

eBusiness User Checklist

Action	Completed Yes/No
Have you returned your Terms and Conditions and eBusiness Contact Details to The Pensions Trust?	
Do you have correct passwords and permissions?	
Have you prepared your contributions spreadsheet and checked the following:	
All member numbers are entered, without M's before	
There are no blank cells (except 'Date of Leaving')	
Numbers are formatted to two decimal places	
'Monthly Pensionable Earnings' is correct	
There are no formulas	
There are no totals	
Does the spreadsheet have the correct headings and is saved as a .csv format?	
Once the spreadsheet is uploaded to eBusiness, are you able to submit straightaway? If not, turn to the flow chart over the page.	
Now the contributions are submitted, have you sent the corresponding matching payment?	
Are there any outstanding 'Leaver Forms' to complete online?	

Procedure to follow when 'Submit Data' is greyed out

