Creating a New File

How to Create a New File

Example: Enrolment, Contribution, Data/Address Change, Leave, Return to Work, Layoff, or Termination files.

1. From the Dashboard, click **Create New File** at the top right of the screen.
2. Select the **File Type** from the drop-down list and click **Create**.
3. The new file will appear at the top of the **File List** (highlighted in green).
4. Click the **File ID** number to open the file.
5. Click **Add** to create the file transaction.
6. Enter all fields, including one of **Employee ID** or **SIN**.
7. Click Save. If you have missed a mandatory field, the system will notify you.
8. To add more file transactions repeat steps 4 and 5, if necessary.
9. Once you have added all the file transactions click on **File Details** on the right side of the screen.
10. Confirm all file details and then click **Validate.**
11. If any file transactions are invalid, edit by clicking on **Transaction ID** of the invalid record(s) and update the fields. When corrected, click Validate.
12. Once validated, send the completed file to MEPP by clicking **Process**.