



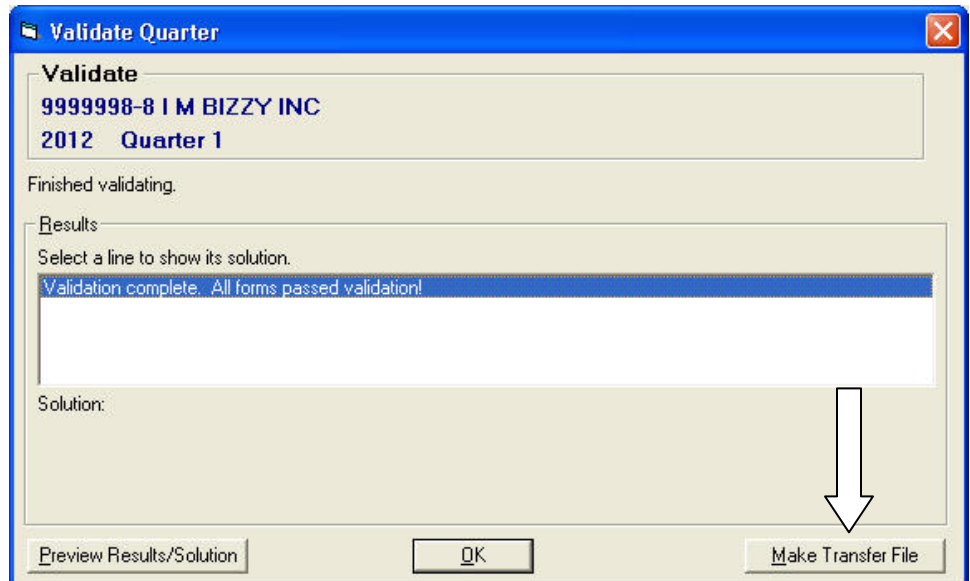
Electronic Process - OTTER

OTTER Transfer Steps

*****If you have dial-up Internet, make sure it is already up and running in the background*****

In OTTER, after you have completed your report, save it by clicking on the Save button  or File, Save. Validate the report by clicking on the Validate button , or File → Validate Quarter.

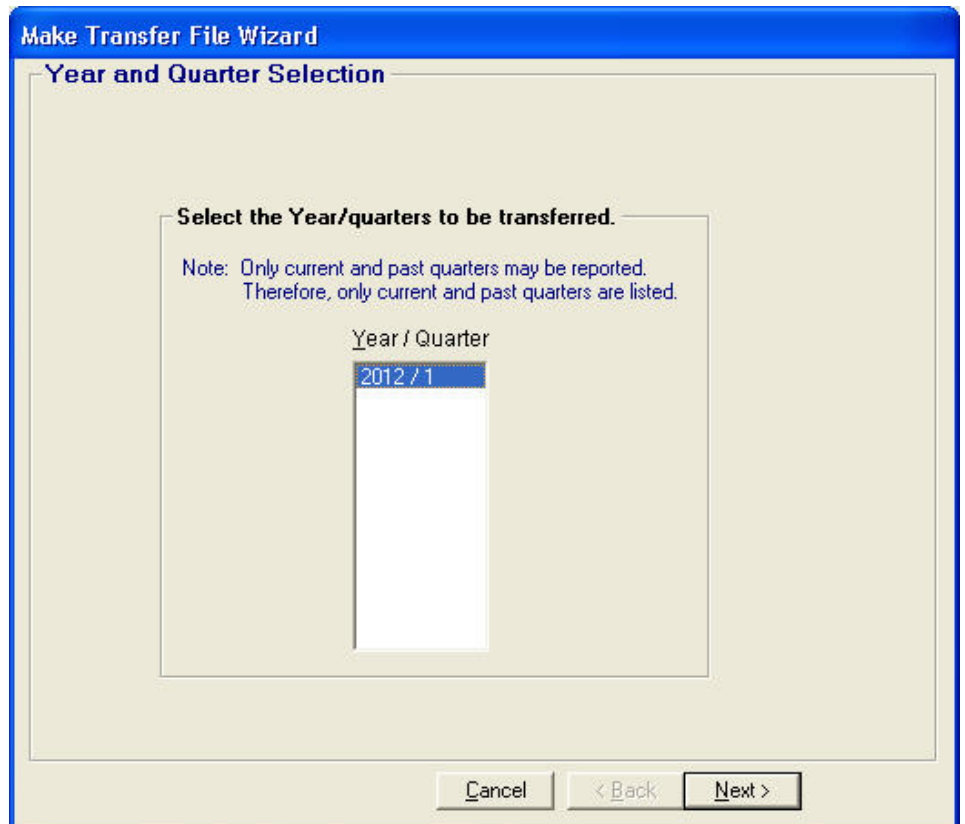
Once the results window says:
“Validation complete. All forms passed validation!”, the program will allow you to make an encrypted copy to send to the State of Oregon (the transfer file).



Click **“Make Transfer File”**.

Click the year/quarter you would like to submit, then click **“Next”**.

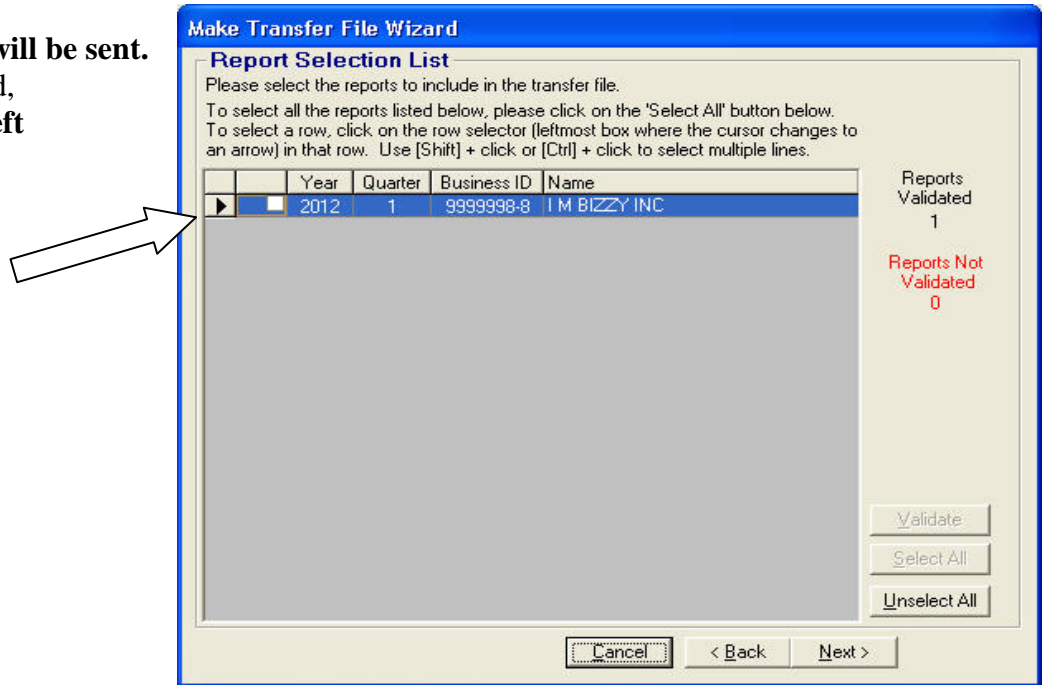
If you are submitting more than one quarter, hold down the control key (**Ctrl**) and click to highlight the desired quarters, then release the control key and click **“Next”**.



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In the Report Selection List, reports that are highlighted will be sent. If your report is not highlighted, click in the gray box on the left to highlight the report.

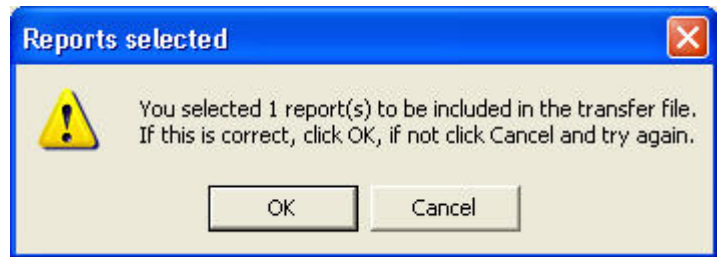
Click "Next".



For multiple reports:

Hold down the **Ctrl** key and click the reports you would like to send, then release Ctrl (or click **Select All**). Click **"Next"**. You will see a window that lets you know how many reports you have chosen. If the number is correct, click **"OK"**. If not, cancel and re-select your reports.

Note: "Report" means all the forms you filled out for the quarter (OQ, Sch B, & 132).



The File Selection window lets you know where OTTER will save the transfer file to.

For most users, this should be left as the default location. Note: Network users' drive letter will be different than "C".

Click "Next".

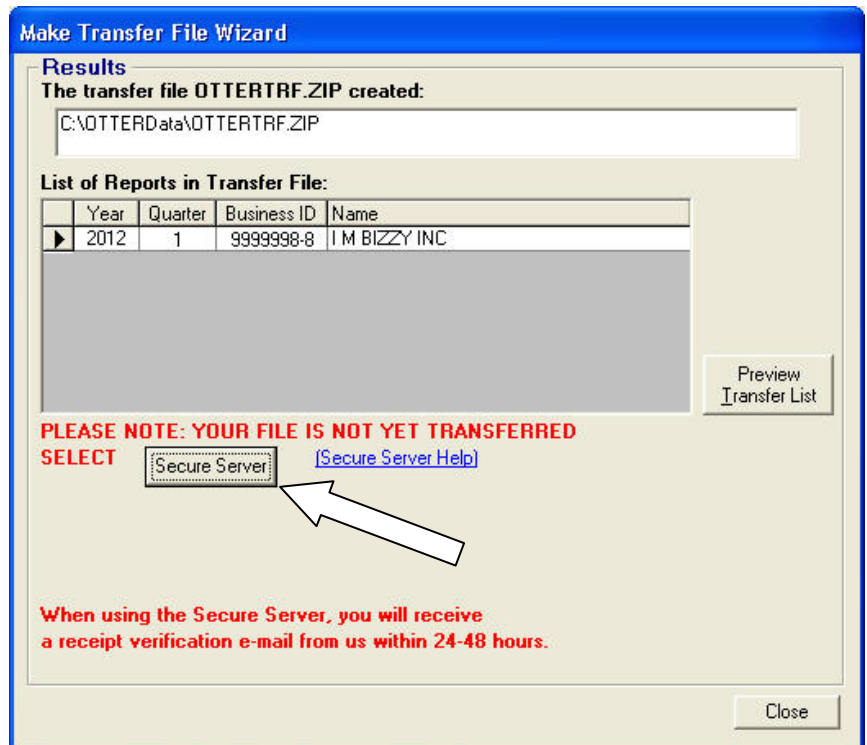


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The Results window shows where the transfer file is located and which reports are included in the file.

You may go directly to the Secure Wage Report Upload Page to attach the file, or you may wish to Preview and print the list (recommended when sending multiple reports).

To go to the Secure Upload Page, click **“Secure Server”**. If you have dial-up Internet, please ensure that it is connected prior to clicking the button.



The screenshot shows a window titled "Make Transfer File Wizard" with a "Results" section. It states "The transfer file OTTERTRF.ZIP created:" and shows the file path "C:\OTTERData\OTTERTRF.ZIP". Below this is a "List of Reports in Transfer File:" table with columns for Year, Quarter, Business ID, and Name. The table contains one entry: 2012, 1, 9999998-8, I M BIZZY INC. To the right of the table is a "Preview Transfer List" button. Below the table, there is a red warning: "PLEASE NOTE: YOUR FILE IS NOT YET TRANSFERRED" and a "SELECT" section with a "Secure Server" button and a "[Secure Server Help]" link. A white arrow points to the "Secure Server" button. At the bottom, there is a "Close" button and a red note: "When using the Secure Server, you will receive a receipt verification e-mail from us within 24-48 hours."

Year	Quarter	Business ID	Name
2012	1	9999998-8	I M BIZZY INC

To Attach the Transfer File at the Secure Upload Page

Internet Secure OTTER Report Upload portal appears.

(The web address is <https://www9.emp.state.or.us/tax/secure-upload/>)



The screenshot shows the Oregon.gov Worksource Oregon portal. The header includes "OREGON.gov" and "WORKSOURCE OREGON". The main heading is "Select Report Type". Below this, it says "Please select the type of report you wish to upload:". There are two radio button options: "OTTER Report" and "Wage Report *". A white arrow points to the "OTTER Report" radio button. Below the options is a note: "'Note: Select 'Wage Report' only if you are sending your Form OQ in paper format.'" and a "Continue" button.

Select: **OTTER Report**, then click **Continue**.

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Upload Page appears:

Business Name:

Business ID Number:

Email:

Confirm Email:

Attach file:

OTTER Report - please select your OTTERTRF.ZIP file
- The default location of the OTTERTRF.ZIP file is:
C:\OTTERData\OTTERTRF.ZIP

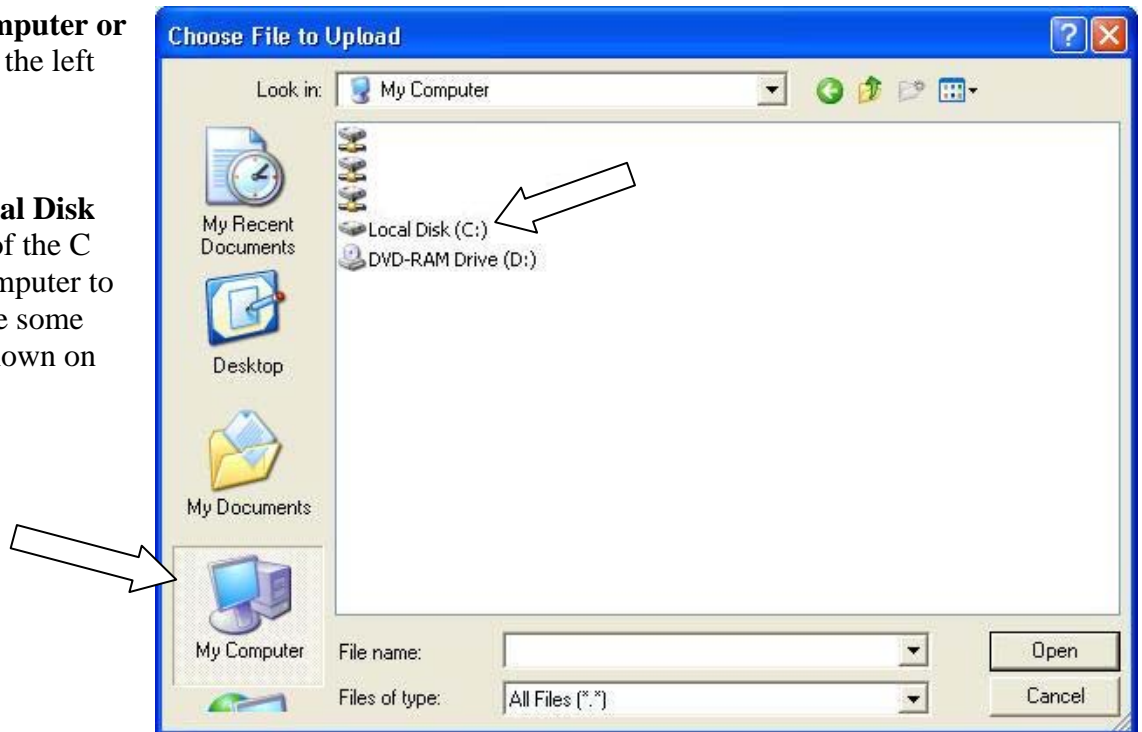
Fill in the required information. If you are bookkeeper/accountant filing for several businesses, use your business name in the Business Name box and use the BIN of one of the businesses on your transfer list.

Attaching the Transfer File – At the Attach file box, click **“Browse”** or **“Choose File”**.

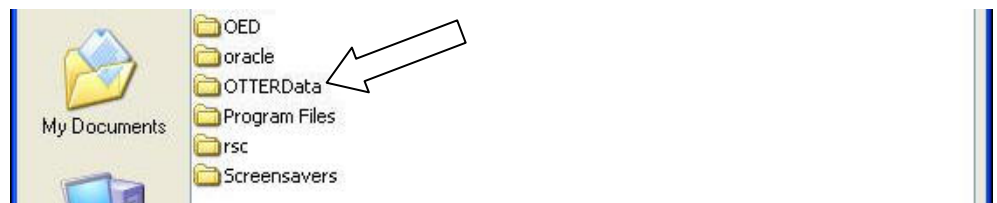
The **Choose File to Upload** window appears.

Always start at the **Computer** or **My Computer** icon on the left by clicking it.

Then, double-click **Local Disk (C:)**. **Note:** The name of the C drive can vary from computer to computer, but should be some variation of the label shown on the right.

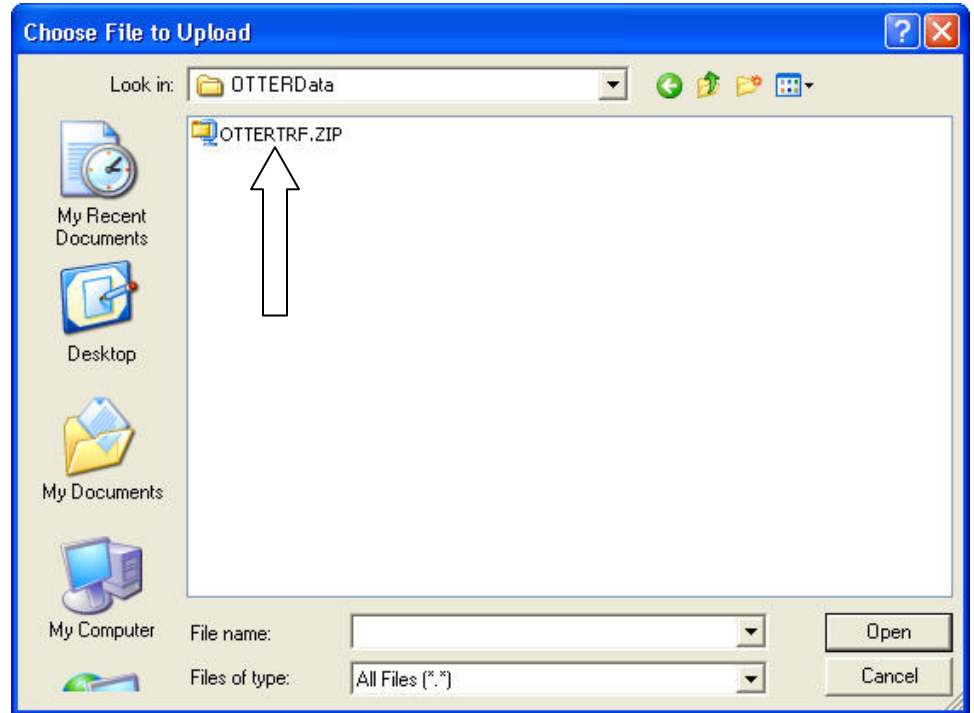


Next, double-click the **OTTERData** folder.



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Double-click the **OTTERTRF.ZIP** file/folder. The .ZIP extension may not display.



The path should now display in the **Attach file** box, as shown.

Attach file:

Click Send.

The secure site will give you this message.

Thank You.

Your file has been uploaded to the secure server.

Please read the email response from the OTTER mailbox
(no_email@emp.state.or.us)
to confirm that your report was processed.
Penalties may be assessed to employers when reports
are not filed and processed timely.

This response will be emailed to you in 24 to 48 hours.
If you do not receive an email within 48 hours, or if it indicates there
is a problem, please call OTTER Support at 503-947-1544 Option 6.

If you sent reports for multiple businesses, the email will
address each report in your transfer list.

Please do not mail paper copies of your report with your payment.

[[Send another file](#)]

Oregon Employment Department Tax Index

Back in OTTER, close the Transfer File Wizard by clicking on **Cancel**.

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Confirm the Successful Input of Your Report

Within 24 to 48 hours, you will receive a confirmation message at the e-mail address you entered on the secure upload page. **This confirmation message is proof that you sent your report(s) to the State of Oregon.** Print and file a copy of this e-mail message for your records.

Example of e-mail confirmation for an OTTER report not processed:

>>> <no_email@emp.state.or.us> 4/10/2012 1:46:07 PM >>>

DO NOT REPLY TO THIS MESSAGE; THIS IS AN AUTOMATIC RESPONSE.

We have received your ottertrf.zip file. This file contained 1 report(s).

The following report(s) were not processed:

REASON	Qtr/Year	BIN	Business Name
(if it was rejected the reason will be Here)	1/2012	XXXXXXXX-X	Business Name

If you have any general questions or comments, please call 503-947-1488 or email us at: TaxInfo@emp.state.or.us

Thanks for using OTTER!

Please read the response. It will tell you if any errors occurred or if you submitted a report that was previously processed. **If you do not receive a response, please contact the Employment Department at 503-947-1544 option 6.**

Use the form OQ to guide you as you fill out your payment coupon (Form OTC), but:


Please do not send a paper copy of the OTTER report either as a filing copy or with your payment. Your payment should include only your check and the Form OTC.


To order OTC forms, go to the main Unemployment Insurance Tax page <http://www.oregon.gov/EMPLOY/TAX> and click on “Order Forms (Paper reports, etc.)”.

Printing OTTER Forms for Your Paper Files

To print OTTER forms for your paper files:

Click on form  Form OQ,  Form 132 or  Schedule B and then click on the Print button .

To preview forms without printing, click on the Preview button  while you are in the form.

You will be able to drag the report up and down to check it. To exit the Preview, click  on upper right.

Thank you for using OTTER!