

Instruction Document - Employer / Branch Details

Please Note:-

- (1) Labels marked in **Red** in this document indicates **mandatory** fields. That means, such fields are required absolutely for uploading csv successfully.
- (2) Labels marked in **Green** in this document indicates **conditionally mandatory** fields. That means, depending on the value of some other fields, these fields will be made as mandatory.
- (3) Labels marked in **Blue** in this document indicates **optional** fields. That means, such fields need not be present for uploading csv data successfully.

E1. Employer / Branch Reference

Enter here the Employer / Branch Reference. This field is mandatory. Please note that the Reference can be alphanumeric and should not exceed more than 10 characters in length.

E2. Employer / Branch Name

Enter here the Employer / Branch Name. This field is mandatory. Please note that the Employer / Branch Name can be alphanumeric and should not exceed more than 35 characters in length.

E3. General Reference

Enter here the General Reference. Please note that the General Reference can be alphanumeric and should not exceed more than 10 characters in length.

E4. Employer / Branch Address Line 1

Enter here the employer / branch address. This field is mandatory

Please note the following when you enter the address

1. The address should be a maximum of 4 lines including the postcode
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters as listed for surname and forename.

E5. Address Line 2

Enter here the employer / branch address

E6. Address Line 3

Enter here the employer / branch town / city

E7. Address Line 4

Enter here the employer / branch county

E8. Post Code

Enter here the post code of the employer / branch address. Eg. EP1 3SO

Please note that the Postcode should not exceed more than 8 characters.

E9. Country

Enter here the employer / branch Country. Eg. United Kingdom or UK.

E10. Employer / Branch Telephone Number

Enter here the employer / branch Telephone Number.

E11. Employer / Branch Mobile Number

Enter here the employer / Branch Mobile Number.

E12. Employer / Branch Fax Number

Enter here the employer / Branch Fax Number.

E13. Employer / Branch Website

Enter here the employer / branch website address.

E14. Employer / Branch VAT Number

Enter here the Employer / branch VAT Number. It will be a alpha-numeric with alphabets GB starting in the beginning. Eg GB 123456789

E15. Admin Title

Enter here the title of the administrator. E.g.: Mr, Mrs, Miss, Ms.

Please note that no 'spaces' are allowed between any characters and the length should not exceed more than 4 characters.

E16. Admin Surname

Enter here the administrator's Surname.

You should only use the characters A-Z, space, hyphen and apostrophe.

The length should not exceed more than 35 characters.

Please note that the special characters listed below **must not be used** when you enter the Admin's Surname

1. Please do not include leading or trailing spaces when you enter the Surname. For example if the Surname is O'Connor, do not include space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a surname the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

E17. Admin First Forename

Enter here the administrator's first name.

You should only use the characters A-Z, hyphen and apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the Admin's Forename.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore
5. () opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark

E18. Admin Second Forename

Enter here the administrator's Second forename.

You should only use the characters A-Z, hyphen and apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the Admin's Forenames.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore
5. () opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark.

E19. Admin E-Mail

Enter here the administrator's E-Mail. Enter here his/her E-Mail address to be used for this service. It will result in the activation of the administrator's account for this service and an activation mail will be sent to the E-mail. Once activated, the administrator can sign in and use the account.