

Creating an Address Change File:

Example: Changing an employee's current address and reporting new address to MEPP.

1. From the Dashboard, click **Create New File** at the top right of the screen.
2. Select '**Address Change**' from the **File Type** dropdown list
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**.
Note: Enter the new address on Address Line 1.
7. Click Save. If you have missed a mandatory field the system will notify you.
8. To add more file transactions repeat steps 5 to 7, 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**.