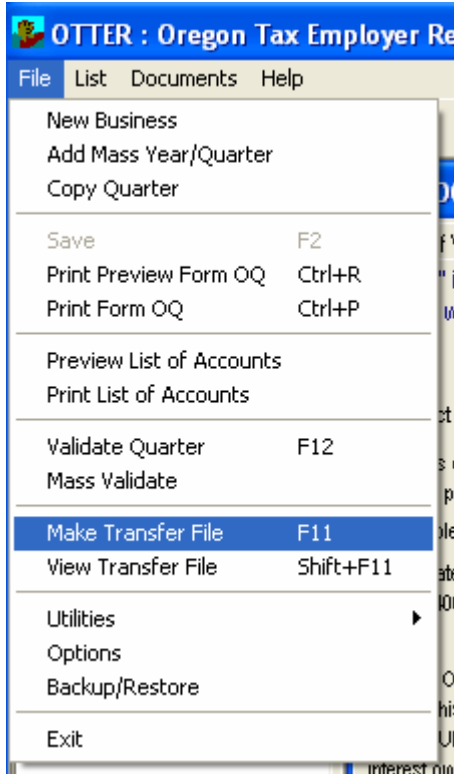
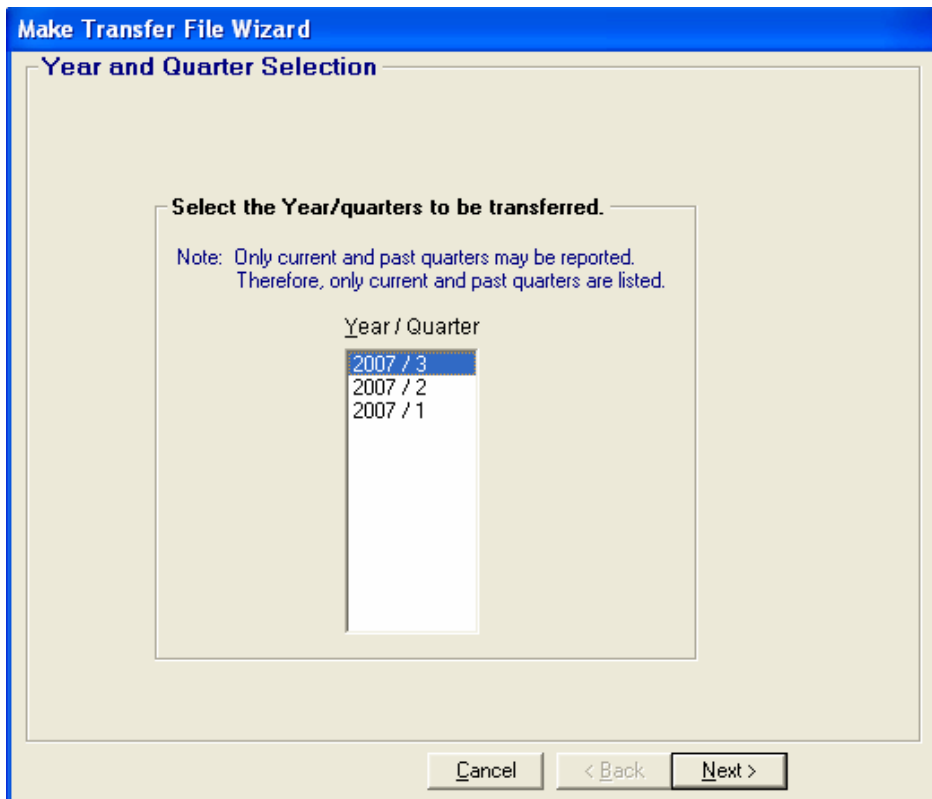


OTTER Make Transfer File and Secure Upload Process

In OTTER choose: File / Make Transfer File



Select: Year/Quarter that you are submitting



Select: Next

OTTER Make Transfer File and Secure Upload Process

Make Transfer File Wizard

Report Selection List

Please select the reports to include in the transfer file.
To select all the reports listed below, please click on the 'Select All' button below.
To select a row, click on the row selector (leftmost box where the cursor changes to an arrow) in that row. Use [Shift] + click or [Ctrl] + click to select multiple lines.

	Rpt'd	Year	Quarter	Business ID	Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2007	3	0000008-2	EGO

Reports Validated
1

Reports Not Validated
0

Validate
Select All
Unselect All

Cancel < Back Next >

Select: Validate (if you have not already validated the information)

Validate Quarter

Validate
6666666-7 TEST BUSINESS #6
2007 Quarter 1

Finished validating.

Results
Select a line to show its solution.
Validation complete. All forms passed validation!

Solution:

Preview Results/Solution OK

Select: OK

OTTER Make Transfer File and Secure Upload Process

Make Transfer File Wizard

Report Selection List

Please select the reports to include in the transfer file.
To select all the reports listed below, please click on the 'Select All' button below.
To select a row, click on the row selector (leftmost box where the cursor changes to an arrow) in that row. Use [Shift] + click or [Ctrl] + click to select multiple lines.

	Rpt'd	Year	Quarter	Business ID	Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2007	3	0000008-2	EGO

Reports Validated
1


Reports Not Validated
0

Validate
Select All
Unselect All

Cancel < Back Next >

Select: Next or if submitting multiple reports click on Select All and then Next

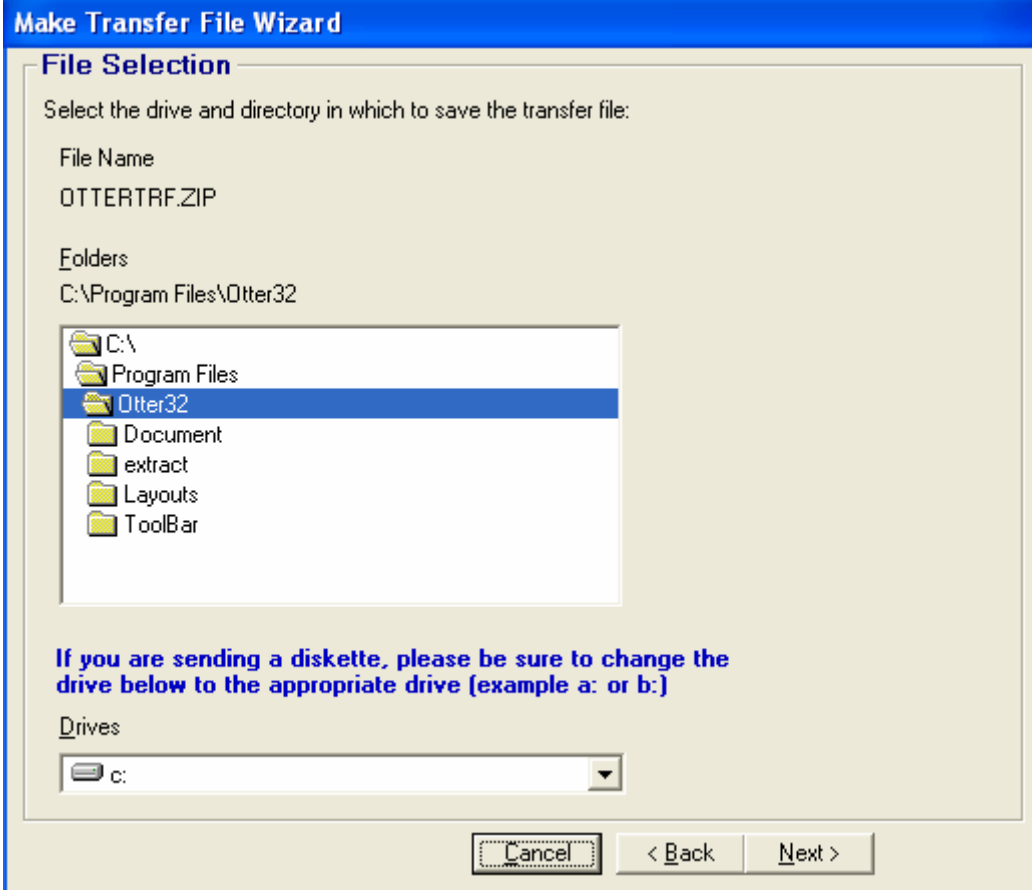
Reports selected [X]

 You selected 1 report(s) to be included in the transfer file. If this is correct, click OK, if not click Cancel and try again.

OK Cancel

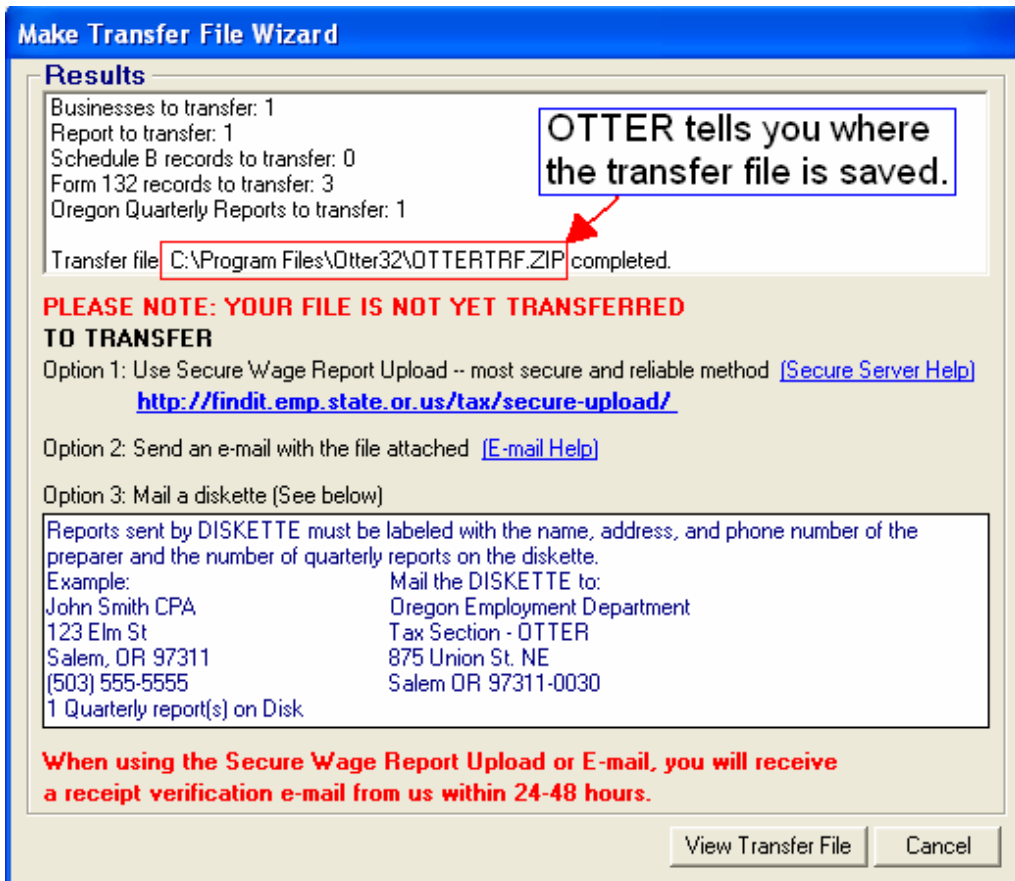
Select: OK

OTTER Make Transfer File and Secure Upload Process

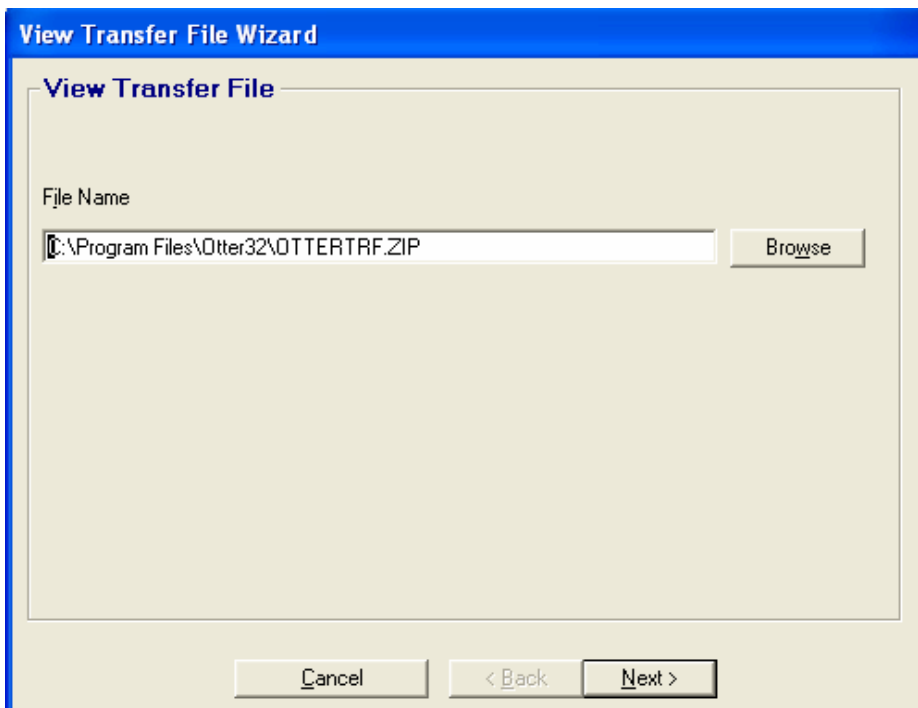


Select: Next

OTTER Make Transfer File and Secure Upload Process



Select: VIEW TRANSFER FILE button at the bottom.



OTTER automatically selects the path where the last transfer file was saved in this case:
C:\Program Files\Otter32\OTTERTRF.ZIP

OTTER Make Transfer File and Secure Upload Process

Select: Next



The dialog box is titled "View Transfer File Wizard". It contains a table with the following data:

Year	Quarter	Business ID	Business Name
2007	3	0000008-2	EGO

Below the table, there is a "Secure Wage Report Upload" link: <http://findit.emp.state.or.us/tax/secure-upload/>. At the bottom, there are four buttons: "Print Transfer List", "Cancel", "< Back", and "Next >".

At this point, use the mouse and select the SECURE WAGE REPORT UPLOAD: address



The screen displays the Oregon Employment Department logo and the title "Select Report Type". Below the logo, it says "Please select the type of report you wish to upload:". There are two radio button options: "OTTER Report" (which is selected) and "Wage Report". A "Continue" button is located below the options. At the bottom, there is a navigation menu with links: "Jobs", "Write Us", "Privacy/Accessibility", "Online Claim System", "OLMIS", "WorkSource Oregon", "Oregon.Gov", "Office Locations", and "Home".

Select: OTTER report

Select: Continue

OTTER Make Transfer File and Secure Upload Process



Otter Report Upload

Upload Your Otter Quarterly Report

Required Information

Business Name:

Business ID Number:

Email Address:

Quarter / Year:

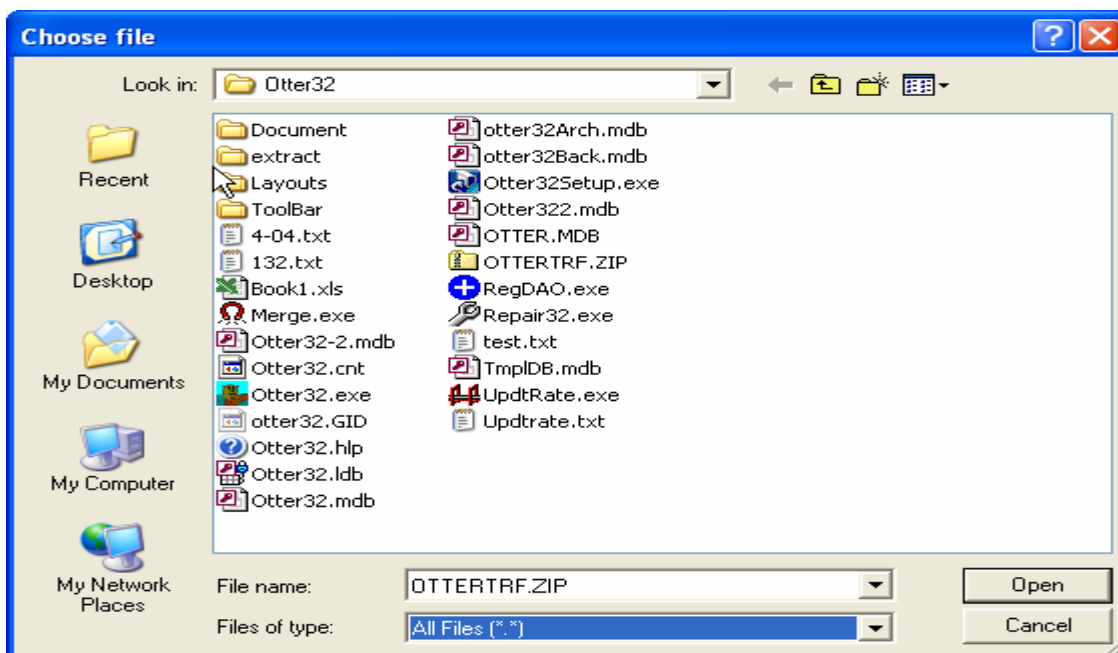
Attach file:

OTTER Report - please select your OTTERTRF.ZIP file

Fill in the information.

If sending more than 1 business in a transfer file, enter the information for one of the businesses included in the file.

Select: Browse to attach your file. Otter saves the file in the OTTER32 folder (the default location is): C:\Program Files\Otter32\



OTTER Make Transfer File and Secure Upload Process



Otter Report Upload

Upload Your Otter Quarterly Report

Required Information

Business Name:

Business ID Number:

Email Address:

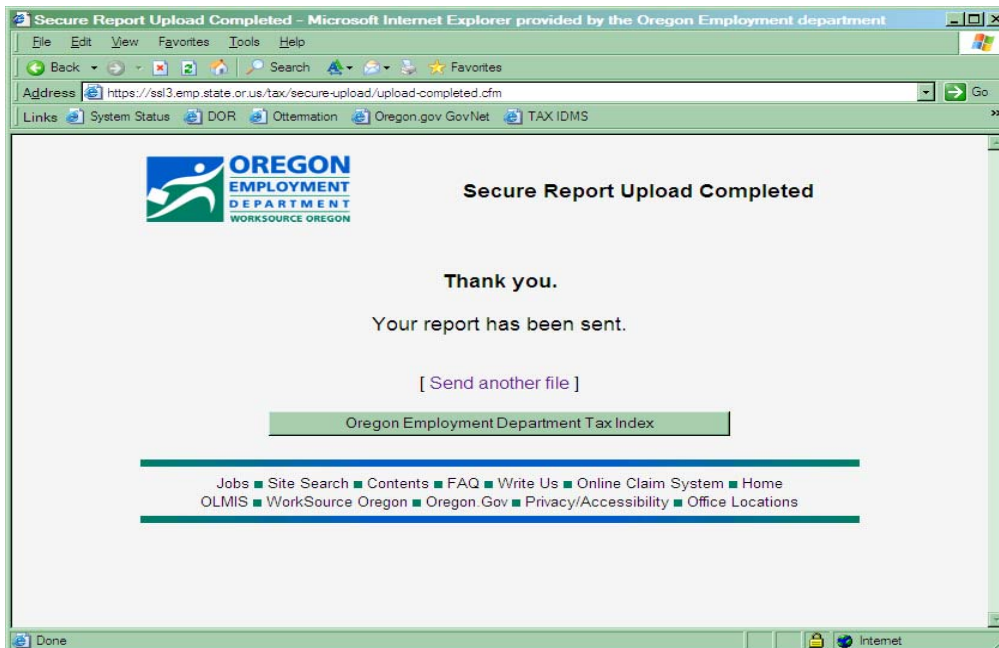
Quarter / Year:

Attach file:

OTTER Report - please select your OTTERTRF.ZIP file

Select: Send

The secure site will give you this message:



Within 24 – 48 hours, you should will a confirmation from OTTER letting you know we have received and processed your report(s). The email will go to the email address entered on the OTTER Report Upload page.

OTTER Make Transfer File and Secure Upload Process

This is what the confirmation will look like.

From: no_email@emp.state.or.us [mailto:no_email@emp.state.or.us]
Sent: Date and Time Here
To: YOUR NAME HERE
Subject: Regarding your Otter File

DO NOT REPLY TO THIS MESSAGE; THIS IS AN AUTOMATIC RESPONSE.

We have received your ottertrf.zip file. This file contained 1 report(s).

The following report(s) were processed:

Qtr/Year	BIN	Business Name
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1/2007	6666666	ABC INC
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If you have any general questions or comments, please call 503-947-1488 or email us at: TaxInfo@emp.state.or.us.

Thanks for using Otter!

Please read the response, it will tell you if any errors occurred or if you submitted a report that was previously submitted.

Any questions on this process call the OTTER helpline

503-947-1544