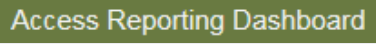






# Submit a Legacy File Upload Report

This quick guide shows you (as an employer reporting submitter) how to submit a regular report using the Legacy reporting format within *Retirement Online*. Submitting a legacy adjustment report is covered in a different training guide.

“Legacy” refers to the current format used when submitting reports through Retirement Internet Reporting (RIR).

Step	Action
1	On your <i>Retirement Online Account Homepage</i> , click the <b>Access Reporting Dashboard</b> button. 
2	The <i>Employer Reporting Dashboard</i> page will appear.
3	To view a list of all your available location codes, click the <b>Look Up Location</b> icon next to the location field.  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. 
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 <b>Go</b> button. 
7	In the ‘Reports’ section, click the <b>Report Date</b> link of the report you wish to edit. You can only edit reports with an initiated status. Initiated reports have been created, but not yet submitted.
8	The <i>Report Summary</i> page will appear. <b>Scroll down</b> until you see the checkbox above the Submit and Delete buttons.
9	After reviewing the submission agreement, click the <b>I agree to the submission of this Employer Report.</b> checkbox.  You may submit a report with warnings, but not errors. Warnings identify items that need to be corrected outside of <i>Retirement Online</i> . <input type="checkbox"/>
10	Click the <b>Submit</b> button. You won’t be able to click this button until you check the “I agree to...” box. 
11	A Message pop-up will appear.

Step	Action
12	Click the <b>OK</b> button. 
13	<p>The <i>Employer Reporting Dashboard</i> page will appear. The report will show up as a new row in the 'Reports' section with a status of Submitted. You can no longer edit the report once the status is Submitted.</p> <p>The status will change to Posted once the report is fully accepted by <i>Retirement Online</i>.</p>
14	<p>You have successfully submitted a legacy regular report.</p> <p><i>End of Procedure.</i></p>