

**NATIONAL AUTOMATIC ENROLMENT
RETIREMENT SAVINGS AUTHORITY
(NAERSA) - DSP, IRELAND**

EMPLOYER PORTAL TESTING GUIDE

JULY 2025 V1.4.1

Version No.	Release Date	Amendments	Author
1.0	07-July-2025	Initial draft – Workflow through screens, File Name format, Sample JSON and XML.	Regina Barr
1.1	21-July-2025	Updated with the following: - Landing Page and Login screens. - Contribution Upload screens. - Contribution History screens. - File Naming convention for AEPN Download, Contribution Submission and Error/Warning Download. - Samples for AEPN Download and Error/Warnings Download. - Added document purpose.	Regina Barr
1.2	24-July-2025	Screen Change in the Upload Contribution Screen	Sugata Sinha
2.0	30-July-2025	Updated guide to remove all screenshots apart from login functionality	Regina Barr
3.0	13-Aug-2025	Updated file naming convention and attached sample specs for Json and xml	Asraf Ali

Purpose of this document:

This document has been created to aid Payroll Integration testing of Employer Portal AEPN Download, Contribution Submission and related functionality.

All screens (UX and content) included in this guide are subject to change.

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Employer Portal

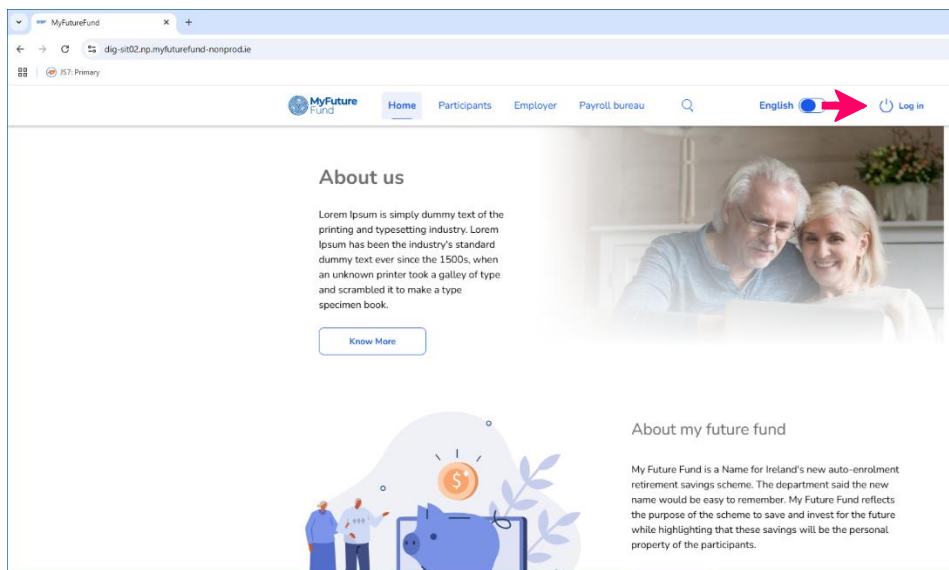
1. Employer Portal – Login

1.1 Preconditions:

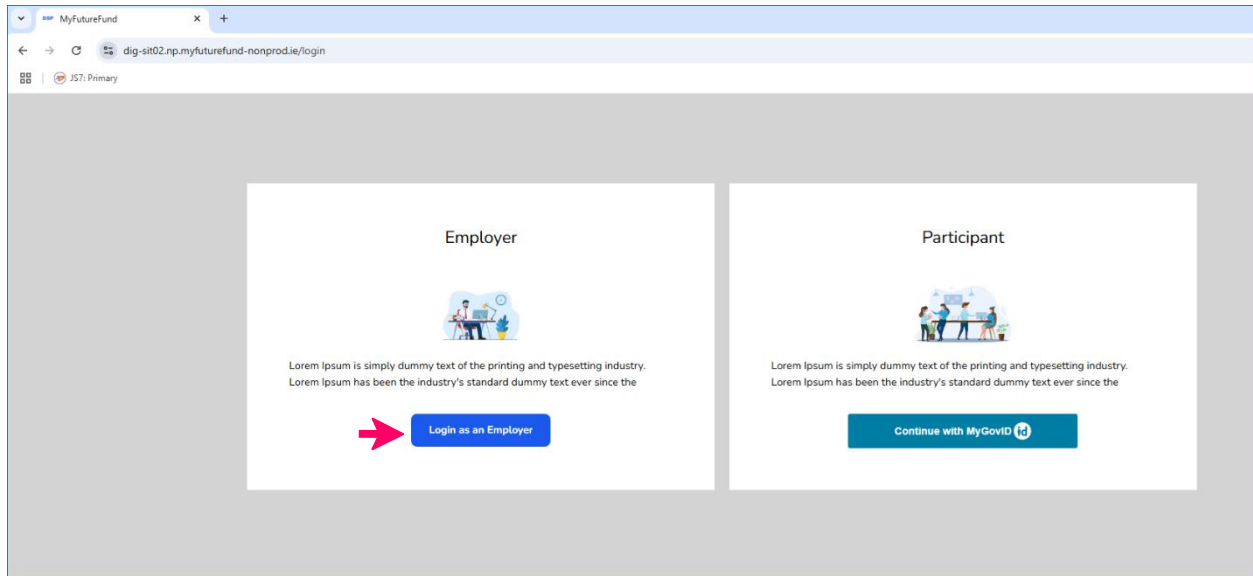
- I. Test data template has been completed and submitted for loading via the NAERSA Ticketing System.
- II. The employer or agent to be used for test data and login has a valid Revenue certificate for authentication.

1.2 Steps to complete:

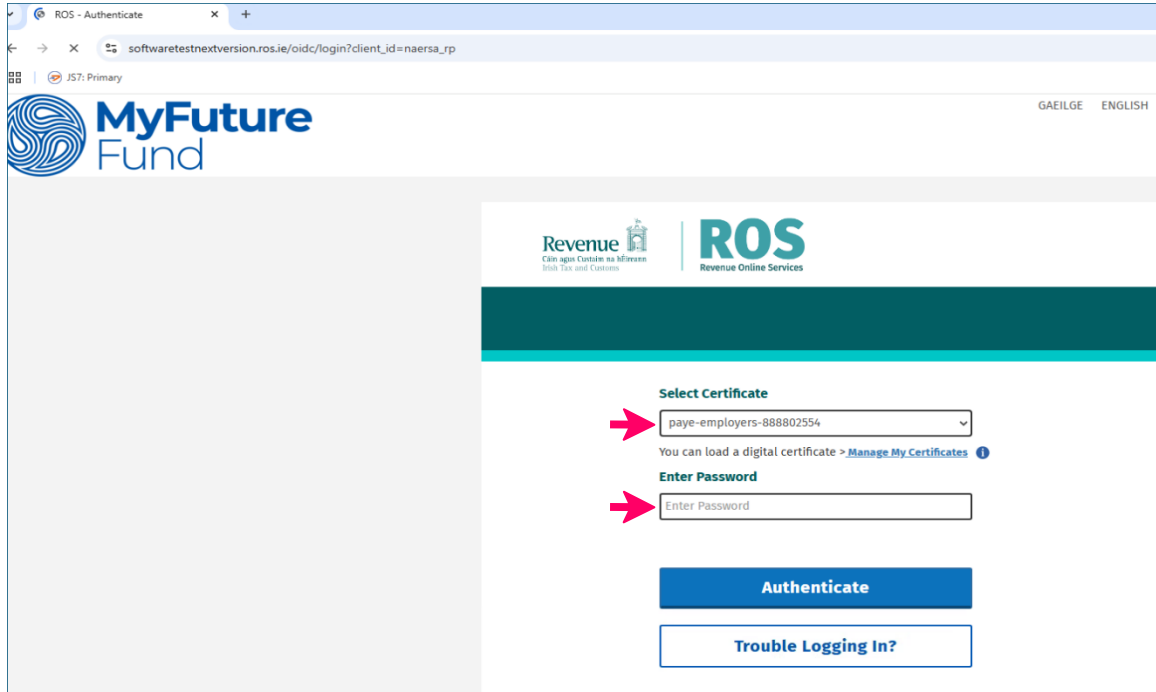
STEP 1: Select Login



STEP 2: Select Employer



STEP 3: Enter a valid Employer Reg ID and Password. Click Authenticate



2. Employer Portal – Download AEPN

2.1 Preconditions:

- III. The test data template has been completed and submitted for loading via the NAERSA Ticketing System.
- IV. The employer or agent to be used for test data and login has a valid Revenue certificate for authentication.

2.2 Steps to complete:

STEP 1: Select **Contribution** from the sidebar

STEP 2: Select **Contribution File**.

STEP 3: Click on **Download the AEPN**.

STEP 4: Download complete (It will download all the batches).

3. Employer Portal – Upload Contribution

3.1 Preconditions:

- I. The test data template has been completed and submitted for loading via the NAERSA Ticketing System.
- II. The employer or agent to be used for test data and login has a valid Revenue certificate for authentication.

3.2 Steps to complete:

STEP 1: Navigate to contribution side bar menu. Choose option, **Contribution -> Contribution file**

STEP 2: Click **Upload Payroll contribution file(s)**

STEP 3: The Contribution File supported in either **JSON or XML format**.

Note: The naming convention for the contribution is **Payroll_ERN_{Processing Year}_YYYYMMDD.json or xml**

Ex: Payroll_897560BT_2025_20250731.json

STEP 4: Upload file by drag and drop **or** just browse and select the file. Wait for the file to be uploaded successfully

STEP 5: Submit file to **Check-> Check**. Wait until file processing is completed

STEP 6: After file processing completes the below details will be available.

STEP 7: To edit error records, the user can discard & upload new file **or** to proceed with correct records, click on proceed button.

If **Proceed** is selected, the summary screen will be displayed.

STEP 8: Click **Submit** to submit the Contribution File

After clicking the submit button, the confirm box will be displayed with options to 'cancel' or 'yes'. Choose 'cancel' to cancel the submission or select 'yes' to continue submitting the contribution(s).

STEP 9: If **Yes** is selected a success message will be displayed.

STEP 10: Once the Contribution File is submitted, the details of submission will be viewable in the **Payroll Contribution -> Upload History Screen**.

4. Employer Portal – Manual Contribution Submission

4.1 Preconditions:

- III. Test data template has been completed and submitted for loading via the NAERSA Ticketing System.
- IV. The employer or agent to be used for test data and login has a valid Revenue certificate for authentication.

4.2 Steps to complete:

STEP 1: Click on **Contribution** from the sidebar.

STEP 2: Click on **New Manual Submission**.

STEP 3: After clicking on this a list of Employees will be displayed on screen. Click on **Proceed** button.

STEP 4: For whoever employee(s), employer wishes to submit a manual contribution. Fill in details

- Pay date (Mandatory)
- Frequency (Mandatory)
- Gross pay (Mandatory)
- Exit date (Optional)

Click **Save**, then click **Proceed**.

STEP 5: Verify records and click submit.

STEP 6: Manual submission completed.

STEP 7: Employer can view the contribution submission in Unpaid Contributions.

5. Employer Portal – Contribution History

5.1 Preconditions:

- I. Test data template has been completed and submitted for loading via the NAERSA Ticketing System.
- II. The employer or agent to be used for test data and login has a valid Revenue certificate for authentication.

5.2 Steps to complete (Record Level Error):

STEP 1: Create a Contribution File where errors are expected.

STEP 2: Upload the Contribution File

STEP 3: Submit the Contribution File

STEP 4: Errors identified with the Contribution file will be displayed. A list of errors/warnings can be downloaded by clicking on **Download Errors**

5.3 Steps to complete (File Level Error):

STEP 1: Create a Contribution File where the file is expected to error.

STEP 2: Upload the Contribution File

STEP 3: Submit the Contribution File

STEP 4: A File validation error will be displayed.

STEP 5: Click Upload History to view the error details. Click the Download icon to download the Error File message.

6. Employer Portal Files

6.1 AEPN Download

AEPN_ERN_YYYYMMDDHHMMSS_BATCH{No}.json or xml

ERN: Employer Reg #.

YYYYMMDDHHMMSS: Download Date time.

BATCH{No}: {No} is dynamic field, for batch1 - it will be BATCH1, batch2 it will BATCH2 etc.

Ex: AEPN_9035967BH_20250815180358_BATCH1

6.2 Contribution Submission

Payroll_ERN_{Processing Year}_YYYYMMDD.json or xml

Ex: Payroll_897560BT_2025_20250730

6.3 Error/Warning Download

CONERR_YYYY_ERN_PAYREF_SUBID.json or xml

YYYY: TaxYear, ERN: Employer Reg no, PAYREF: PayRollunRef, SUBID: Submission id

6.4 Recon Detail

RECONDTL_ERN_YYYYMMDD.json or xml

Ex: RECONDTL_1234567T_20250730

6.5 Recon Summary

RECONSUMMARY_ERN_YYYYMMDD.json or xml

Ex: RECONSUMMARY_1234567T_20250730

6.6 Check Status

CHECKSTATUS_ERN_YYYYMMDD.json or xml

Ex: CHECKSTATUS_1234567T_20250730

Note: Specifications are attached separately.