

Client Training HQ

Sending Your Annual State Compliance Forms

Purpose

Annual State Compliance is a self-service solution, so familiarizing yourself with the processes involved is important in order to maximize its benefits. Before you send out your Annual State Compliance (ASC) notices to your employees, it's recommended that you first send out a test packet from the Equifax[®] Compliance Center **Test Environment** and verify everything is correct. Once confirmed, you can officially send your ASC notices to your employees in the live **Production Environment**. This document walks you through the steps to send a test packet and a production packet.

Platform

Equifax user-driven Compliance Center

Before you Begin

If you haven't already, make sure you are ready to send your test and production files with our **ASC Readiness Checklist**. You may also want to have our **ASC Interactive Support Guide** nearby to assist with any questions.

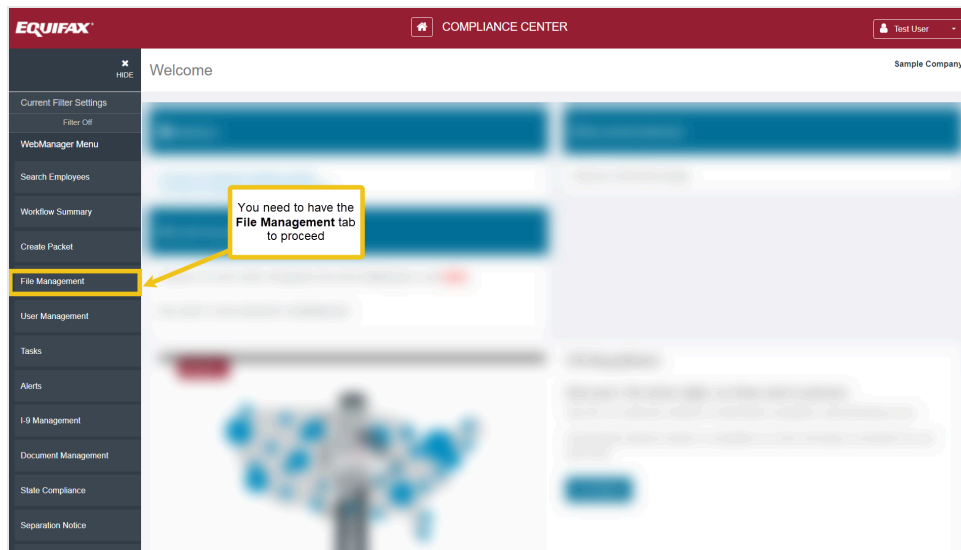
The Process

Step 1: Send Test Notices: We recommend webManagers (admin users) send test notices from the test environment to preview what employees will experience when actual notices are sent from the live production environment. Sending test notices allows you to make any necessary adjustments.

Step 2: Send Production Notices: Once you're ready, send the live notices to your employees via the live production environment for them to acknowledge and sign.

Step 1: Send Test Notices

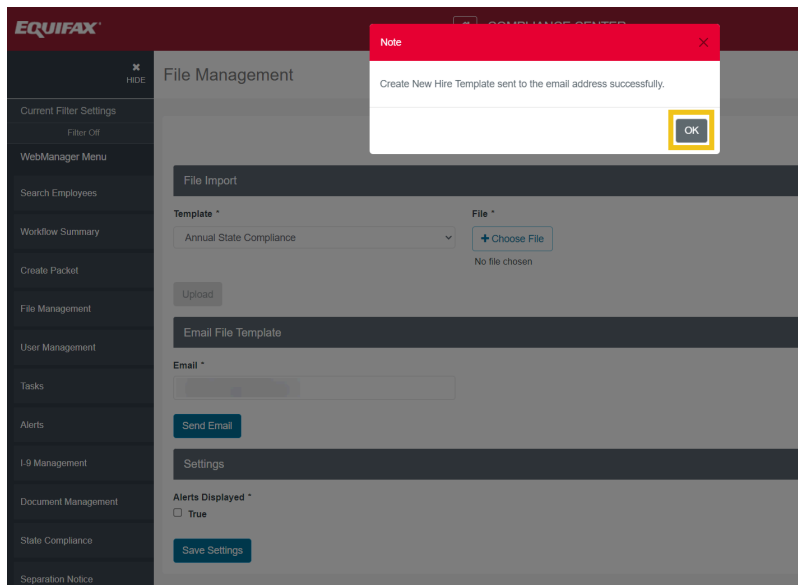
1. Log in to the Equifax Compliance Center **Test Environment**, and enter your Employer Code, User ID, and Password.
2. **Select the File Management Tab:** Once you enter the website, you see the dashboard. Click the File Management tab on the left side of the screen. The File Management tab allows you to import the file needed to create the ASC employee packets and send notification emails.



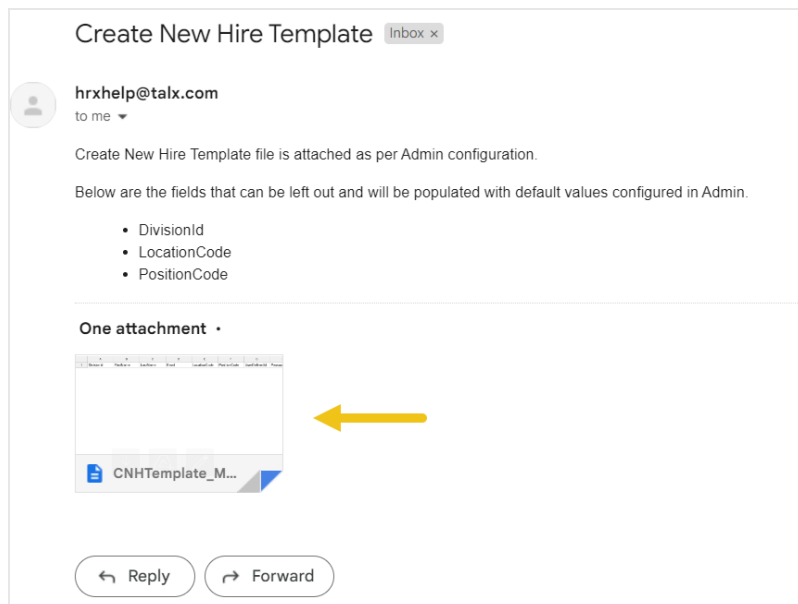
3. **Download a File Template:** In the File Management tab, select the specific ASC template you would like to test from the drop down menu. You may have more than one template available. Verify you are selecting the template you plan to test. Then, enter your email address and click send email. **Note:** If you need to send multiple Annual State Compliances for several states (e.g., NJ, DC, etc.), test each template, one at a time.

A screenshot of the 'File Management' form. The form has a light gray header with the title 'File Management'. Below the header, there are several sections. The first section is 'File Import', which contains a 'Template' dropdown menu with 'Annual State Compliance (NJ)' selected (highlighted with a yellow box), a 'File' dropdown menu with a '+ Choose File' button, and an 'Upload' button. The second section is 'Email File Template', which contains an 'Email' input field with the placeholder text 'Enter your Email address here' (highlighted with a yellow box and an arrow pointing to it), a 'Send Email' button (highlighted with a yellow box and an arrow pointing to it), and a 'Settings' section. The 'Settings' section contains an 'Alerts Displayed' checkbox with the label 'True' and a 'Save Settings' button.

4. **Verify Template Sent:** A pop up verifies the email has been sent. While it may take several minutes for the email to arrive; you should receive an email from HRXHelp, which contains an attachment, called CNHTemplate_Mapping.csv.



5. **Check Email and Download Template:** Check your email and make sure you have received the email that contains the CNHTemplate_Mapping.csv attachment. Download this attachment and save it on your computer.



6. **Enter Requested Information:** For this step, it is recommended that you use **your information** to test the functionality and accuracy of the process. Through the next several steps you are going to send the ASC form to yourself or anyone you want to receive the packet as a test, which is why your information is needed. Do NOT enter your employees' information for the test.

Enter the following required information on the downloaded CNHTemplate_Mapping.csv:

- (Your) First Name
- (Your) Last Name
- (Your) Email Address
- (Your) UserDefinedID - Avoid using leading zeros
- (Your) Password - Avoid using leading zeros

Leave the DivisionID, PositionCode, and LocationCode blank. These will be auto-populated. Avoid using leading zeros in user names and passwords.

	A	B	C	D	E	F	G	H
1	DivisionID	FirstName	LastName	Email	LocationCode	PositionCode	UserDefinedid	Password
2		Your Name	Your Last Name	your email@company.com			Your ID	Your Password
3								
4								

7. **Log back in to your Compliance Center Test Environment** and return to the File Management tab.
8. **Upload your saved Comma Delimited File:** As before, select the ASC template you are testing from the drop down menu. Make sure you are selecting the same template as you did previously. Next, click Choose File and select your saved CNHTemplate_Mapping.csv file. Once you select it, it should appear directly under the Choose File button. Skip the email section for this step. In the Settings section, leave the Alerts Displayed? checkbox labeled True unchecked. Then click Upload.

File Management

File Import

Template * 1
Annual Notice - NJ

File * 2
Choose File
CNHTemplate_Mapping.csv

Upload 3

Email File Template

Email *

Send Email

Settings

Alerts Displayed *

☐ True

Save Settings

9. **Validate the File Data:** Ensure the correct ASC template you are testing is selected from the drop down menu and your file is displayed next to File. Then, click Validate.

File Management

File Import

Template * Annual Notice - NJ

File * CNHTemplate_Mapping.csv

Validate Cancel

Email File Template

Email *

Send Email

Settings

Alerts Displayed *

☐ True

Save Settings

10. **Data is Valid:** You will see a pop up verifying the data is valid. Click OK.

File Management

Note

The data is valid. Click Load when ready.

OK

File Import

Template * Annual Notice - NJ

File * CNHTemplate_Mapping.csv

Load Cancel

Email File Template

Email *

Send Email

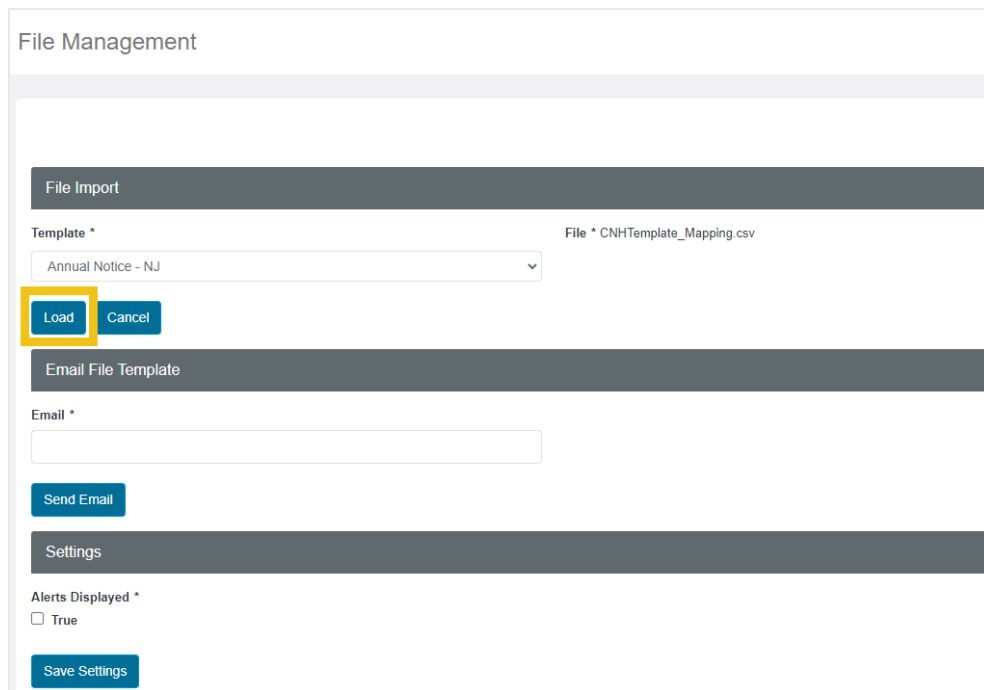
Settings

Alerts Displayed *

☐ True

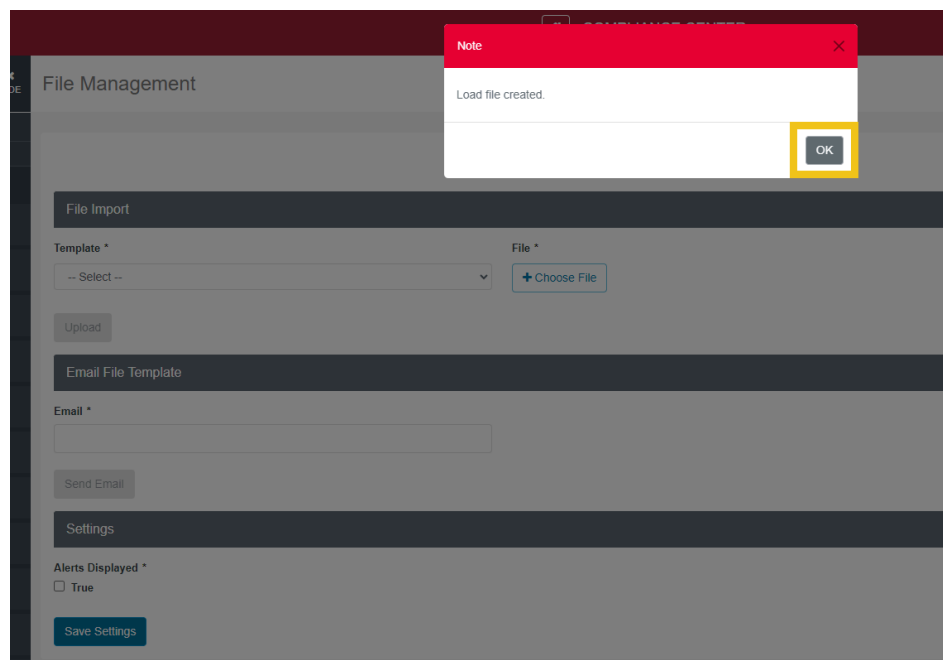
Save Settings

11. **Load the Data:** Now that the data is validated, click Load. **Note:** The load process could take up to 60 minutes, depending on the loader queue. If you receive an error or are unable to load your file, reach out to ASCoperations@equifax.com.



The screenshot shows the 'File Management' interface. The 'File Import' section is active, displaying a 'Template *' dropdown menu set to 'Annual Notice - NJ' and a 'File *' field containing 'CNHTemplate_Mapping.csv'. Below these fields, the 'Load' button is highlighted with a yellow box, next to a 'Cancel' button. The 'Email File Template' section below it has an empty 'Email *' field and a 'Send Email' button. The 'Settings' section at the bottom has an 'Alerts Displayed *' checkbox (unchecked) and a 'Save Settings' button.

12. **Load File Created:** Once the file has been created, you will see a pop up notification. A packet is created, and an email is sent to your email address. It may take several minutes for this email to appear and before your packet appears in the next steps.



This screenshot shows the same 'File Management' interface as before, but with a red 'Note' pop-up notification in the top right corner. The notification text reads 'Load file created.' and has an 'OK' button highlighted with a yellow box. The background interface is dimmed, showing the 'File Import' section with a '-- Select --' dropdown and a '+ Choose File' button, the 'Email File Template' section with an empty 'Email *' field and a 'Send Email' button, and the 'Settings' section with an 'Alerts Displayed *' checkbox (unchecked) and a 'Save Settings' button.

13. **Look for the Packet in Workflow Summary:** To check on the packets you have just created, select Workflow Summary from the webManager menu on the left side of the screen. Then select to Filter By: Creation Date. Check the dates for accuracy and, then, click View. You should see the packets you created under Annual State Compliance Packet Created. **Note:** It may take several minutes for your packet to appear in your Workflow Summary.

Workflow Summary

Filter By: Creation Date

Begin Date: 1/1/2022 End Date: 6/1/2022 View

Packet Status	Count
Packet Created	30
Filling Out Personal Information	1
Filling Out Employment Forms	25
Documents Complete - Waiting on Section 2 of 19	42
Hired	88
Packet Cancelled	9
Packet Expired	45
Annual State Compliance Packet Created	1
Annual State Compliance Personal Information	0
Annual State Compliance In Process	0
Annual State Compliance Complete	4
Annual State Compliance Packet Expired	0
Annual State Compliance Cancelled	0

14. **Expand Workflow Summary Stage:** To look at the packets within a particular stage, click the green plus sign to expand the stage. Since this was a test, there should only be the packet that you sent to yourself and/or anyone you sent the test packet to. After expanding the stage with the green plus, select your name/anyone you sent the test packet to.

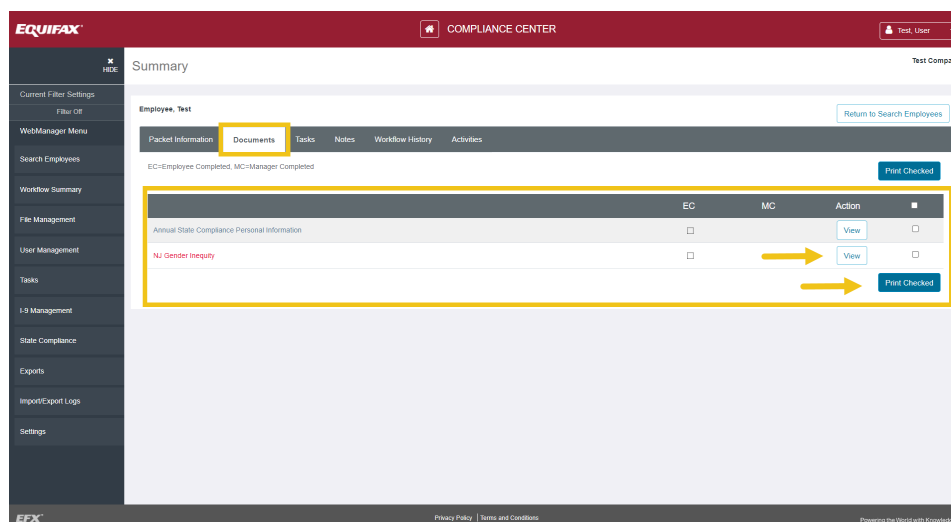
Packet Status

Packet Status	Count
Packet Created	30
Filling Out Personal Information	1
Filling Out Employment Forms	25
Documents Complete - Waiting on Section 2 of 19	42
Hired	88
Packet Cancelled	9
Packet Expired	45
Annual State Compliance Packet Created	1
Annual State Compliance Personal Information	0
Annual State Compliance In Process	0
Annual State Compliance Complete	4
Annual State Compliance Packet Expired	0
Annual State Compliance Cancelled	0

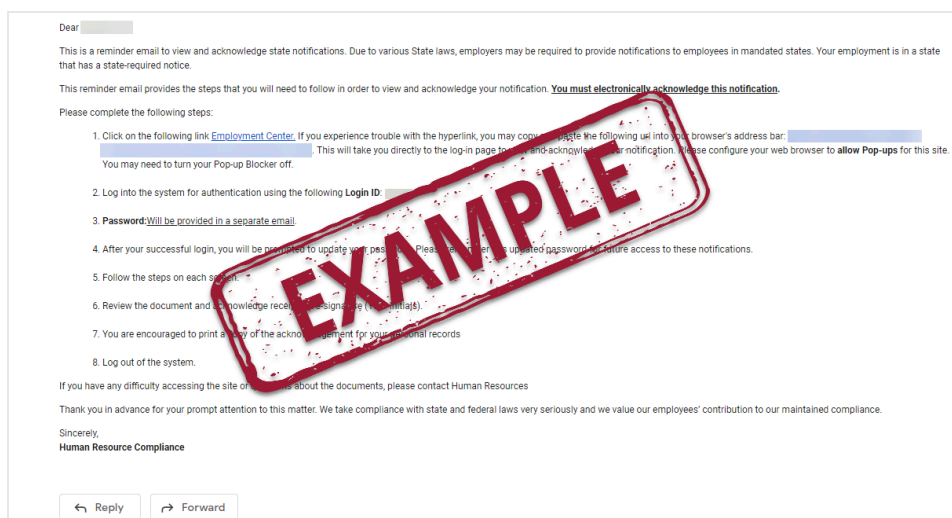
Name	Location & Position	In State Since/Creation Method
AprilTest, DC	Washington DC DC Paid Family Leave	04/27/2022 09:05 AM Batch
AprilTest, DC	Washington DC DC Paid Family Leave	04/26/2022 04:44 PM Batch
AprilTest, NJ	New Jersey New Jersey Gender Equality	04/26/2022 05:31 PM Batch
AprilTest, NJ	New Jersey New Jersey Gender Equality	04/26/2022 04:40 PM Batch

Export To Excel

15. **Verify under Documents:** You see your employee information. Select the Documents tab. You should see the ASC forms you sent. Click View to view the notification and/or click Print Checked to print the selected document. Once the employee completes the packet, there will be a checkmark under EC, which stands for Employee Complete. This step verifies the packet has been sent.



16. **Verify Receipt of Annual State Compliance Packet:** The email verbiage for your forms may vary from what is shown below. To verify you have received the test packet, login to your email address and ensure that you have received the email inviting you to complete your Annual State Compliance forms. You should also receive a second email containing your password. These are test emails to demonstrate what your employee will receive when you later send these forms from the production environment. Verify the information is correct. If incorrect, email ASCoperations@equifax.com.



Now that you have successfully sent a test notice to yourself, you are ready to send your live notices, in production, to your employees. If you have any issues sending your test notices, email ASCoperations@equifax.com for assistance before sending your production notices.

Step 2: Send Production Notices

1. Log in to the Equifax Compliance Center **Production Environment**, and enter your Employer Code, User ID, and Password.
2. **Select the File Management Tab:** Once you enter the website, you see the dashboard. Click the File Management tab on the left side of the screen. File Management allows you to import the file needed to create the ASC employee packets and to send notification emails.
3. **Download a File Template:** In the File Management tab, select the specific ASC template from the drop down menu. You may have more than one template available. Verify you are selecting the template you plan to send. Then, enter your email address and click send email.
Note: If you need to send multiple Annual State Compliances for several states (e.g., NJ, DC, etc.) send each template, one at a time.

The screenshot displays the 'File Management' interface. It features a 'File Import' section with a 'Template' dropdown menu set to 'Annual State Compliance (NJ)' and a 'File' section with a 'Choose File' button. Below this is an 'Email File Template' section with an 'Email' input field and a 'Send Email' button. The 'Settings' section at the bottom includes an 'Alerts Displayed' checkbox (set to 'True') and a 'Save Settings' button. Yellow arrows point to the 'Send Email' button and the 'Email' input field.

File Management

File Import

Template *
Annual State Compliance (NJ)

File *
+ Choose File
No file chosen

Upload

Email File Template

Email *
Enter your Email address here

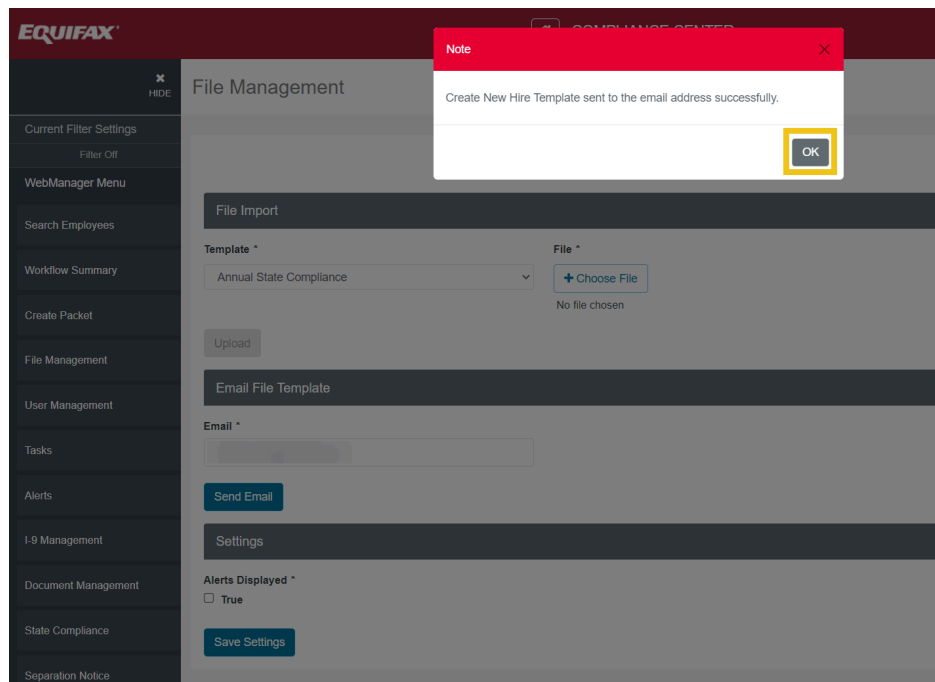
Send Email

Settings

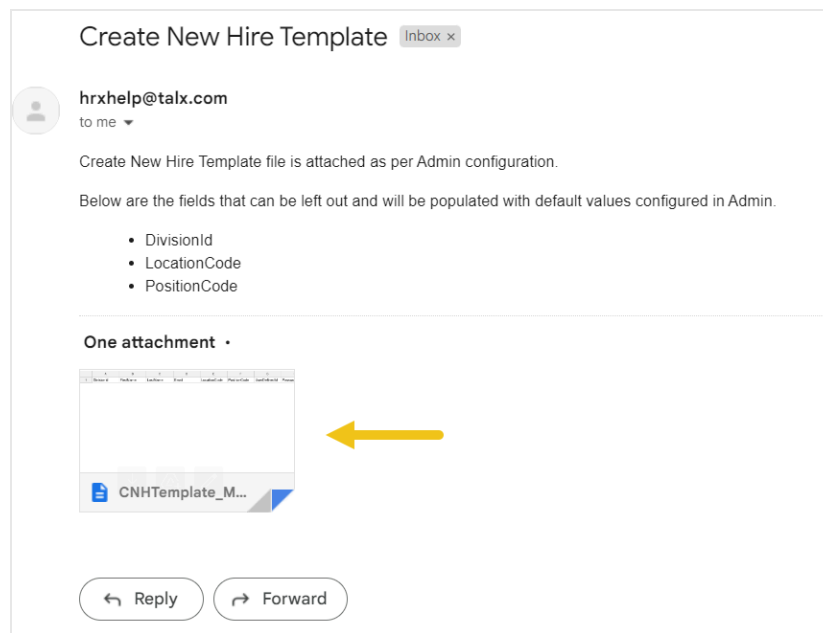
Alerts Displayed *
☐ True

Save Settings

4. **Verify Template Sent:** A pop up verifies the email has been sent. While it may take several minutes for the email to arrive; you should receive an email from HRXHelp, which contains an attachment, called CNHTemplate_Mapping.csv.



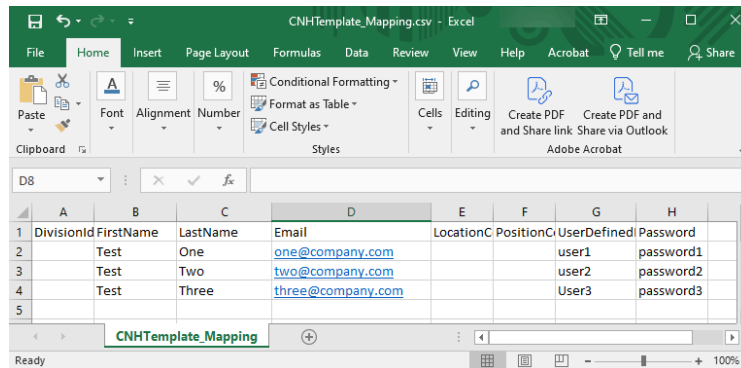
5. **Check Email and Download Template:** Check your email and make sure you have received the email that contains the CNHTemplate_Mapping.csv attachment. Download this attachment and save it on your computer.



6. **Enter Requested Information:** Enter the employee information of the employees to which notification emails will be sent. Enter the following required information on the downloaded CNHTemplate_Mapping.csv:

- (employee) First Name
- (employee) Last Name
- (employee) Email Address
- (employee) UserDefinedID - Avoid using leading zeros
- (employee) Password - Avoid using leading zeros

Leave the DivisionID, PositionCode, and LocationCode blank. These will be auto-populated. Avoid using leading zeros in user names and passwords.



	A	B	C	D	E	F	G	H
1	DivisionID	FirstName	LastName	Email	LocationC	PositionC	UserDefined	Password
2		Test	One	one@company.com			user1	password1
3		Test	Two	two@company.com			user2	password2
4		Test	Three	three@company.com			User3	password3
5								

7. **Log back in to your Compliance Center Production Environment** and return to the File Management tab.

8. **Upload your saved Comma Delimited File:** As before, select the ASC template you are sending from the drop down menu. Make sure you are selecting the same template as you did previously. Next, click Choose File and select your saved comma delimited file. Once you select it, it should appear directly under the Choose File button. Skip the email section for this step. In the Settings section, leave the Alerts Displayed? checkbox labeled True unchecked. Then click Upload.

File Management

File Import

Template *
Annual Notice - NJ

File *
+ Choose File
CNHTemplate_Mapping.csv

Upload

Email File Template

Email *

Send Email

Settings

Alerts Displayed *
☐ True

Save Settings

9. **Validate the File Data:** Ensure the correct ASC template you are sending is selected from the drop down menu and your file is displayed next to File. Then, click Validate.

File Management

File Import

Template *
Annual Notice - NJ

File *
CNHTemplate_Mapping.csv

Validate Cancel

Email File Template

Email *

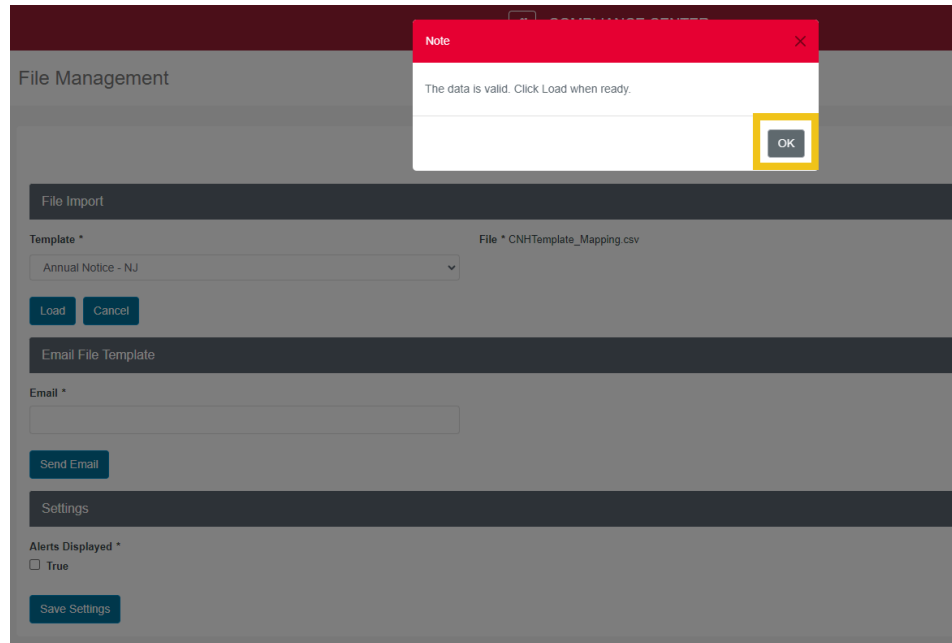
Send Email

Settings

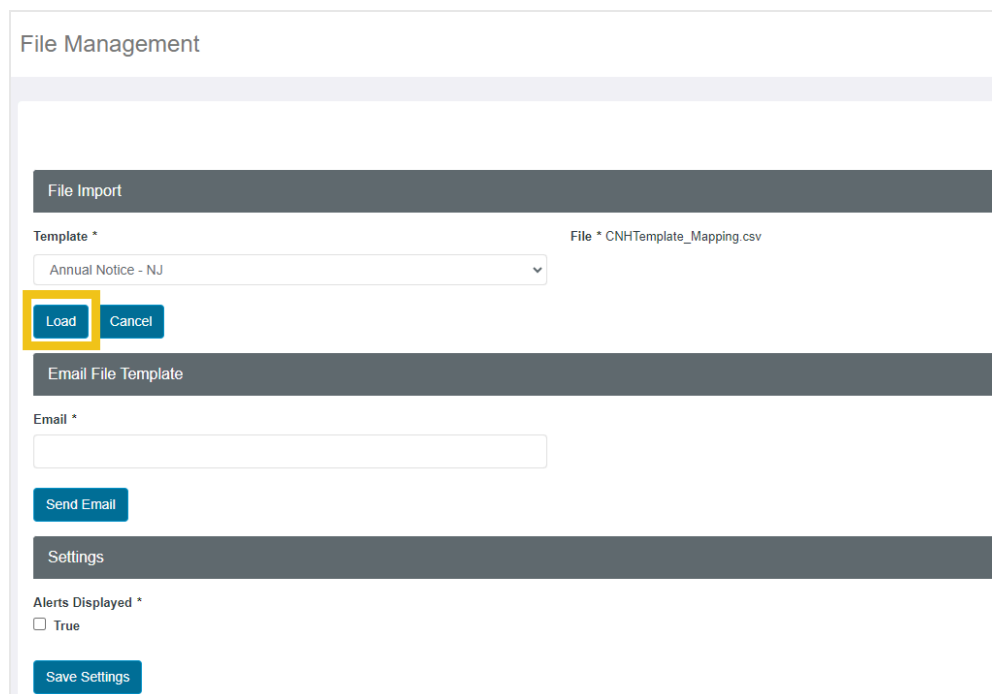
Alerts Displayed *
☐ True

Save Settings

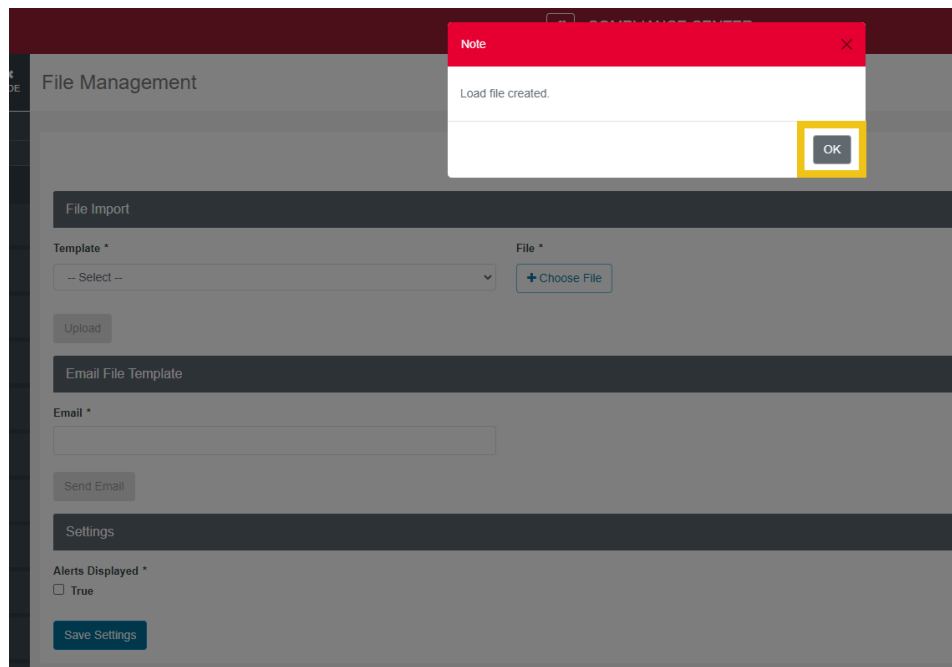
10. **Data is Valid:** You will see a pop up verifying the data is valid. Click OK.



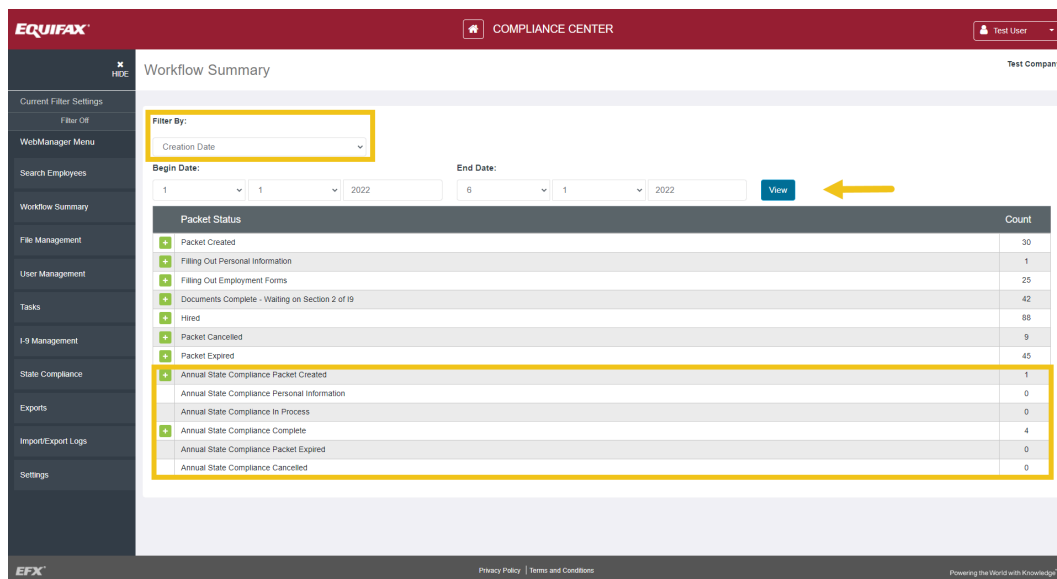
11. **Load the Data:** Now that the data is validated, click Load. **Note:** The load process could take up to 60 minutes depending on the loader queue. If you receive an error or are unable to load your file, reach out to ASCoperations@equifax.com.



12. **Load File Created:** Once the file has been created, you will see a pop up notification. A packet is created, and an email is sent to your employees. It may take several minutes for this email to reach your employees.



13. **Look for the Packet in Workflow Summary:** To check on the packets you have just created, select Workflow Summary from the webManager menu on the left side of the screen. Then select to Filter By: Creation Date. Check the dates for accuracy and, then, click View. You should see the packets you created under Annual State Compliance Packet Created. **Note:** It may take several minutes for packets to appear in the Workflow Summary.



14. **Expand Workflow Summary Stage:** To look at the packets within a particular stage, click the green plus sign to expand the stage. Select the employee name to view their packet.

Packet Status		Count															
	Packet Created	30															
	Filling Out Personal Information	1															
	Filling Out Employment Forms	25															
	Documents Complete - Waiting on Section 2 of I9	42															
	Hired	88															
	Packet Cancelled	9															
	Packet Expired	45															
	Annual State Compliance Packet Created	1															
	Annual State Compliance Personal Information	0															
	Annual State Compliance In Process	0															
	Annual State Compliance Complete	4															
<table> <tr> <th>Name</th><th>Location & Position</th><th>In State Since/Creation Method</th></tr> <tr> <td>AprilTest, DC</td><td>Washington DC DC Paid Family Leave</td><td>04/27/2022 09:05 AM Batch</td></tr> <tr> <td>AprilTest, DC</td><td>Washington DC DC Paid Family Leave</td><td>04/26/2022 04:44 PM Batch</td></tr> <tr> <td>AprilTest, NJ</td><td>New Jersey New Jersey Gender Equality</td><td>04/26/2022 05:31 PM Batch</td></tr> <tr> <td>AprilTest, NJ</td><td>New Jersey New Jersey Gender Equality</td><td>04/26/2022 04:40 PM Batch</td></tr> </table>			Name	Location & Position	In State Since/Creation Method	AprilTest, DC	Washington DC DC Paid Family Leave	04/27/2022 09:05 AM Batch	AprilTest, DC	Washington DC DC Paid Family Leave	04/26/2022 04:44 PM Batch	AprilTest, NJ	New Jersey New Jersey Gender Equality	04/26/2022 05:31 PM Batch	AprilTest, NJ	New Jersey New Jersey Gender Equality	04/26/2022 04:40 PM Batch
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AprilTest, NJ	New Jersey New Jersey Gender Equality	04/26/2022 04:40 PM Batch															
	Annual State Compliance Packet Expired	0															
	Annual State Compliance Cancelled	0															

[Export To Excel](#)

15. **Verify under Documents:** You see the employee's information. Select the Documents tab. You should see their ASC forms. Click View to view the notification and/or click Print Checked to print the selected document. Once the employee completes the packet, there will be a checkmark under EC, which stands for Employee Complete. This step verifies the packet has been sent.

EQUIFAX

COMPLIANCE CENTER

Test, User

Summary

Test Company

Employee, Test

Return to Search Employees

Packet InformationDocumentsTasksNotesWorkflow HistoryActivities

EC=Employee Completed, MC=Manager Completed

Annual State Compliance Personal Information

EC

MC

Action

Annual State Compliance Personal Information

☐

View

☐

NJ Gender Inequity

☐

View

☐

Print Checked

Print Checked

Current Filter Settings

Filter Off

WebManager Menu

Search Employees

Workflow Summary

File Management

User Management

Tasks

I-9 Management

State Compliance

Exports

Import/Export Logs

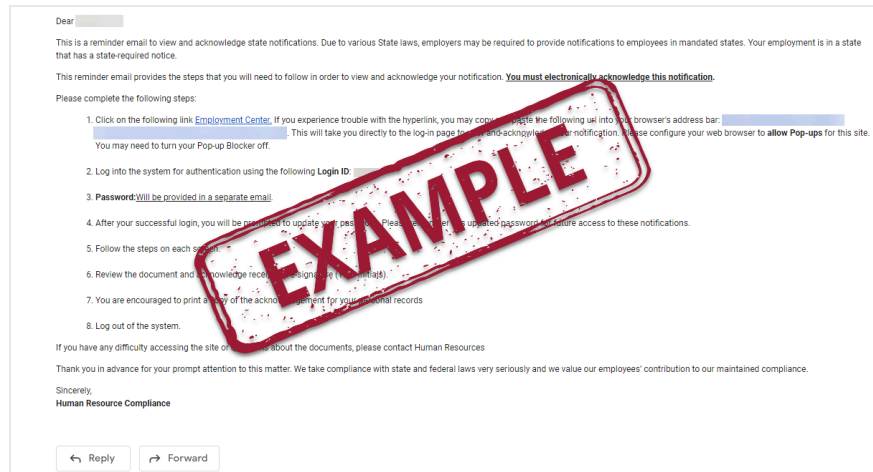
Settings

Privacy Policy

Terms and Conditions

Powering the World with Knowledge

16. **Verify Receipt of Annual State Compliance Packet:** This is an example of the email that your employees will receive when you send out notifications. The email verbiage for your forms may vary from what is shown below. The employee should first receive an email inviting them to complete their Annual State Compliance forms. Then, they should receive a second email containing their password. From here, employees use the link to go to the Employment Center to read, acknowledge, and sign their forms.



You have now sent the notices to your employees. If you need to send out multiple notices, complete these steps to send out subsequent notices.

Additional ASC Resources:

View the [Annual State Compliance Support Guide](#) and on demand video by visiting [Connections](#).

More Training Available!

Check out additional training resources available on our site, [Connections](#).