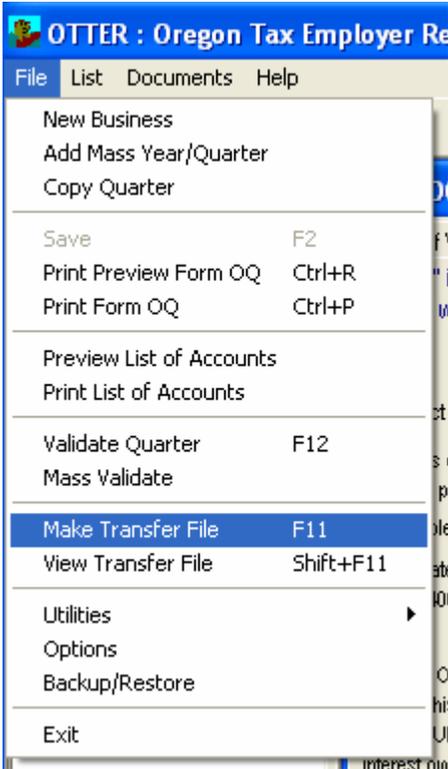
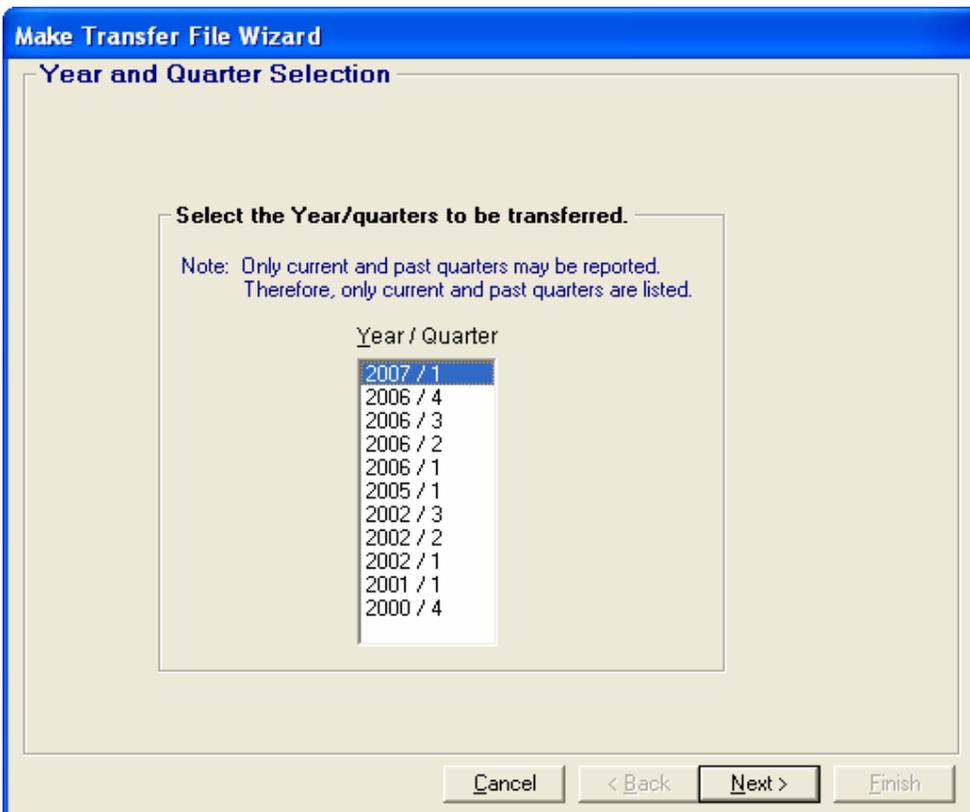


# Electronic Process - OTTER Secure upload process

In OTTER choose: File / Make Transfer File

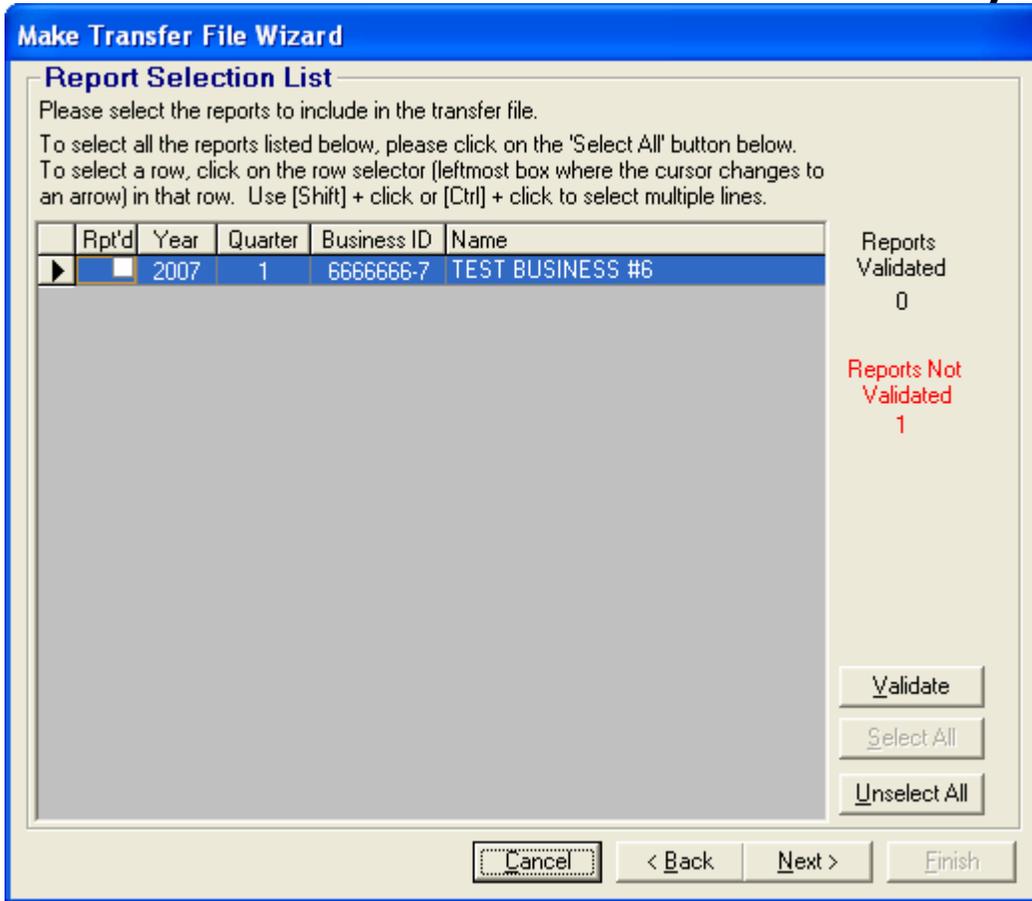


Select the Year/Quarter in which you are submitting.

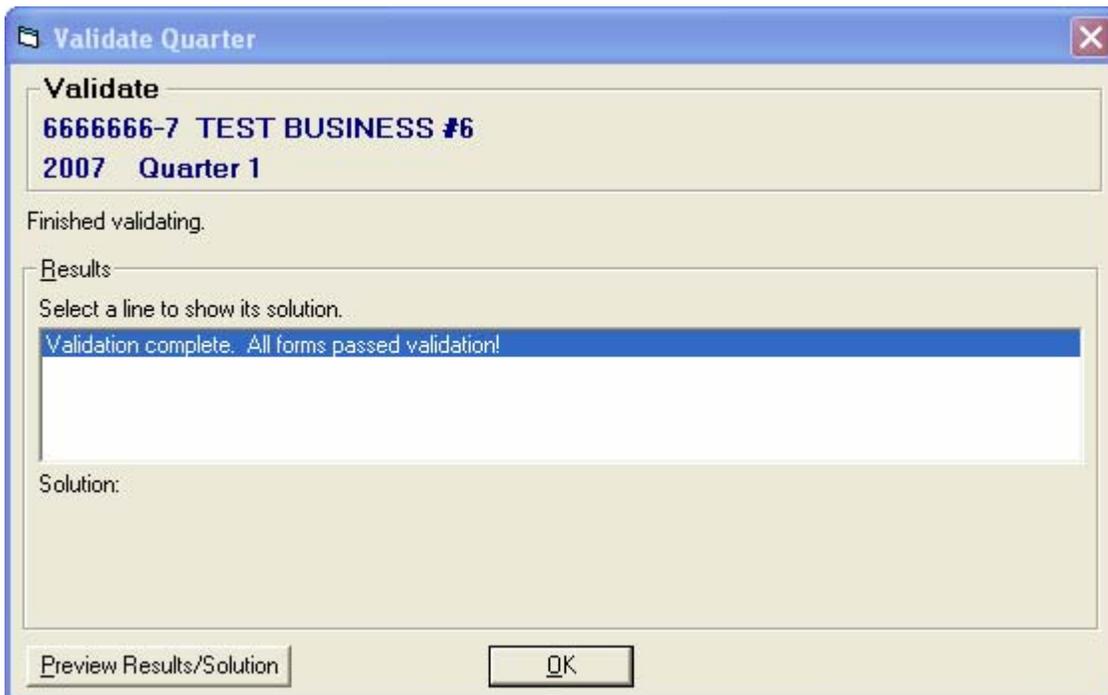


Click Next

# Electronic Process - OTTER Secure upload process



Select: Validate



Select: OK

# Electronic Process - OTTER 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 type="checkbox"/>	2007	1	6666666-7	TEST BUSINESS #6

Reports Validated  
1

Reports Not Validated  
0

Validate  
Select All  
Unselect All

Cancel < Back Next > Finish

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

## *Electronic Process - OTTER Secure upload process*

**Make Transfer File Wizard**

**File Selection**

Select the drive and directory in which to save the transfer file:

File Name  
OTTERTRF.ZIP

Folders  
C:\Program Files\Otter32

- C:\
- Program Files
- Otter32**
- Document
- extract
- Layouts
- ToolBar

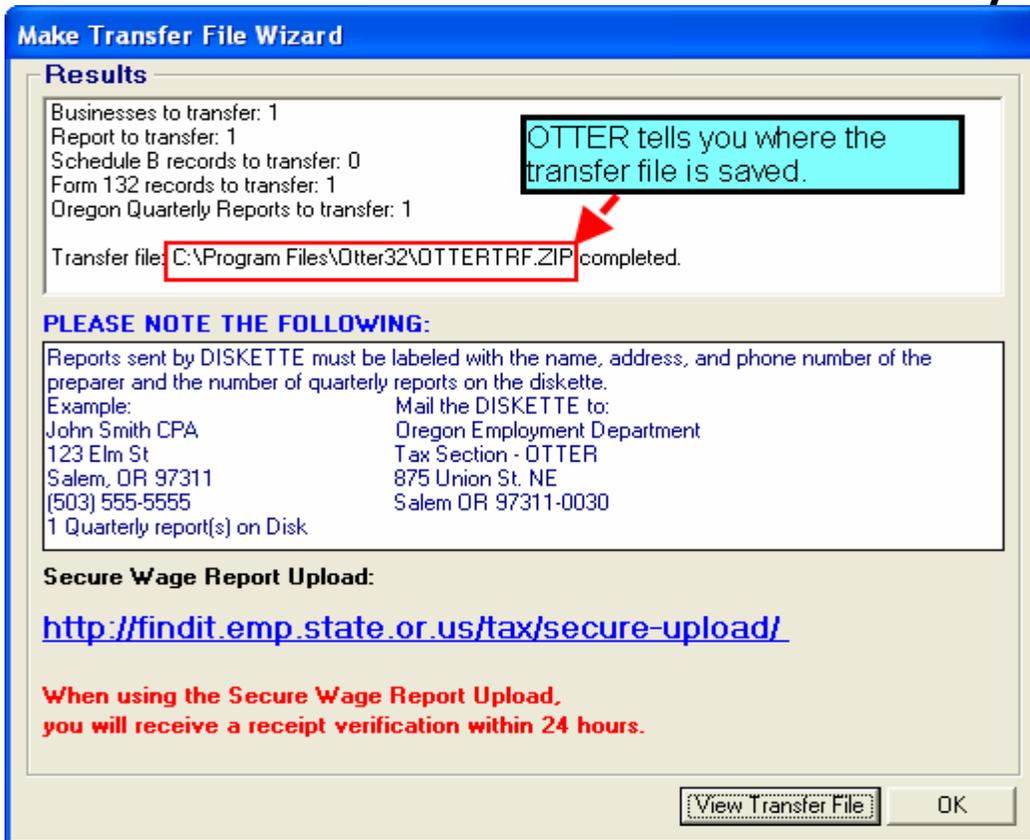
**If you are sending a diskette, please be sure to change the drive below to the appropriate drive (example a: or b:)**

Drives  
c:

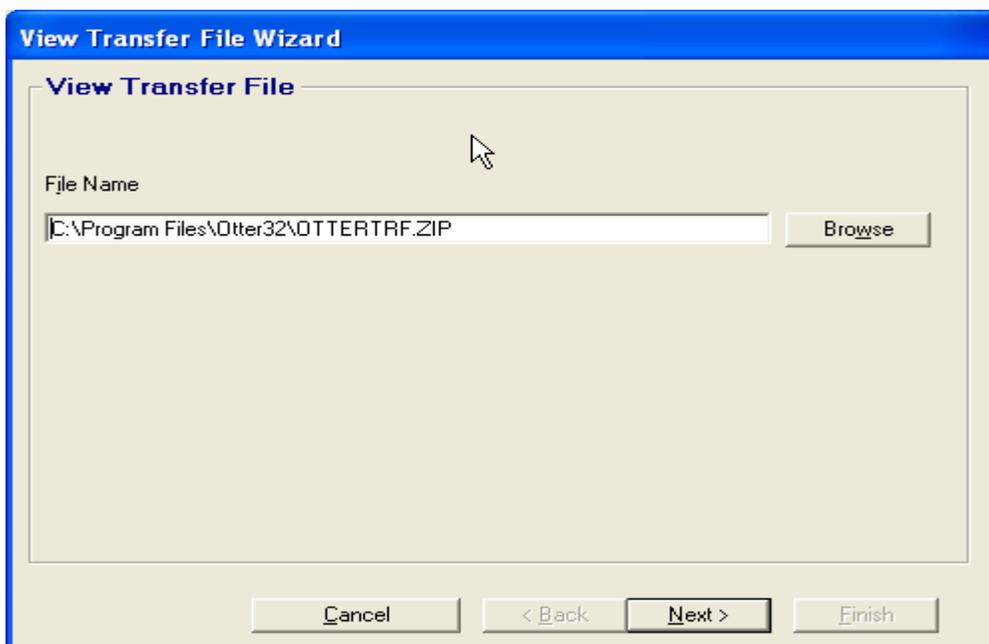
Cancel < Back Next > Finish

Select: Finish

## Electronic Process - OTTER 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

Select: Next

## Electronic Process - OTTER Secure upload process

View Transfer File Wizard

List of Reports in Transfer File

Year	Quarter	Business ID	Business Name
2007	1	6666666-7	TEST BUSINESS #6

Secure Wage Report Upload: <http://findit.emp.state.or.us/tax/secure-upload/>

Print Transfer List Cancel < Back Next > Finish

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



### Select Report Type

Please select the type of report you wish to upload:

OTTER Report

Wage Report

Continue

---

Jobs ■ Write Us ■ Privacy/Accessibility ■ Online Claim System  
OLMIS ■ WorkSource Oregon ■ Oregon.Gov ■ Office Locations ■ Home

Select: OTTER report  
Select: Continue

# Electronic Process - OTTER 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\



# Electronic Process - OTTER Secure upload process



The screenshot shows a web form for uploading an OTTER report. At the top left is the Oregon Employment Department logo. The page title is "Otter Report Upload". The main heading is "Upload Your Otter Quarterly Report". Below this is a section titled "Required Information" with several input fields: "Business Name" (ABC INC), "Business ID Number" (6666666-7), "Email Address" (Idontknow@Idontknow.com), and "Quarter / Year" (1/2007). There is an "Attach file" field with a file path and a "Browse..." button. A "Send" button is at the bottom.

**OREGON EMPLOYMENT DEPARTMENT WORKSOURCE OREGON**

## Otter Report Upload

### Upload Your Otter Quarterly Report

**Required Information**

Business Name:

Business ID Number:

Email Address:

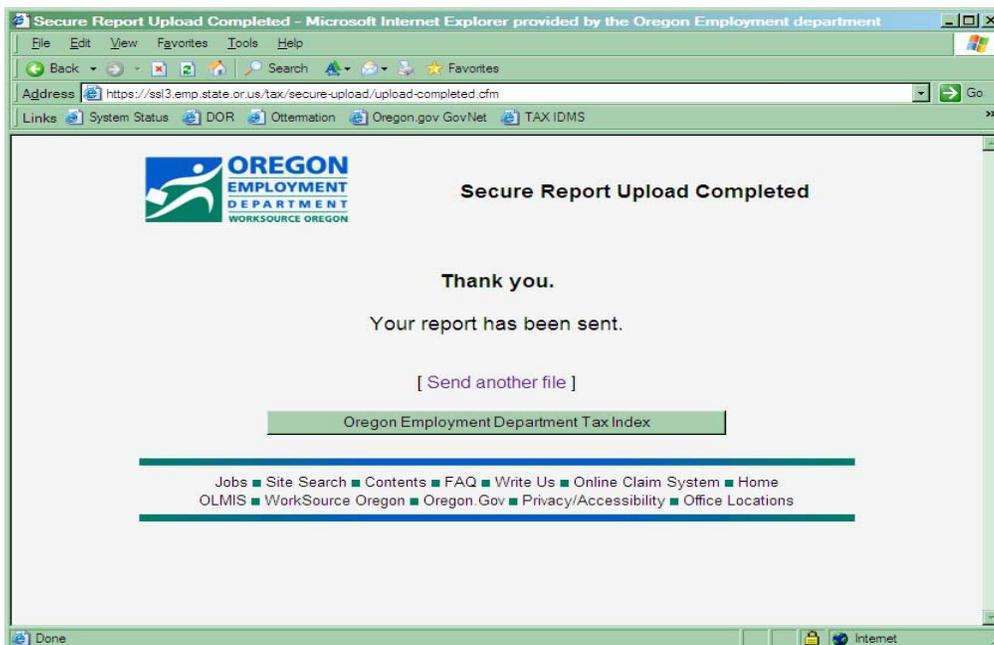
Quarter / Year:

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.

## ***Electronic Process - OTTER 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](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
----------	-----	---------------

1/2007	6666666	ABC INC
--------	---------	---------

If you have any general questions or comments, please call 503-947-1488 or email us at: [TaxInfo@emp.state.or.us](mailto: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 me

Teddie 503-947-1482