

Using the Commission's Secure Server

Create File to Submit:

- In Microsoft Excel, enter the recipients starting on Row 1. Column A needs to be the recipient's Social Security #, Column B the recipient's Last Name, Column C the recipient's First Name, and Column D the amount. Do not do column headings or total the amounts at the bottom of the report. **This must be a cumulative list of all recipients from the Academic Year.**
- Click on Column A. Go to Format/Cells/Special/Social Security #. This is to format column A as a SS# - the dashes are okay to have.
- Save as a 'CSV (*.csv)' file. The file name cannot include the symbols '#' (pound sign) or ',' (comma).

Submitting the File:

- Under "Data Provider Only" click on 'REAL SITE (NSG).' This will take you to the page where you will log into the server.
- Click on "Continue to this website" even though it says 'not recommended'.
- Log in using the username and password assigned to you by the Commission. If you wish, you can also change your password on this page before logging in.
- In the Task box at the top of the page, scroll down to SrvyEdt.
- Select the academic year on the left.
- On the page headed "Pick Files to Upload", click on the 'Browse' button to the right of "File Submission".
- A box will pop up that will allow you to select the file stored on your hard drive or disk. Select the file you wish to upload and click 'Open'.
- This will take you back to the "Pick Files to Upload" page and will show your file name in the box to the left of 'Browse'. Click on 'Go'. This will upload the file to the server.
- At the Result page click on 'Result.' There should be only 4 lines: the first line should have 'Beginning of Report', a line that starts with 'Opening File', a line that starts with 'Closing File', and the final line should have 'End of Report.' If there are any errors then the file did not upload correctly.
- If there are errors, the error report will tell you exactly which line has a problem. Open the file, fix the problems, save the corrected file, and then reload the file onto the server.
- If there are no errors you can simply close out of the Internet to finish. There is no formal log-out.

Checking the Status:

- Log onto the server using the first three steps from above.
- In the Task box at the top of the page, scroll down to FileStatus.
- Select the year.
- The file status page will show the file name and the time and date uploaded. The "Stage" box will show "UpLdOK" if your file was successfully received at the Commission. If the Commission has reviewed your file and it is approved then the "Stage" box will show "LooksOK". If there is a problem with the file it will say "Warning" and you should anticipate the Commission contacting you to resolve the problem.

There is a second option on the "Data Provider Only" page – 'Evaluation Site (NSG)'. This is the site that we used for testing. You can go to that site and practice uploading a file before you try the real thing.