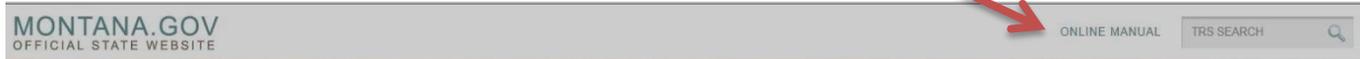


## WAGE AND CONTRIBUTION ONLINE SERVICES SYSTEM QUICK TIPS FROM THE ONLINE MANUAL

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If you are having difficulty in using the new Wage & Contribution Reporting System, TRS highly recommends that you refer to the Online Manual which has been written and designed specifically for your use on the new system. The link is located at the top right of your screen.



### LOGGING IN

1. Open the Quick Start Guide on the Wage & Contribution Reporting page for instructions.
2. On the Login page, click on the Online Manual link at the top right of the screen for instructions.

### OPERATING SYSTEM

If you are using a Microsoft operating system of XP or earlier along with Internet Explorer 6 or earlier, you will not be able to access the Wage & Contribution system.

1. Recommendations:
  - Upgrade your operating system
  - Upgrade your version of Internet Explorer
  - Use Firefox (preferred) or Chrome browsers
2. If you are using Windows 8 and Internet Explorer 12
  - The new tab or window may be hidden. Check the task bar at the bottom of your monitor.

### UPLOADS

1. Be sure that you are uploading the correct month.
2. Review the Uploads section of the Online Manual.

### COPY FORWARD

1. Once a report is posted, you can copy forward using the copy button at the bottom of the report summary page.

### OPEN REPORT

1. If you are having trouble finding the .pdf file
  - The file will open in a new tab or window, check your desktop
  - Review information in Operating System section above
  - Check graphic on following page

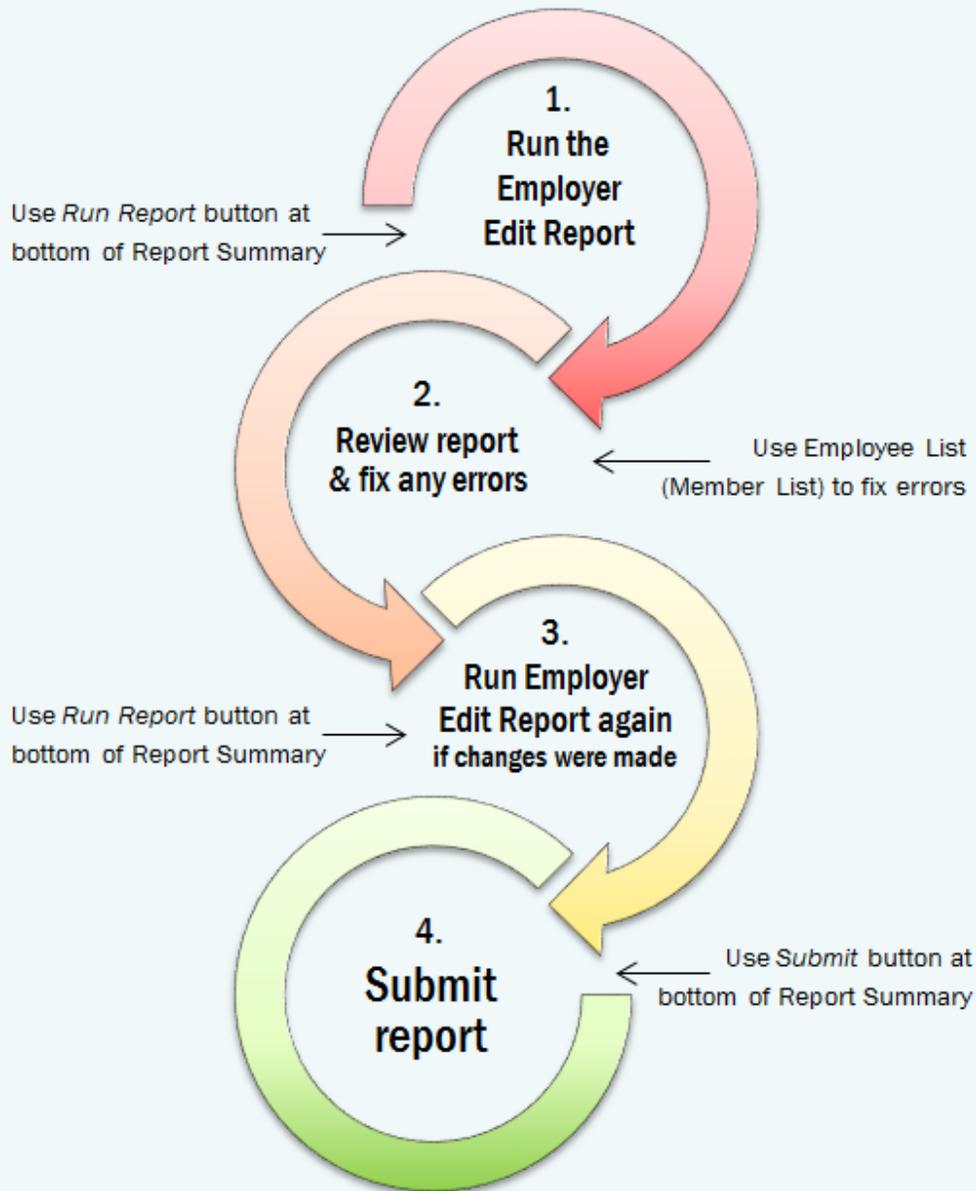
### PUNCTUATION

1. Do not use any punctuation in member name in the payroll system.
  - This includes . - ,, ,
  - Leave space for a hyphen [Example: use Elliot Murphy, not Elliot-Murphy]
  - Do not leave a space for apostrophe [Example: use Obrien, not O'brien]

### SCREEN RESOLUTION

1. TRS online services is formatted for a screen size of 1600 x 900.
  - If you are having trouble seeing the entire screen you may be using a resolution that is too low.

After uploading, copying, or adding a TRS Wage & Contribution report, remember to complete **ALL** of these steps:



Report must be in balance with *Edited No Errors* status

*If you pay by check:*

Use the *Reporting* menu to print the Contribution Summary **after** you have submitted your Wage & Contribution report.