Add/Delete Local Estimated Attachments in the External Entity Secure Messaging Center

IMPORTANT: Each file being uploaded to the EESMC Server **must be named** according to the established naming convention. This convention is outlined in the procedures and job aids found in Locality TARP. Each file should be named as outlined in the following example: LOCEST_51XXX_YYYY_ZZZ .TXT where:

- **XXX** is the 3-digit FIPS code of the locality.
- **YYYY** is the deposit year associated with the local estimated payments.
- **ZZZ** is the sequential number of the file, beginning with 001.
- **TXT** is the file extension for a text file.

To Upload a Local Estimated file:

- Ensure the Message Topic field reflects **Local Estimated Payment Information.**
  - If another topic is pre-populated in the Message Topic field, click the down-arrow until the **Local Estimated Payment Information** is displayed.

- Key the number of vouchers from the "Transmittal Form for Local Estimated Payments" into the **Number of Records** field.
  NOTE: Your locality name should be pre-populated in the **Submitting Agency** field.

- Key the estimated tax amount from the "Transmittal Form for Local Estimated Payments" into the **Estimated Payment Total** field.

IMPORTANT: A decimal point **must be entered** when keying an amount into the **Estimated Payment Total** field.

IMPORTANT: If the estimated tax amount keyed from the "Transmittal Form for Local Estimated Payments" doesn't equal the total amount of payments reflected on the file, the file will reject and *will not* be processed.

- Attach the associated file by entering the file location and file name in the Filename box.
  NOTE: You may also click the "Browse" button to select the file by exploring your files and selecting the appropriate one for upload.
  - If the **Number of Records** keyed doesn't equal the number of records contained on the file, the file will not attach and an automated message will be displayed.
  Example: "File was not accepted. The file locest_51047_2015_994.txt you just tried to upload contains 20 records instead of the 22 entered."

- Click **Send**. A Confirmation window opens indicating that your message and attachment(s) were transmitted successfully.