

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

## **EMPLOYER PORTAL TESTING GUIDE**

**SEP 2025 V1.4.2**

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: <ul style="list-style-type: none"> <li>- Landing Page and Login screens.</li> <li>- Contribution Upload screens.</li> <li>- Contribution History screens.</li> <li>- File Naming convention for AEPN Download, Contribution Submission and Error/Warning Download.</li> <li>- Samples for AEPN Download and Error/Warnings Download.</li> <li>- Added document purpose.</li> </ul>	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
1.4.1	13-Aug-2025	Updated file naming convention and attached sample specs for Json and xml	Asraf Ali
1.4.2	02-Sep-2025	File naming convention removed for CS file upload	Asraf Ali

### Notice

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**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

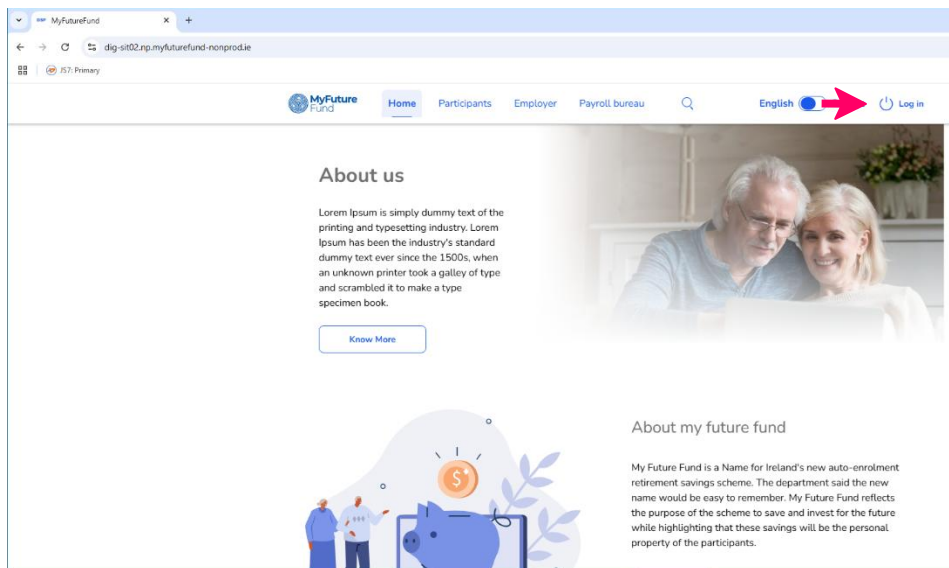
## 1. Employer Portal – Login

### 1.1 Preconditions:

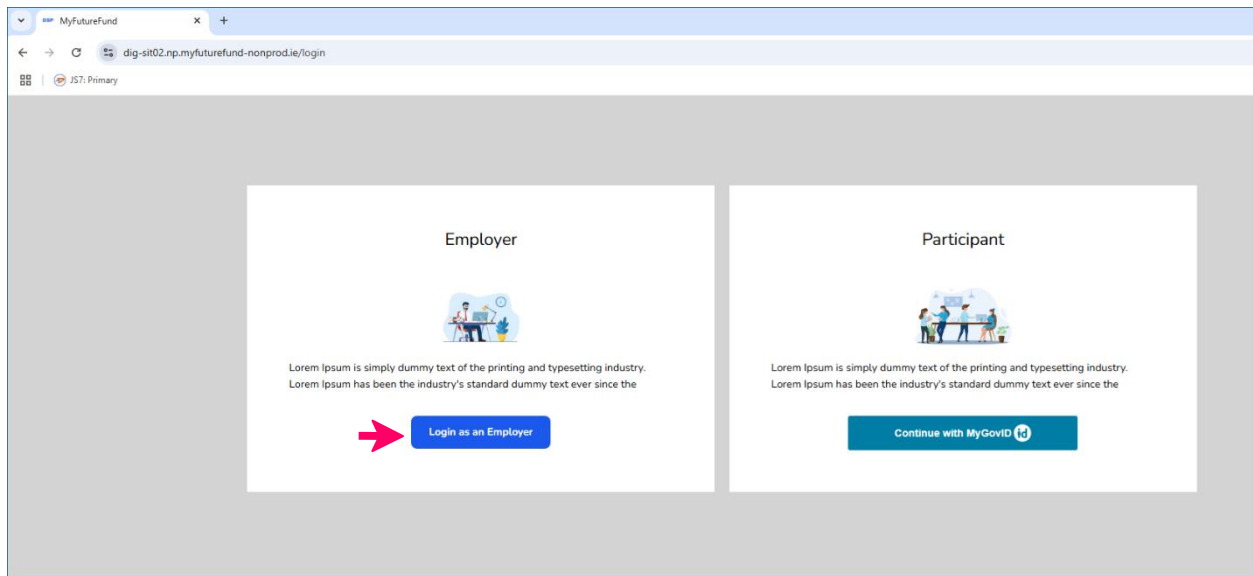
- I. Test data template has been completed and submitted for loading via the NAERSA Ticketing System.
- II. The employer or agent to be used for test data and login has a valid Revenue certificate for authentication.

### 1.2 Steps to complete:

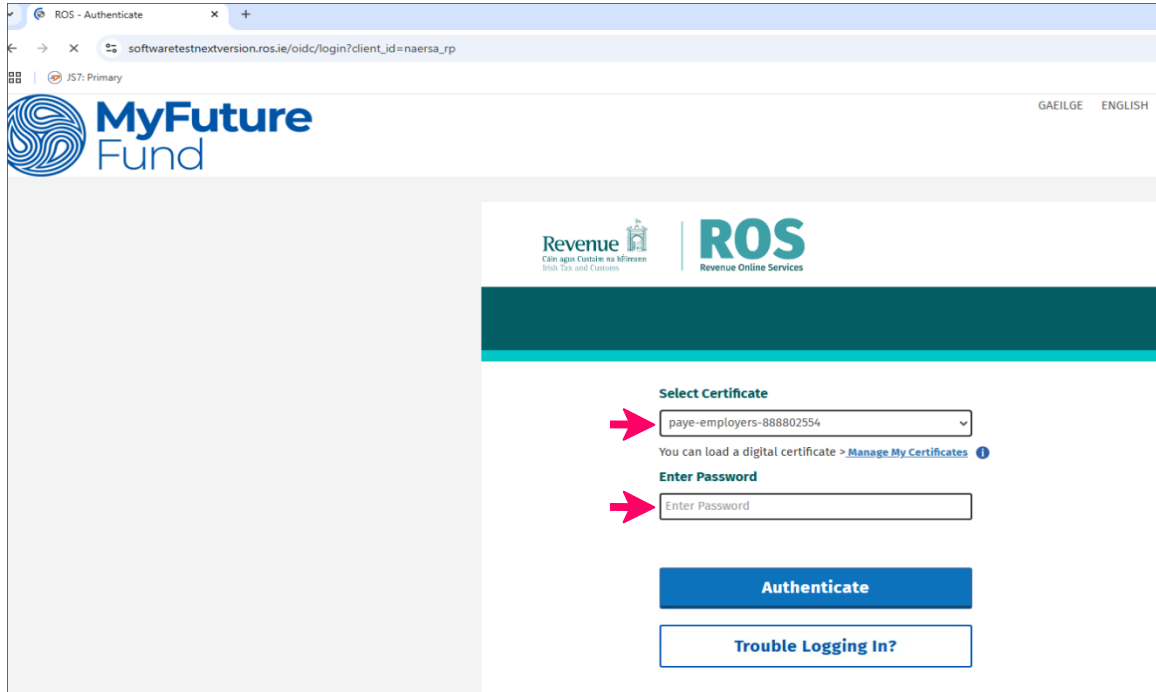
#### STEP 1: Select Login



## 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**.

**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

File naming convention is removed for Contribution file upload

### 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\_BATCH{No}.json or xml**

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

Ex: RECONDTL\_1234567T\_20250730\_BATCH1

### 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:** All specs are attached separately.