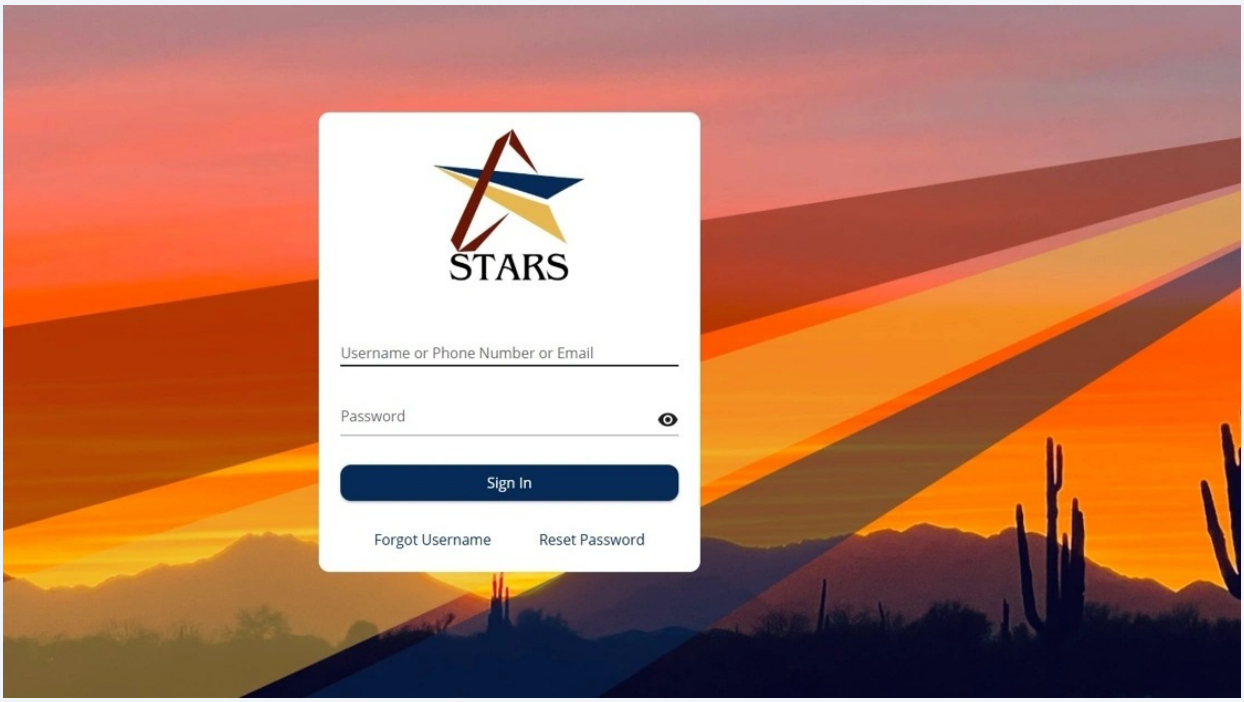
STARS Employer Training

Submitting Contributions Importing Files – Step 2 Processing the Import

Submitting Contributions - Importing files - Step 2 Processing the import

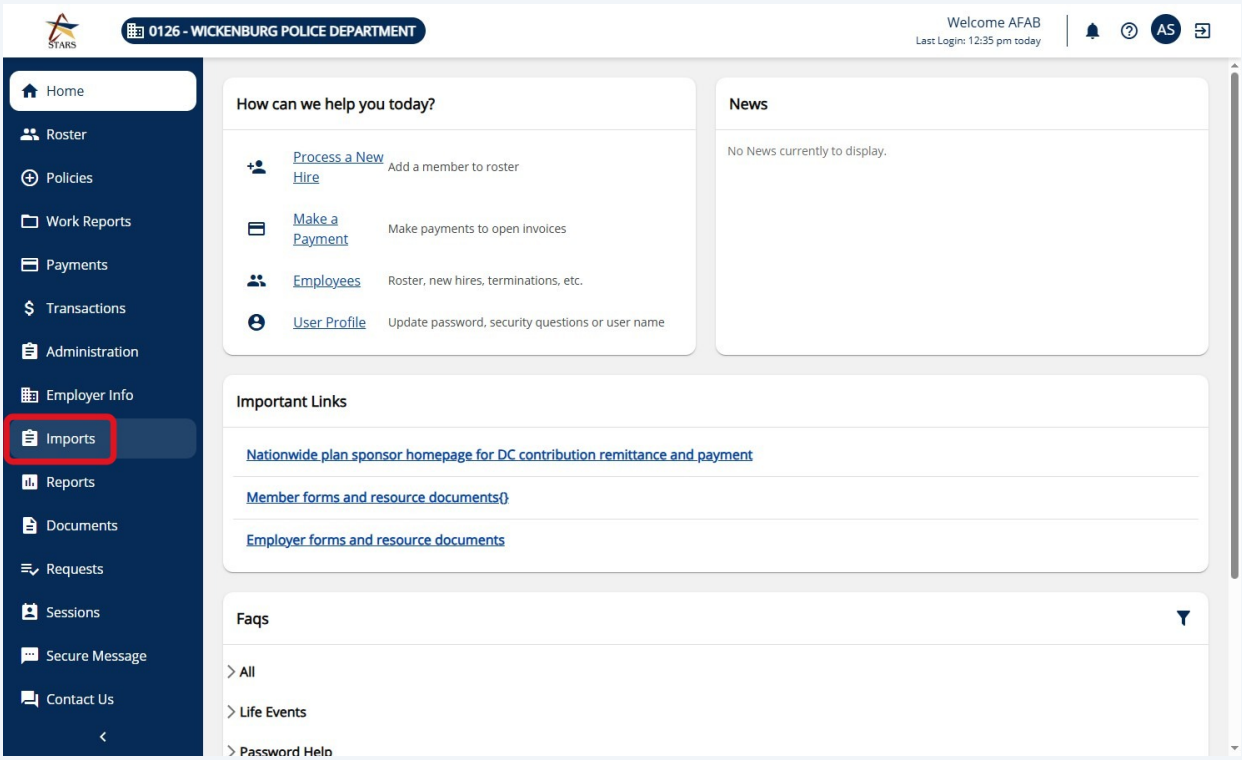
This document provides employers an overview of the process used to report contributions for plan members by importing files to STARS. This guide covers the second of three steps for importing contribution files into STARS. Through screenshots and step-by-step prompts, users will learn to process reports that have been submitted and validated.

1 Enter **Username** and **password** to login to STARS.



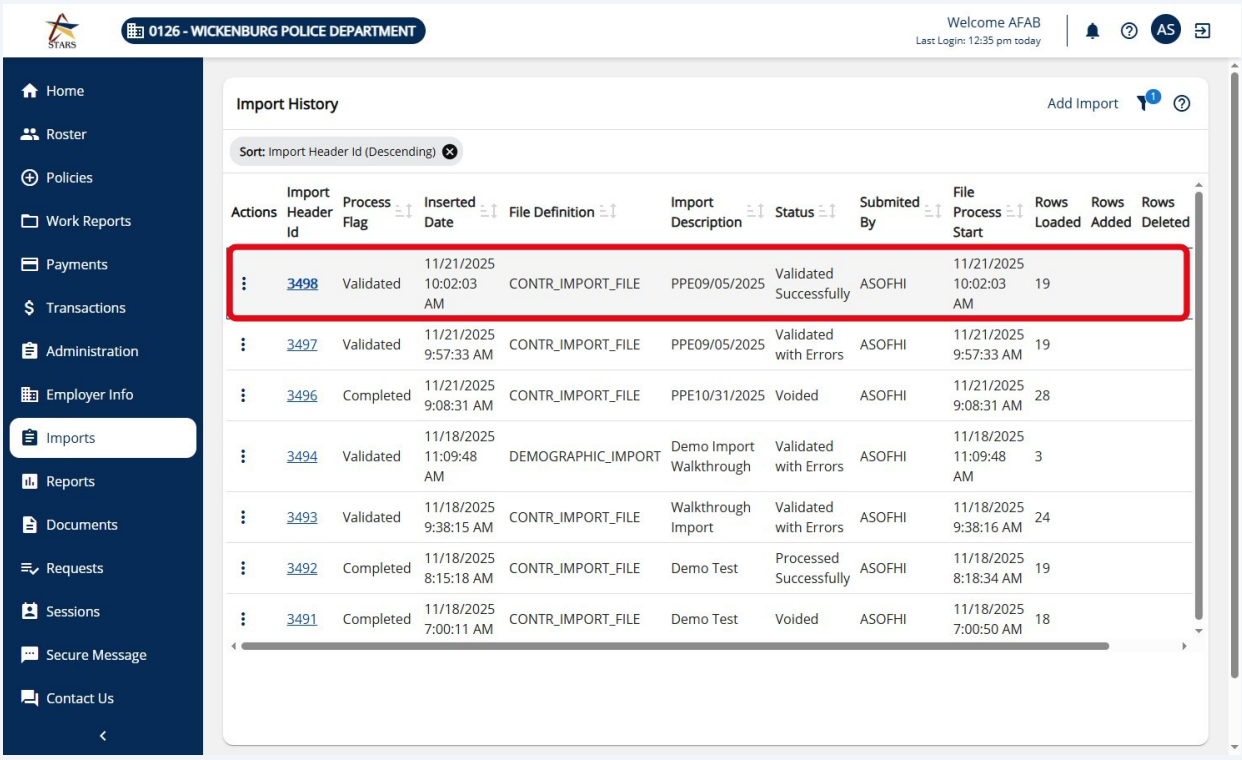
2

From the **Home** page, employer users must start the contribution import process by clicking the **Imports** tab in the left navigation pane.

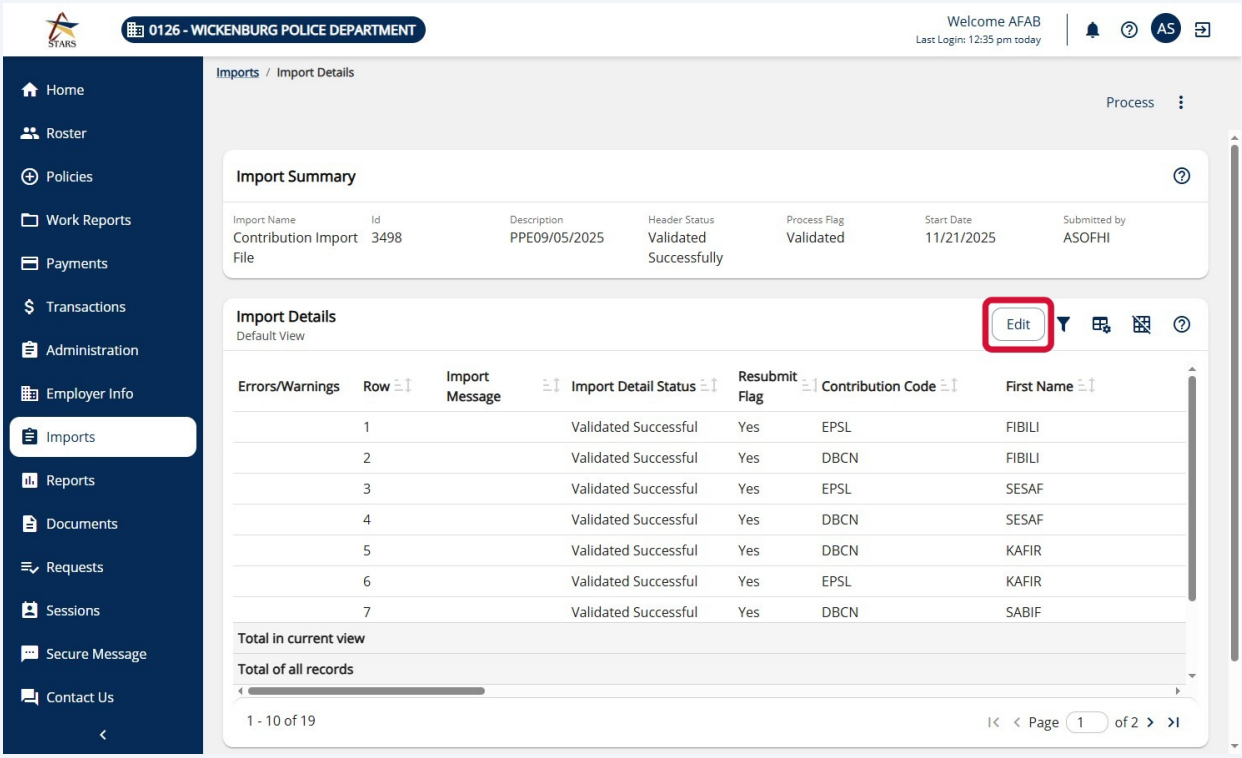


3

Select and click the **Import Header ID** number of the report to begin processing. Note that previously processed contribution files are listed under the **Process Flag** column as **Completed**.

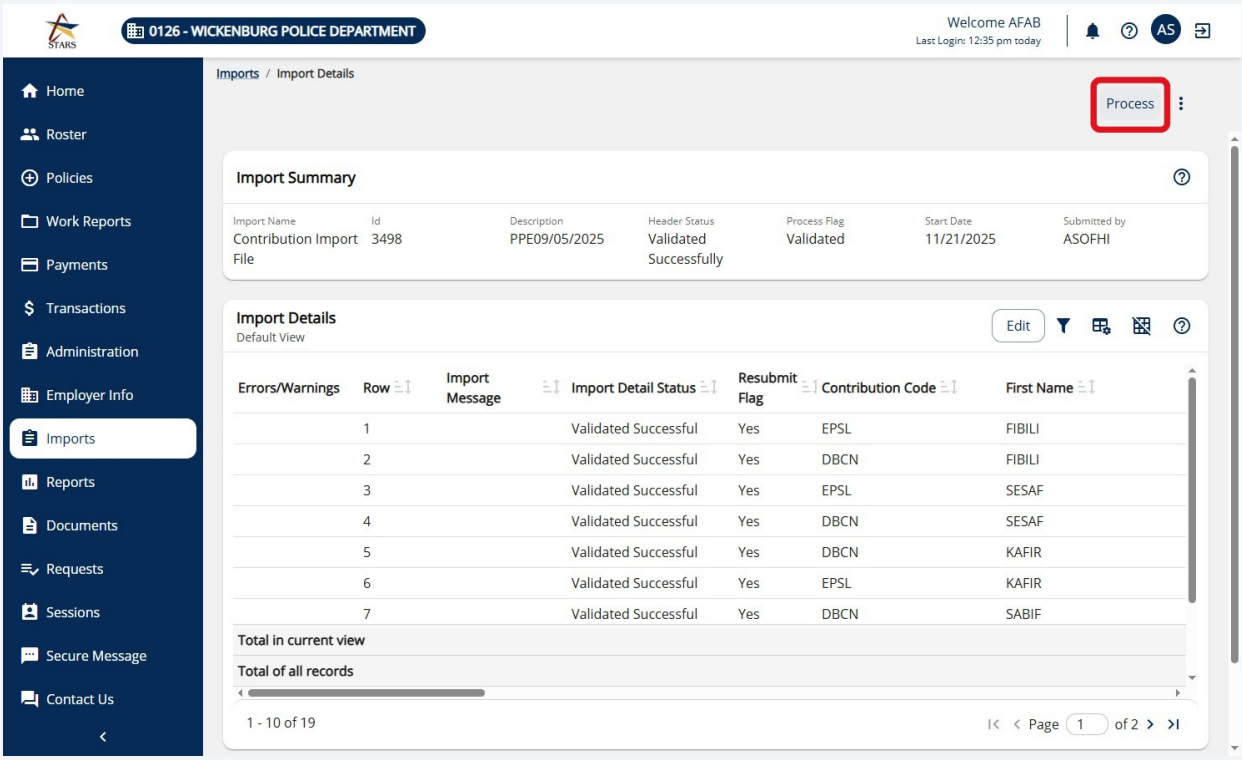


4 The imported contribution file data will appear as follows, and exactly as the data appears on the uploaded file. Click the **Edit** button to review and continue processing the file.

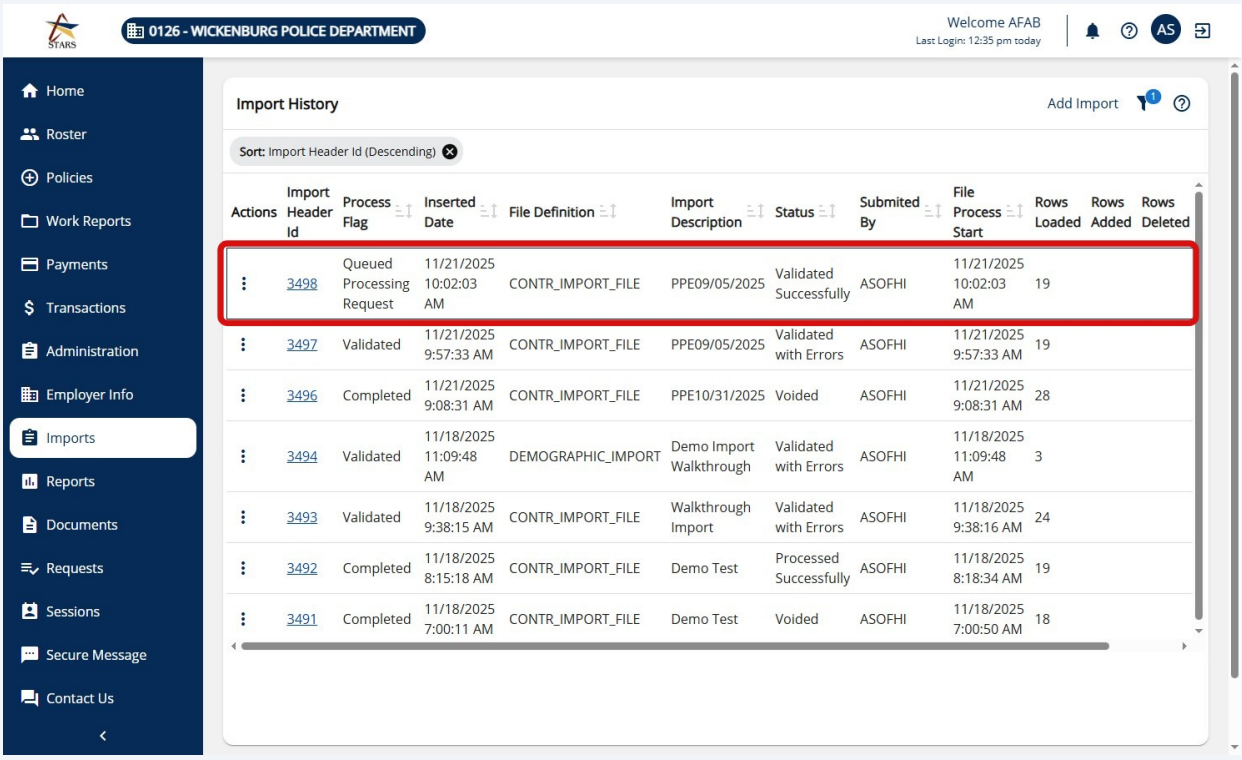


Tip! Employers can review their uploaded file for warnings and errors and make necessary adjustments here.

5 Click the **Process** tool to continue.

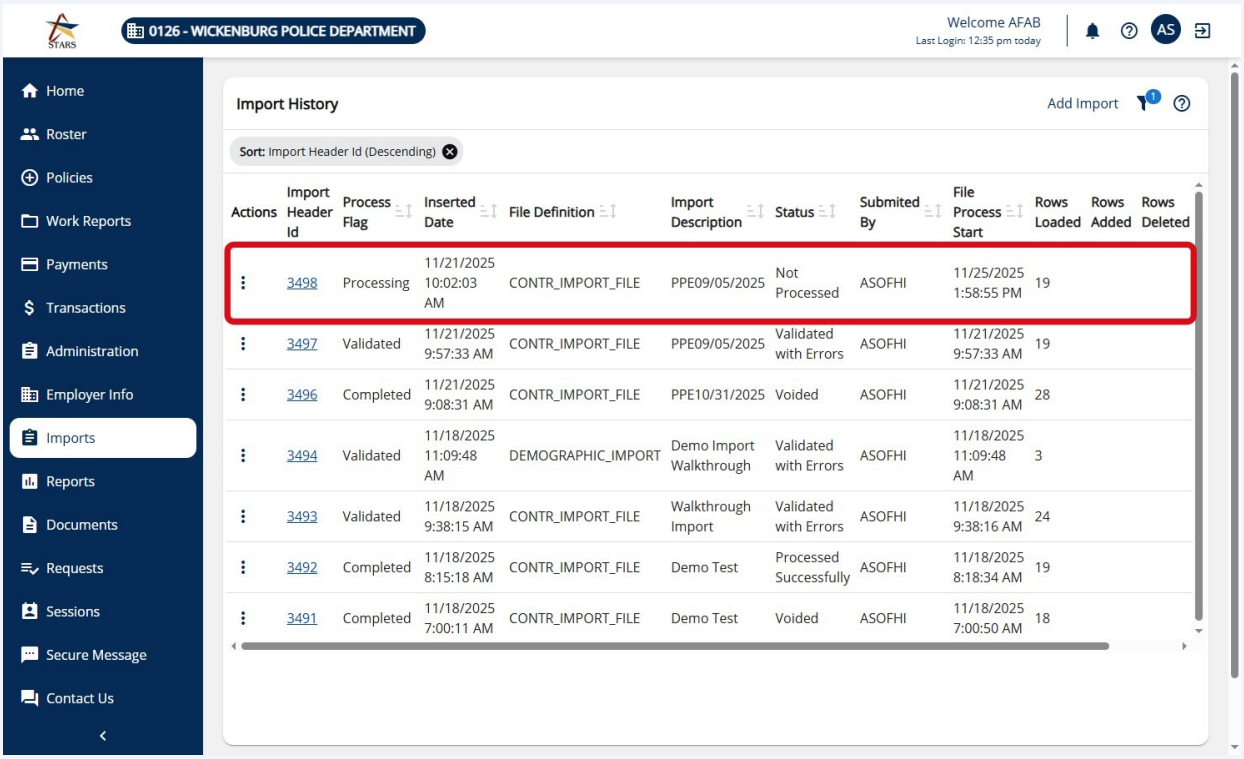


6 Users can expect a **Queued Processing Request** notice under the **Process Flag** column lets users know that STARS is importing the data. The processing delay time will depend on the size of the file.

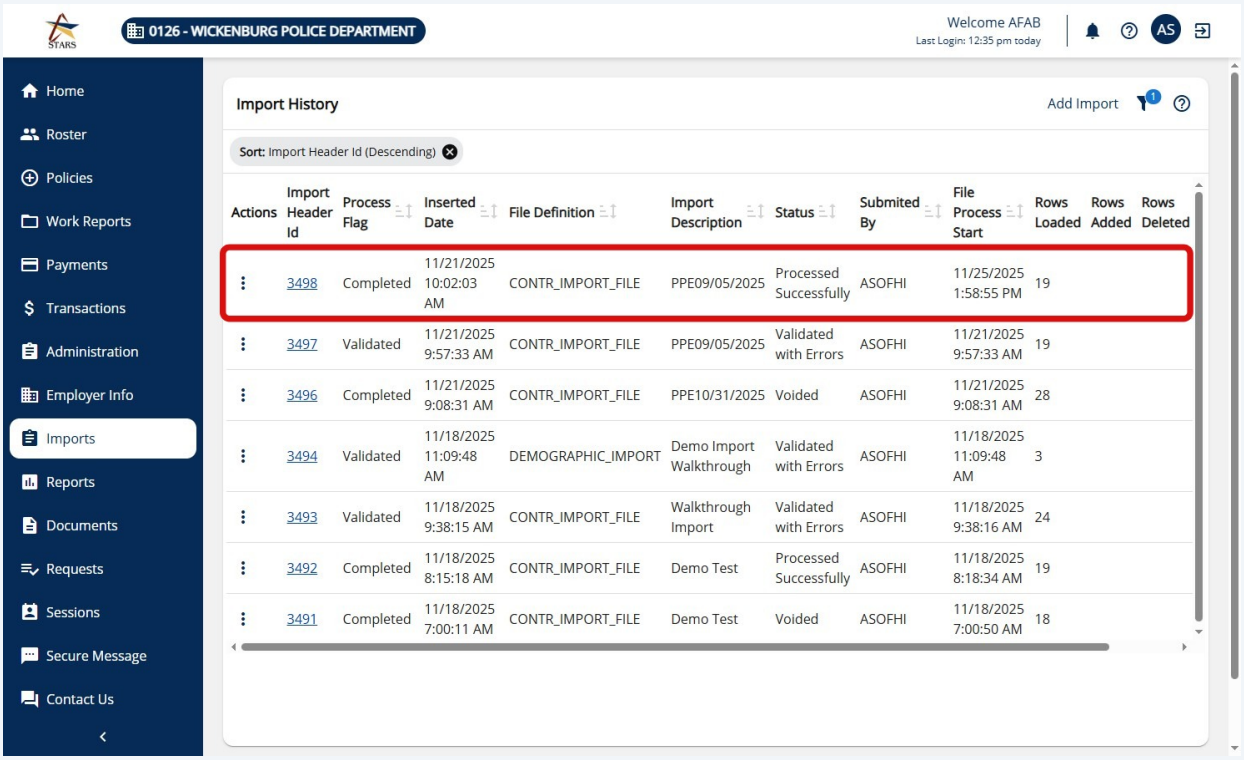


Tip! Users can perform other tasks in STARS when files are processing.

7 The **Status** column will indicate whether processing is complete. Note that in the image below, the file is still processing.



8 Here, STARS indicates through the **Process Flag** and **Status** columns that the file import processing is complete.



9 Up next is **Work Reports Contributions - Importing Files #3.**