# Reporting by File Upload

Reporting files are submitted electronically from the **Submit Reporting File** screen.

Note: The **Submit File** option is available only if the batch is in a status of **Scheduled** or **Unscheduled**, and contains no member detail.

You can get to the **Submit Reporting File** screen two different ways:

- Directly from the left menu (Submit Reporting File under Employer Reporting), or
- From the "Account Summary" screen by selecting the **Submit File** option on the appropriate Reporting Batch (i.e. Card).
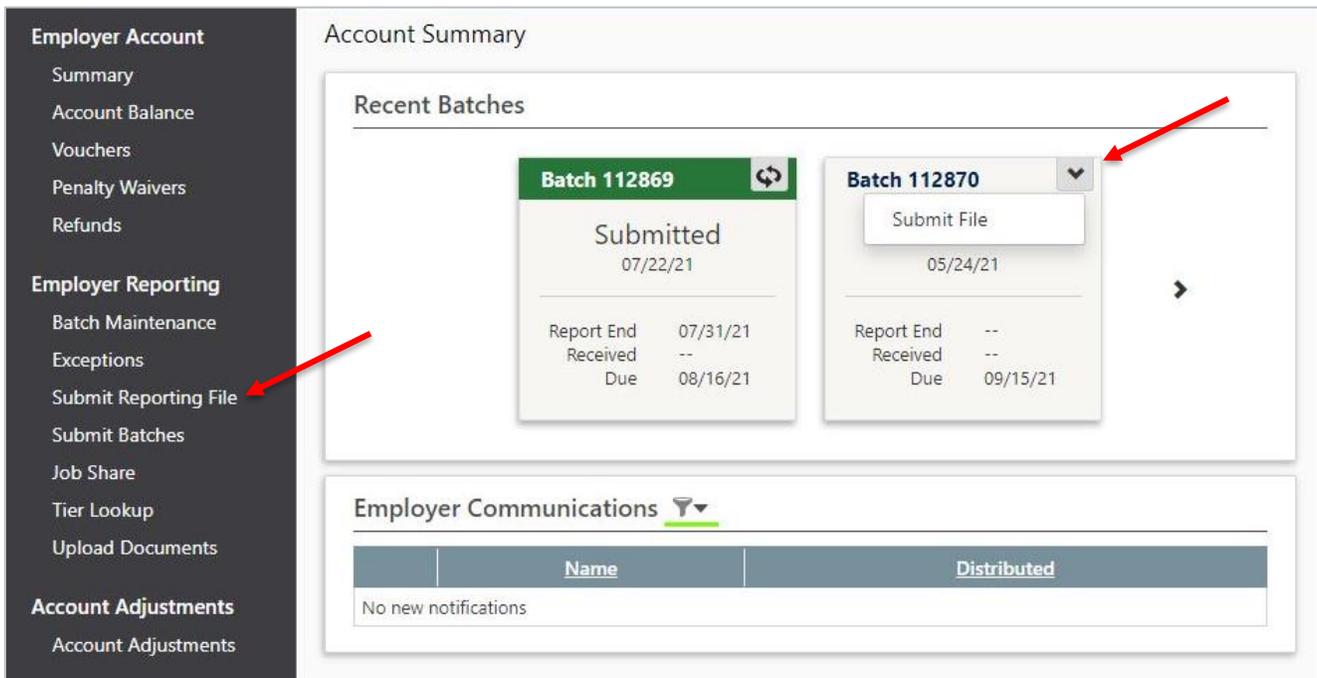

On the **Submit Reporting File** screen, browse for and select the file. Click **Submit**.
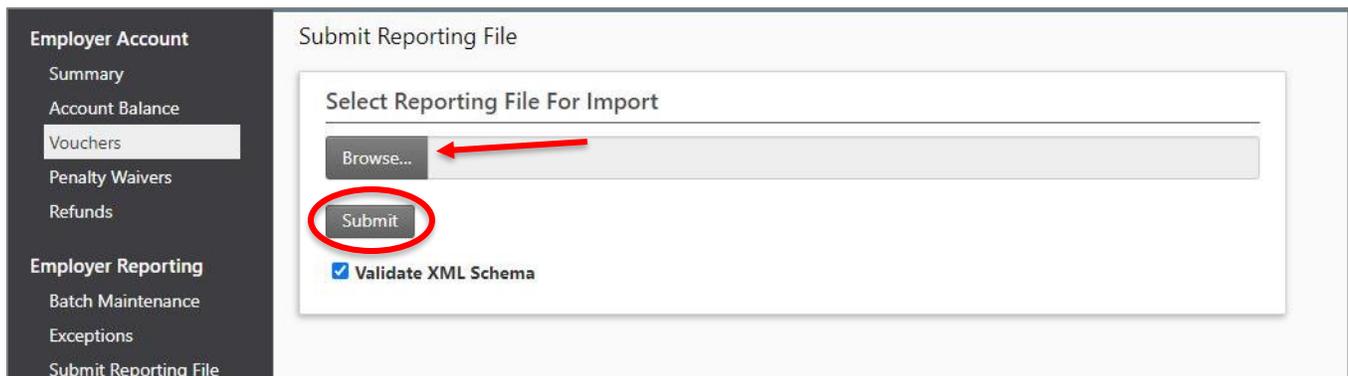
The system will attempt to import your file.

Accepted File

If the file is valid and it imports successfully, check the card for your batch on the **Account Summary** screen for more information about its status. If the status of your batch changes to Submitted, then everything is in good shape and your batch is ready to be processed by NHRS.
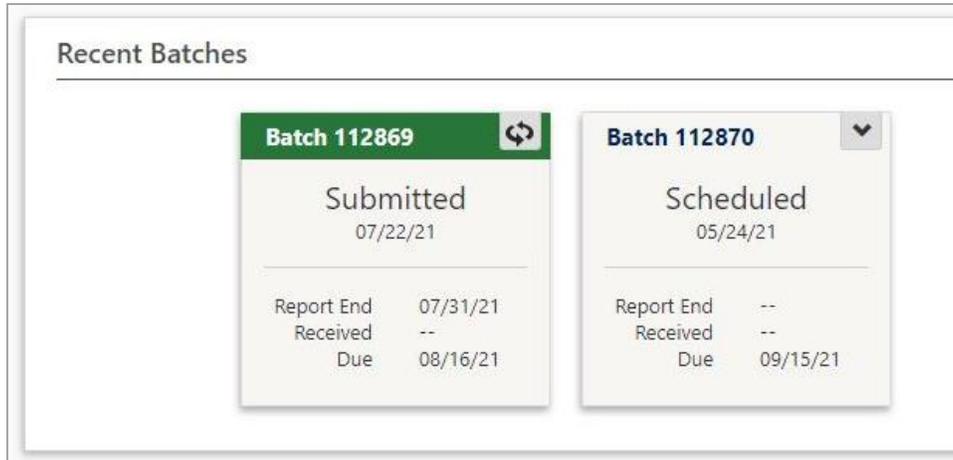
Rejected File

If there are any problems with the file format or the data in the file that makes it unable to be imported, you'll receive a **User Alert** that lets you know the file failed to import.
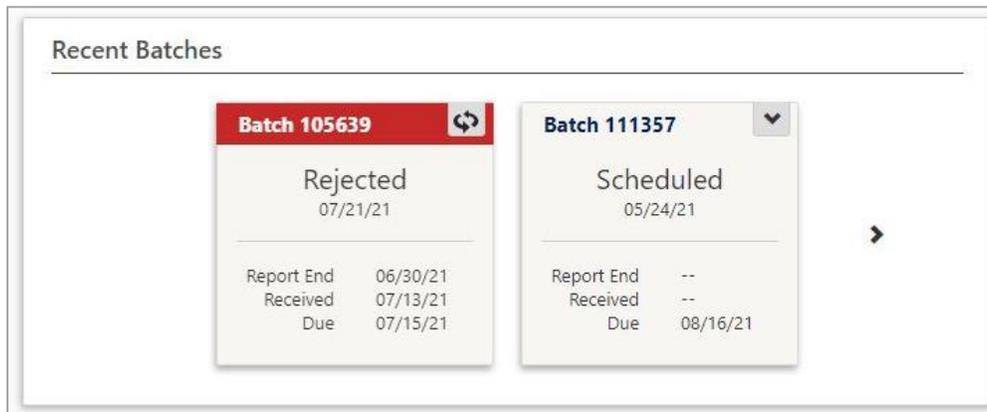
Your batch will stay in a status of **Scheduled** or **Unscheduled**, and you can try to submit the file again using the steps above. Remember, since the file could not be imported, your batch has not been submitted.

Other Issues with the File

If the status of your batch does not change to **Submitted**, but is not **Rejected**, that means it may have exceptions, is out of balance, was reported out of order, or some other reporting problem was detected. Depending on the problem, you may see your batch change to a status of **Rejected**, or it may just remain in a status of **Scheduled** or **Unscheduled**. Either way, the file can be re-submitted for the batch after the appropriate fixes have been made. If your batch does not change to Submitted status and you are not sure what the problem is, contact NHRS at (603) 410-3532 or exceptions@nhrs.org.