



Ozedi Portal Upload User Guide

<i>Version Number</i>	<i>Release Date</i>	<i>Who</i>	<i>Sections Affected</i>	<i>Changes</i>
1.0	5/03/18	AW	All	First version of the document
1.1	29/03/18	AW	p4-6	SSP role changes required, Intermediary type, upload email etc NB change of version numbering to match Ozedi Connector suite
1.2	4/06/18	AW	Response	Facility to resend responses

Contents

Requirements.....	3
Multi-factor Authentication.....	3
Internet Address	3
Portal Entry Screen	4
Successful Upload Email	5
Data Security.....	5
Upload Status.....	5
Message Response.....	6

Requirements

Ozedi provides the facility to upload Single Touch Payroll transactions to the Ozedi hub for submission to the ATO. Users of this facility must:

- Be registered clients of Ozedi – either with their own Account or registered as a Client under the payroll provider's Account
- Be linked to a payroll provider who is registered at Ozedi with their Brand details. Access to production will be limited to payroll providers who have been approved by the ATO and have a production Product ID.
- Have purchased a block of data to cover uploads and downloads (production only – all testing is free of charge)

Multi-factor Authentication

The Ozedi portal upload function requires multi-factor authentication to confirm that the user is who they say they are; this includes the following checks:

- User name and password – validated against Payroll Provider's credentials provided during Brand activation. These credentials are the same for all the Payroll Providers' clients.
- Ozedi Client ID – validated as a registered Client at Ozedi under the Payroll Provider's Brand
- Generation of Authentication code which is emailed to the user to an authorised email address. The client may have multiple authorised email addresses for this purpose to handle staff on leave etc.
- Entry of emailed authentication code – validated
- ABN – reporting party ABN required for AS4 messaging to the ATO. Refer to ATO Authorisation rules for submission of STP.

Internet Address

The portal may be accessed using an internet address provided by Ozedi to the payroll provider for distribution to their clients. It is specific to the registered Brand with the payroll provider's logo and name.

Portal Entry Screen

The screen below is used for uploading STP files for processing by the ATO via Ozedi's hub-based facilities. The screen is branded with the payroll provider's logo.

Single Touch Payroll Upload

Upload STP

Username

Your username

name is required

Password

.....

Client Id

a client id is required

Select Email Address where the Authentication Code will be sent to:

you must select an email address

Authentication Code

authentication code is required

ABN

ABN

Intermediary

Message Type

Submit Version 3

File Data

No file chosen

file is required

The portal requires entry of the following data items:

- **Username** – credentials provided by payroll provider to their clients – generic by Product ID/Brand **THIS IS NOT THE PERSON'S USER NAME AND PASSWORD – IT IS THE BRAND'S**
- **Password** – as above
- **Client ID** – 8 digit number allocated by Ozedi when Client records added to an Account in the Registration system – validated
- **Email address** for authentication code – the blue button may be used to select from multiple email addresses registered against a Client in the Registration system.
- **Generate Authentication Code** – this button must be pressed to initiate the sending of an email with an authentication code in it to the selected registered email address
- **Authentication Code** – enter the code in the email (multi-factor authentication)
- **ABN** – this is the reporting party ABN which is either the employer's ABN or the employer's intermediary's ABN if the sender is an intermediary.
- **Intermediary checkbox** – tick the box if the sender is an intermediary; otherwise ignore
- **Message type** – select the message type (submission or update) and version (Version 3 is current)
- **Choose file** – browse and select the file to upload

NB data file should NOT be compressed prior to upload. Ozedi will compress with the ATO-prescribed compression.

Successful Upload Email

If the upload is successful, an email is sent to all registered client contacts flagged for “notification” with the Message ID created by Ozedi and used for submission to the ATO. A sample is shown below.

From: mailout@ozedi.com.au <mailout@ozedi.com.au>
Sent: Wednesday, 21 March 2018 3:33 PM
To: Franco La Scala <Franco.LaScala@ozedi.com.au>
Subject: Portal Upload Message

Dear franco.lascala@ozedi.com.au

Your Message has been created with the following Message Uuid:

Message Uuid : f0b236bc-ebe6-4f92-9ad6-142b56cd6ec5

Message Responses will be emailed to the Notification Email Address once received from the ATO.

For the original File you uploaded with: **INT_Single_ABN.xml**

Regards,
The HUB.

Data Security

Ozedi will upload the file directly into an encrypted database in an encrypted file system with an allocated Message ID. Then the STP data will be streamed into an AS4 message and submitted to the ATO SBR2 servers using Ozedi’s AUSKey as a registered Sending Service Provider.

NB Ozedi treats the file uploaded as if it was encrypted and not able to be viewed. Ozedi does not make any changes to the file uploaded except data compression.

Upload Status

The status of uploaded Message ID’s is available to Ozedi Account holders; ie those parties paying for the Ozedi services. A dashboard provides access to traffic displays with status which has the following settings:

- **Queued** – awaiting submission to the ATO – sometimes the ATO servers are not available
- **Pushed** – Ozedi has successfully submitted the file to the ATO
- **Response received** – Ozedi has successfully pulled the response from the ATO
- **Response not available** – current ATO service levels state that if no response is available within 72 hours of submission, then a response will not be provided. The client must contact the ATO directly for instructions.

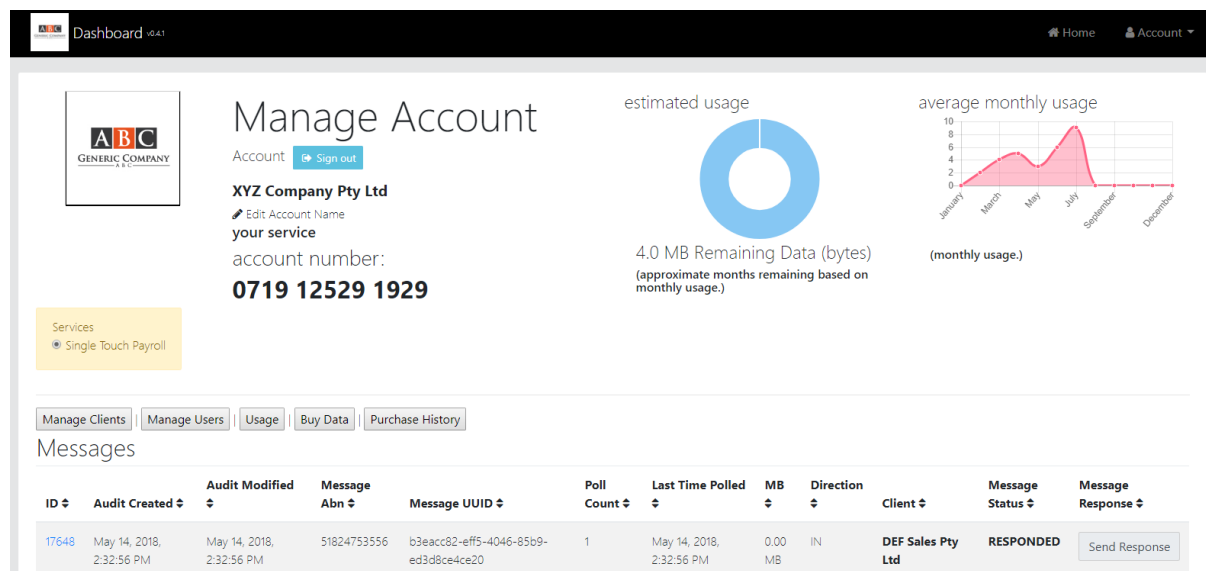
Message Response

When Ozedi has successfully pulled a response from the ATO, it will be emailed to all the registered Client contacts flagged for “notification”. The email will have both the ATO’s response in XML format as well as a PDF in a more readable format.


If a Client Contact flagged for NOTIFICATION was not set up in the Ozedi registration system at the time of the response, then the response can be re-sent by:

- Signing in to the Ozedi Registration system
- Selecting the Account
- Using the Usage tab, display the messaging
- Use the SEND RESPONSE button to re-email the response to the Client Contacts (see screen below)

NB there are strict ATO rules for the availability of responses and Ozedi can only request a response according to these rules. Depending on file size this can vary from minutes to hours.



Dashboard 4.4.1 Home Account



Manage Account

Account [Sign out](#)

XYZ Company Pty Ltd

[Edit Account Name](#)


your service

account number:
0719 12529 1929

Services


- Single Touch Payroll

estimated usage



4.0 MB Remaining Data (bytes)
(approximate months remaining based on monthly usage.)

average monthly usage



(monthly usage.)

Manage Clients
Manage Users
Usage
Buy Data
Purchase History

Messages

ID	Audit Created	Audit Modified	Message Abn	Message UUID	Poll Count	Last Time Polled	MB	Direction	Client	Message Status	Message Response
17648	May 14, 2018, 2:32:56 PM	May 14, 2018, 2:32:56 PM	518247535556	b3eacc82-eff5-4046-85b9-ed3d8ce4ce20	1	May 14, 2018, 2:32:56 PM	0.00 MB	IN	DEF Sales Pty Ltd	RESPONDED	Send Response