with a red '16'.</p> <table border="1"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>64397 01/25/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>01/25/19 11:32AM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>2</td> <td>64213 01/24/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>01/24/19 4:31PM</td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> <tr> <td>3</td> <td>64161 01/24/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>01/24/19 1:39PM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>4</td> <td>64158 01/24/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>01/24/19 1:35PM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>5</td> <td>64157 01/24/2019</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>01/24/19 1:31PM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	1	64397 01/25/2019	Enhanced	Enrollment / Job Data	01/25/19 11:32AM	Failed with File Errors	File Upload Page	2	64213 01/24/2019	Enhanced	Enrollment / Job Data	01/24/19 4:31PM	Ready for Submission	File Upload Page	3	64161 01/24/2019	Enhanced	Enrollment / Job Data	01/24/19 1:39PM	Failed with File Errors	File Upload Page	4	64158 01/24/2019	Enhanced	Enrollment / Job Data	01/24/19 1:35PM	Failed with File Errors	File Upload Page	5	64157 01/24/2019	Enhanced	Enrollment / Job Data	01/24/19 1:31PM	Failed with File Errors	File Upload Page
Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through																																					
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3	64161 01/24/2019	Enhanced	Enrollment / Job Data	01/24/19 1:39PM	Failed with File Errors	File Upload Page																																					
4	64158 01/24/2019	Enhanced	Enrollment / Job Data	01/24/19 1:35PM	Failed with File Errors	File Upload Page																																					
5	64157 01/24/2019	Enhanced	Enrollment / Job Data	01/24/19 1:31PM	Failed with File Errors	File Upload Page																																					

Step	Action	
<p>17.</p> <p>The <i>File Upload Error Details</i> page will appear.</p> <p>First, <i>Retirement Online</i> will display any <b>report errors</b>. Report errors indicate formatting mistakes within the uploaded file. Read the <i>Correct Report Errors</i> job aid on correcting report errors.</p> <p>Once you have corrected any report errors, <i>Retirement Online</i> will display <b>control errors</b>. Control errors indicate a mismatch between the data in the report file you uploaded and the information you entered on the <i>File Upload</i> page. Read the <i>Correct Control Errors</i> job aid on correcting control errors.</p> <p>Click the <b>Export</b> icons to download these errors for correction and your records.</p> 		 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. The browser address bar displays 'https://r15w6.osc.state.ny.us:82'. The page title is 'Retirement Online NYSLRS'. The user is identified as Thomas P. DiNapoli, State Comptroller. The page shows account information for 'CITY OF COHOES' with a report date of '01/25/2019' and report type 'Enrollment / Job Data'. There are two error sections: 'Control Errors' and 'Report Errors'. The 'Report Errors' section contains one error: Row No. 3, NYSLRS ID, Field Name 'File Format', Error Message 'This row has an invalid format', and Error Description 'This is not in the proper format for information to process.' The number '17' is circled in red in the screenshot, corresponding to the step number. A red box highlights an 'Export' icon in the 'Report Errors' table header.</p>



Step	Action										
<p>18.</p>	<p>If you have corrected report or control errors, you will need to upload a revised .txt file that reflects the corrections you've made. Click the <b>Return to Dashboard</b> link to return to the <i>Employer Reporting Dashboard</i> page and access the <b>File Upload</b> button.</p> <p><a href="#">Return to Dashboard</a></p>  <p>The screenshot shows the Retirement Online NYSLRS website. At the top, it says 'Retirement Online NYSLRS'. Below that, it displays 'NYSLRS Website • Account Homepage'. There are navigation links for 'Help' and 'Contact Us'. The main content area shows details for a report: Location 20009 CITY OF COHOES, Report Type Enrollment / Job Data, Report Date 01/25/2019, and Report Format Enhanced. A 'Return to Dashboard' link is circled in red. Below this, there are two sections: 'Control Errors' and 'Report Errors'. The 'Report Errors' section contains a table with one row of errors:</p> <table border="1"> <thead> <tr> <th>Row No.</th> <th>NYSLRS ID</th> <th>Field Name</th> <th>Error Message</th> <th>Error Description</th> </tr> </thead> <tbody> <tr> <td>3</td> <td></td> <td>File Format</td> <td>This row has an invalid format</td> <td>This is not in the proper format for information to process.</td> </tr> </tbody> </table> <p>Below the table, it states: 'The errors listed above require correction before the file can be processed. Please download these errors for your records.'</p>	Row No.	NYSLRS ID	Field Name	Error Message	Error Description	3		File Format	This row has an invalid format	This is not in the proper format for information to process.
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Step	Action																																																																			
19.	<p>The <i>Employer Reporting Dashboard</i> page will appear. To upload the revised file, click the <b>File Upload</b> button and repeat the File Upload steps 5 through 15.</p> <div data-bbox="268 472 590 516" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 10px 0;">File Upload</div>	 <p>0009 CITY OF COHOES</p> <p>Go Create Manual Report <b>File Upload</b> 19</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Report ID</th> <th>Report Status</th> <th>Report Format</th> <th>Report Type</th> <th>Days</th> <th>Earnings</th> <th>Pre Tax Contributions</th> <th>Post Tax Contributions</th> <th>Loan Payments</th> <th>Pre Tax Se Credit Pay</th> </tr> </thead> <tbody> <tr> <td>019</td> <td>201901200093</td> <td>Initiated</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>019</td> <td>201901200092</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>-\$500.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>019</td> <td>201901200091</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>018</td> <td>2018122000912</td> <td>Posted</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>018</td> <td>2018122000911</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>n Status Details(File Upload/Pre Submission)</p>	Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre Tax Se Credit Pay	019	201901200093	Initiated	Enhanced	Enroll/Job	0.00	\$0.00					019	201901200092	Posted	Enhanced	Regular	0.00	-\$500.00					019	201901200091	Posted	Enhanced	Regular	0.00	\$0.00					018	2018122000912	Posted	Enhanced	Enroll/Job	0.00	\$0.00					018	2018122000911	Posted	Enhanced	Regular	0.00	\$0.00				
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Step	Action																																																	
20.	<p>If the <b>Run Status</b> is listed as 'Ready for Submission,' the file is ready to submit to NYSLRS.</p> <p>Next, the Employer Reporting Submitter will submit the report as detailed in our job aid <i>Submit an Enrollment File for New Hires</i>.</p> <p>You have successfully uploaded an enrollment file for new hires using the enhanced reporting format in <i>Retirement Online</i>.</p>	 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. At the top, it says 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. Below that, it indicates 'You are signed in as [Name] [Email] Sign out' and 'Last Login: [Date]'. A summary table shows two rows of data with columns for dates, report numbers, and amounts. Below this is a section titled 'Submission Status Details (File Upload/Pre Submission)' with a 'Refresh' button. The main table has columns: Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, Submitted Through, and a link for Error Details. The first row (Process Instance 1) has a 'Run Status' of 'Ready for Submission', which is highlighted in yellow and enclosed in a red box. Other rows show 'Failed with File Errors'.</p> <table border="1" data-bbox="682 519 1900 576"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> <th>Error Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>65117 07/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Ready for Submission</td> <td>File Upload Page</td> <td></td> </tr> <tr> <td>2</td> <td>65109 07/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Failed with File Errors</td> <td>File Upload Page</td> <td>Error Det</td> </tr> <tr> <td>3</td> <td>65032 01/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Failed with File Errors</td> <td>File Upload Page</td> <td>Error Det</td> </tr> <tr> <td>4</td> <td>64997 01/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Ready for Submission</td> <td>File Upload Page</td> <td></td> </tr> <tr> <td>5</td> <td>64993 01/29/2019</td> <td>Enhanced</td> <td>Regular</td> <td></td> <td>Failed with File Errors</td> <td>File Upload Page</td> <td>Error Det</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	Error Details	1	65117 07/29/2019	Enhanced	Regular		Ready for Submission	File Upload Page		2	65109 07/29/2019	Enhanced	Regular		Failed with File Errors	File Upload Page	Error Det	3	65032 01/29/2019	Enhanced	Regular		Failed with File Errors	File Upload Page	Error Det	4	64997 01/29/2019	Enhanced	Regular		Ready for Submission	File Upload Page		5	64993 01/29/2019	Enhanced	Regular		Failed with File Errors	File Upload Page	Error Det
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