## How to Create an Enrolment

1. From the Dashboard, click **Create New File** at the top right of the screen.
2. Select **Enrolment** from the file-type 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:
   a. one of **Employee ID** or **SIN;**
   b. **Last Name**;
   c. **First Name**;
   d. **Address Line 1** - employee's current home address;
   e. **City** - current City where employee resides;
   f. **Postal Code** - current postal code for employee;
   g. **Birth Date** - employee's birth date (dd-mmm-yyyy);
   h. **Home Phone** - home or cell number;
   i. **Home Email** - employee's home email address;
   j. **Date of Employment** - employee's first paid workday;
   k. **Gender** - select gender from drop-down list;
   l. **Member Type** - always general; if employee is a firefighter or police officer, choose designated;
   m. **Marital Status** - select status from drop-down list;
   n. **Employment Type** - select type from drop-down list; and
   o. **Date of Enrolment** - 1st day the employee is deducted pension for hours worked.
      Note:  In the first contribution file a new employee appears in, the date of enrolment entered in the employee's record is the contribution begin date.
7. Click **Save**. If you have missed a mandatory field, the system will notify you.
8. To add more file transactions repeat steps 5 and 6, 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**.

## Create ✕

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|---|---|---|
| **Transaction ID** | **Transaction Status** | **SIN** |
| | Edited ▾ | |
| **Employee ID** | **Last Name** | **First Name** |
| | | |
| **Middle Name** | **Address Line 1** | **Address Line 2** |
| | | |
| **Address Line 3** | **City** | **Province** |
| | | SK \| SASKATCHEWAN ▾ |
| **Country** | **Postal Code** | **Birth Date** |
| CAN \| CANADA ▾ | | |
| **Home Phone** | **Home Email** | **Date of Employment** |
| | | |
| **Gender** | **Member Type** | **Marital Status** |
| ▾ | ▾ | ▾ |
| **Employment Type** | **Date of Enrolment** | |
| ▾ | | |

Previous Transaction    Next Transaction    Save    Cancel