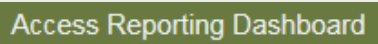


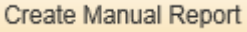


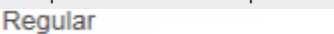
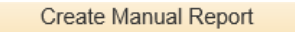


Create a Manual Legacy Report

This quick guide shows you (as an employer reporting submitter) how to create a manual legacy regular monthly report using the legacy reporting format within *Retirement Online*.

Step	Action
1	On your <i>Retirement Online Account Homepage</i> , click the Access Reporting Dashboard button. 
2	The <i>Employer Reporting Dashboard</i> page appears.
3	To view a list of all your available location codes, click the Look Up Location icon next to the location field. Note: If you have access to more than one location code, one will display by default, but you may select a different code to report for a different location. If you only have access to one location code, it will be entered automatically. This is a required field. 
4	The Look Up Location pop-up box will appear.
5	Click an option from the list for the location that you want to report.
6	Click the Go button. 
7	A list of previous reports for this location will appear. Click the Create Manual Report button. 
8	The <i>Create Manual Report</i> page will appear. The location code will carry over from the <i>Employer Reporting Dashboard</i> page. All fields on this page are required.
9	Click the Choose a date icon next to the Report Date field. You can also manually enter a date in the Report Date field without using the Choose a date icon. Use the MM/DD/YYYY format. You must choose the last date of the month for which you are reporting. 
10	Click the Report Type drop-down field to select the report type. 
11	There are two options in this drop-down list: Adjustment or Regular. The Reporting Format defaults to Regular. 
12	All of the required fields are now populated. We are ready to initiate the report. Click the Create Manual Report button. 

Step	Action
13	The <i>Report Details</i> page will appear. All active employees for your organization will be listed here. The next step will be to add the earnings and contributions details for each employee, which can be found in the Enter Data for a Manual Monthly Legacy Report guide.
14	You have successfully created a manual legacy regular monthly report. <i>End of Procedure.</i>