Secure File Upload Utility

Reference Guide

Maryland State Retirement Agency
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Baltimore, MD 21202

Additional Support:
Please call or email your MSRA primary contact.

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Section 1: Logging In/Logging Out

In order to secure access to the upload utility, you must be granted access to the system by logging in through our secure server (https://www.sra.state.md.us/upload).

1.1 Logging In

Perform the following operations to login:

1) Enter your username in the "Username" textbox
    a. Your default username is the first letter of your first name + the first letter of your middle name (if provided) + your entire last name
    b. If another user already exists with this username, a number (1-9) will be concatenated onto the end of your username
2) Enter your password in the "Password" textbox
    a. Your default password is your default username
3) Click the "Secure Login" button to attempt to login

** Note: If you forget your password, contact the State Retirement Agency Data Control division and they will reset it for you.*

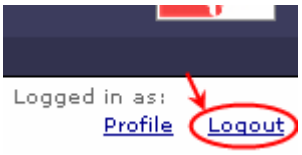
** Note: If this is your first time logging in, or if your password has just been reset, you will be asked to personalize your password.*

** Note: To cancel this operation at any time, click the "Cancel" button*

1.2 Logging Out

Perform the following operations to login:

1) Click the "Logout" link beneath your username, or simply close the web browser



or

1.3 Possible Error Messages

Message	Possible Cause	Possible Solution
"Access has been denied. You must first login with an active account's credentials in order to access this application."	The session has expired.	Log in again.
	The account has been disabled.	Contact SRA Data Control staff.

Message	Possible Cause	Possible Solution
"Invalid username and/or password."	Username is invalid.	Enter a valid username.
	Password is invalid.	Enter a valid password.
	Account has been deleted.	Contact SRA Data Control staff.
"Username is required."	A username was not entered.	Enter a username.
"Password is required."	A password was not entered.	Enter a password.
"Your account is currently suspended."	The sender's account has been suspended.	Contact SRA Data Control staff.
"Your browser security may be preventing you from logging in to this site. Find out how to fix this..."	Cookies are disabled, and are required to log the user in to the system.	Enable cookies in the browser (click the link in the error message to learn how to enable cookies).
"Your browser security settings must allow for active scripting. Find out how to fix this..."	JavaScript is disabled, and is required in order to verify security via a browser test.	Enable JavaScript in the browser (click the link in the error message to learn how to enable JavaScript).

Section 2: Uploading Files

Before uploading files, you must understand the simple concept of the **Upload List**. Essentially, before a file can be uploaded, it must be added to the Upload List, thereby allowing multiple files to be uploaded at the same time. An upload operation will not be possible unless there is at least one item in the Upload List, and there is no limit to the number of files that can be uploaded at any one time.

2.1 Adding Files to the Upload List

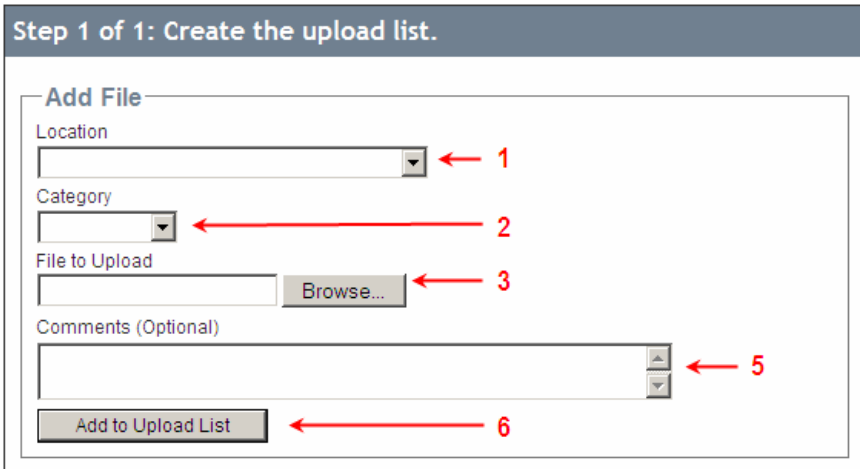
Perform the following operations to add files onto the Upload List:

** Note: A successful login will automatically redirect you into the actual upload utility*

1) Select the location for which you are uploaded from the "Location" dropdown list
2) Select a file category (Payroll, Wages...) from the "Category" dropdown list
3) Choose the file to add to the upload list by clicking the "Browse..." button
4) Complete additional data required for the file category of the file being added
    a. Payroll: Pay Period End Date
    b. Deductions: Total Records, Total Dollar Amount, Process Month
    c. Wages: Total Records, Total Dollar Amount
    d. Remittance: Pay Period End Date
    e. Other: Attention Email(s)

5) Insert comments in the "Comments" textbox if desired

6) Click "Add to Upload List" to add the file to the upload list



** Note: To cancel this operation at any time, click the "Cancel" button*

2.2 Modifying Files on the Upload List

Please note that this operation removes the file from the Upload List and loads the data into editable fields. Perform the following operation to modify files currently on the Upload List:

1) Click the "Modify" button within the file you would like to modify

2.3 Removing Files from the Upload List

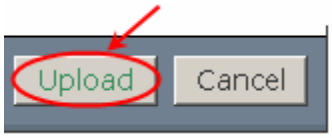
Please note that this operation removes the file from the Upload List and is irreversible. Perform the following operation to modify files currently on the Upload List:

1) Click the "Remove" button within the file you would like to remove

2.4 Uploading Files on the Upload List

Perform the following operation to modify files currently on the Upload List:

1) Click the "Upload" or "Upload All" button to upload all files in the upload list



** Note: To cancel this operation at any time, click the "Cancel" button*

2.5 Possible Error Messages

Message	Possible Cause	Possible Solution
"The desired file to add to the upload list cannot be found."	No file was chosen, the path to the file is invalid, or the file is empty.	Choose a valid file to upload that contains data.
"The form was incomplete, so the file was not added to the Upload List."	The required fields on the form were not completed.	Complete the highlighted fields and try the addition again.
"The year you entered must be between 1900 and 2078."	The year entered in not within a valid range.	Enter a year between 1900 and 2078.
"The date you entered is invalid."	The date entered is not a valid date, or the month was left empty.	Enter a valid date.
"The specified email address is in an invalid format, so the file was not added to the Upload List."	The email address to be notified is not in a valid format.	Verify that the email address contains the '@' and '.' characters.
"'(file extension)' is not a permitted file extension."	The file you are attempting to add is of a file type that is potentially dangerous to our security, and is not permitted to be uploaded.	Select a different file to upload.
"There are no files to be uploaded."	No files were added to the upload list prior to the upload.	Add at least one file to the upload list before uploaded files.
"None of the files in the upload list could be uploaded."	An error occurred for every file to be uploaded preventing it from being uploaded, perhaps file corruption.	Verify that all failed files are accessible.
"An error occurred when opening a transaction, so no files were uploaded."	The database reported an error when attempting to execute a stored procedure.	Notify SRA Systems Development staff.

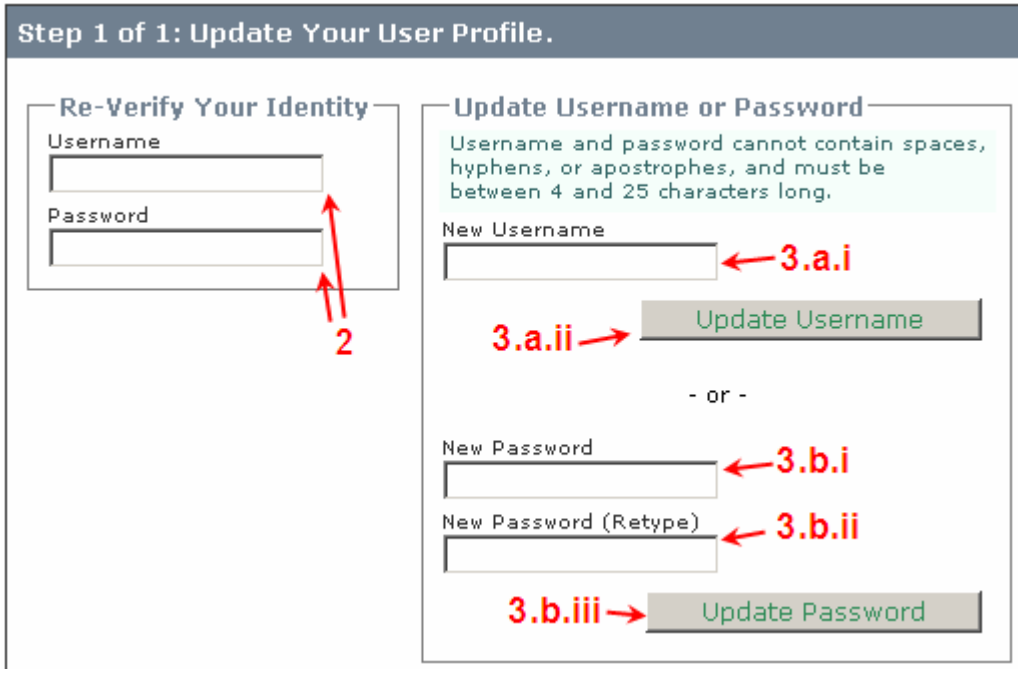
Section 3: Modifying the User Profile

Each sender has the capability of updating certain information pertaining to that sender's user account.

3.1 Updating the Username/Password

1) Perform the following operation to modify the sender's username or password:
2) Click the "Profile" link beneath your username

3) Enter your current username and password to verify your identity
4) Update your profile
   a. If updating your username
      i. Enter a new username in the "New Username" textbox
      ii. Click "Update Username" to attempt to update the username
   b. If updating your password
      i. Enter a new password in the "New Password" textbox
      ii. Retype the new password in the "New Password (Retype)" textbox
      iii. Click "Update Password" to attempt to update the password



** Note: To cancel this operation at any time, click the "Cancel" button*

3.2 Possible Error Messages

Message	**Possible Cause**	**Possible Solution**
"You must personalize your password before using this application."	First time logging in.	Personalize the password (change it from the default password).
	Password has just been changed by Data Control staff.	Personalize the password (change it from the default password).
"Password is required."	A password was not entered.	Enter a password.

Message	**Possible Cause**	**Possible Solution**
"Username is required."	A username was not entered.	Enter a username.
"Invalid username and/or password."	Username is invalid.	Enter a valid username.
	Password is invalid.	Enter a valid password.
"The new passwords do not match."	The "New Password" and the "New Password (Retype)" contain different password.	Verify that the "New Password" and the "New Password (Retype)" contain the same password.
"The username must be between 4 and 25 characters long. An appropriate username has been suggested."	The new username is either less than 4 characters long or greater than 25 characters long.	Provide a new username that is between 4 and 25 characters long.
"The password must be between 4 and 25 characters long."	The new password is either less than 4 characters long or greater than 25 characters long.	Provide a new password that is between 4 and 25 characters long.
"Spaces, hyphens, and apostrophes are invalid password characters."	The new password contains a space, hyphen, or apostrophe.	Provide a new password that does not contain a space, hyphen, or apostrophe.
"No new username has been requested."	The user has requested to change the username without providing a username to change it to.	Provide a new username to change the current username to.
"No new password has been requested."	The user has requested to change the password without providing a password to change it to.	Provide a new password to change the current password to.
"The desired username already exists in the database."	The user has requested to change the username to a username that is already in use by another user.	Provide a new username that is not currently in use.