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Enhanced Reporting Requirements

PIT Employment Data Creation Guide

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Version	**1.0**
Version Date	**22/06/2023**

Version History			
Version	**Change Date**	**Section**	**Change Description**
V 1.0	22/06/2023	All	Document published.

Audience

This document is for any software provider who has chosen to build or update their products to allow for Enhanced Reporting Requirements.

Document context

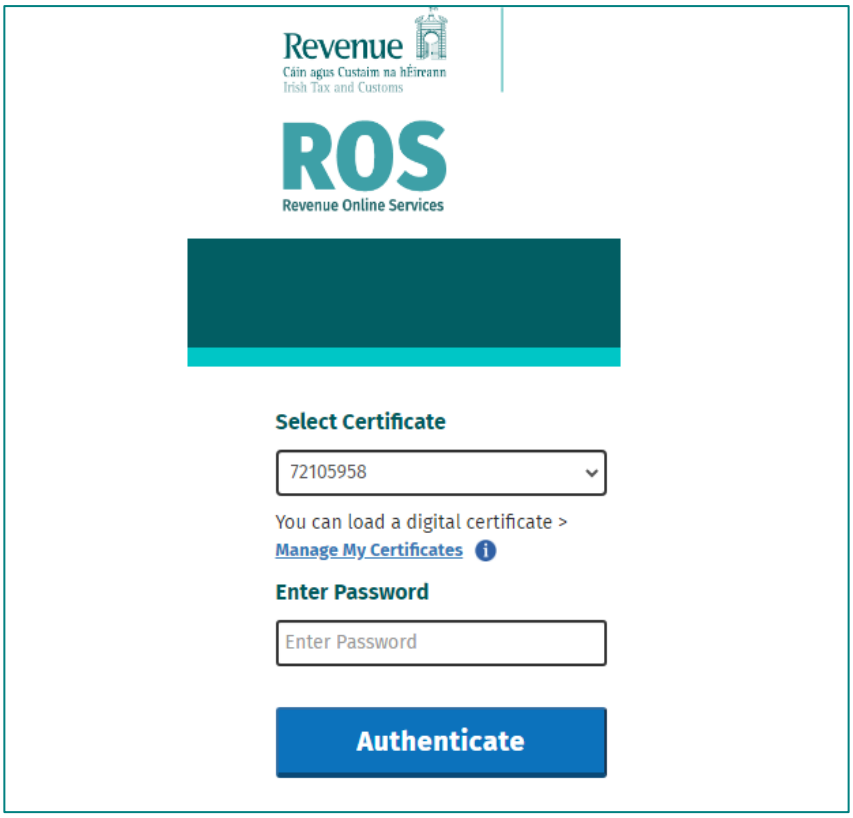
This document provides a step-by-step guide for third party integrators on how to create an employment in PIT.

Document References	
Reference	**Document Link**
1. Documents Homepage	Documents Homepage
2. PIT Self-Service Guide	Self-Service Application Guide

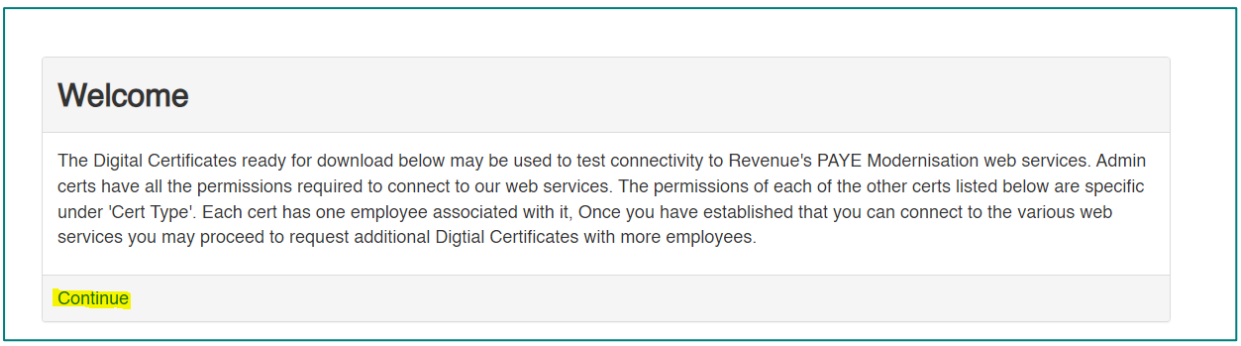
Creating Employers/Employees in PIT

1. Log into Self Service with your TDM cert (test data management).

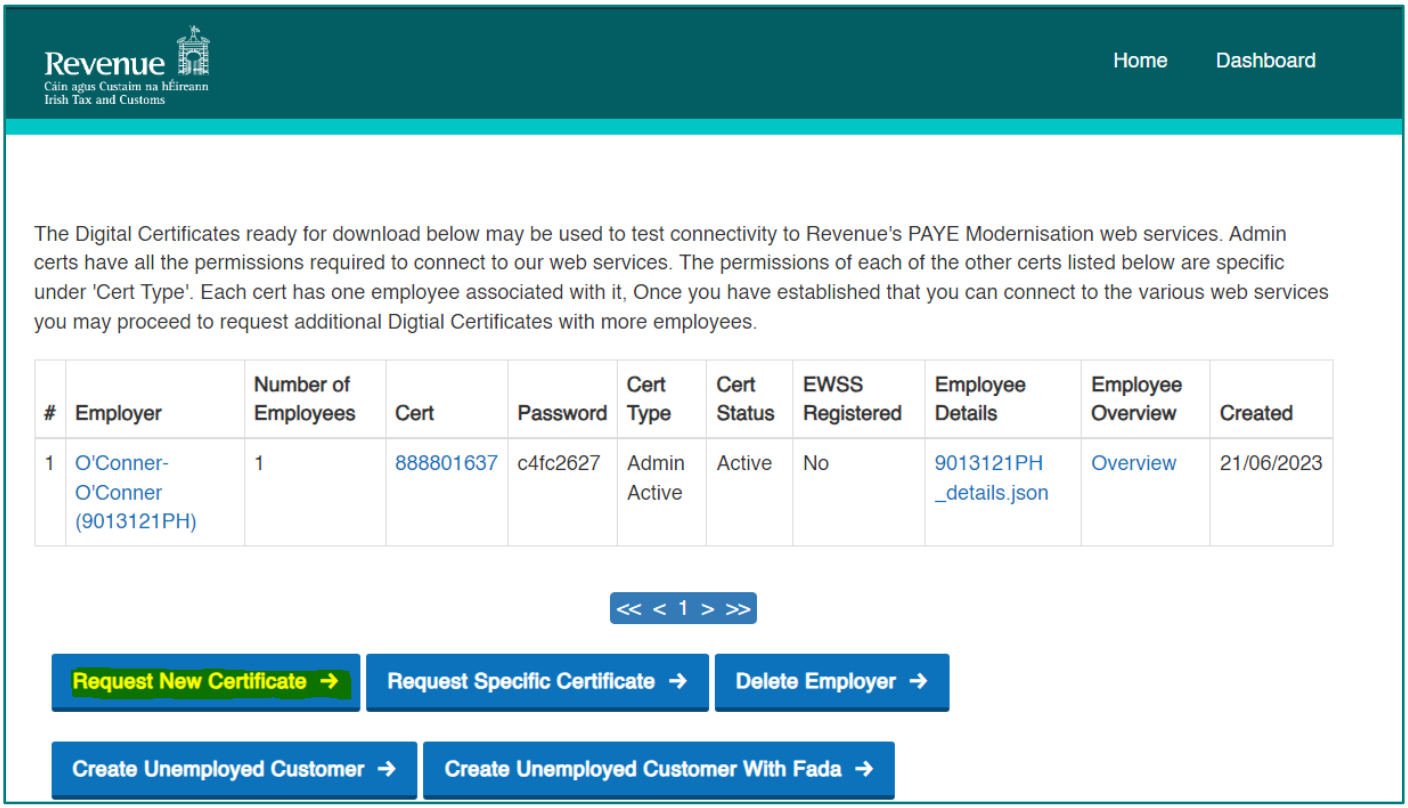
2. Select TDM cert and enter password (if cert not already loaded, click manage my certificates and load your new cert).



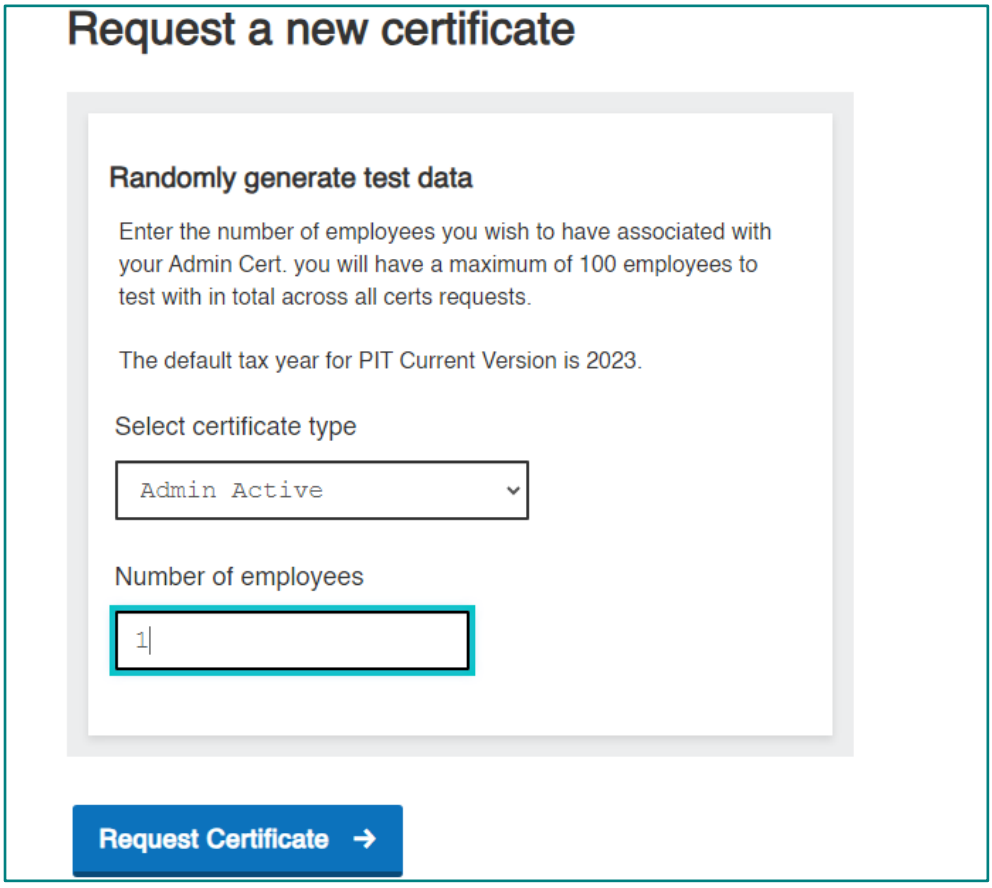
3. Once logged in using your TDM cert you will be greeted with this welcome message, click **continue**.



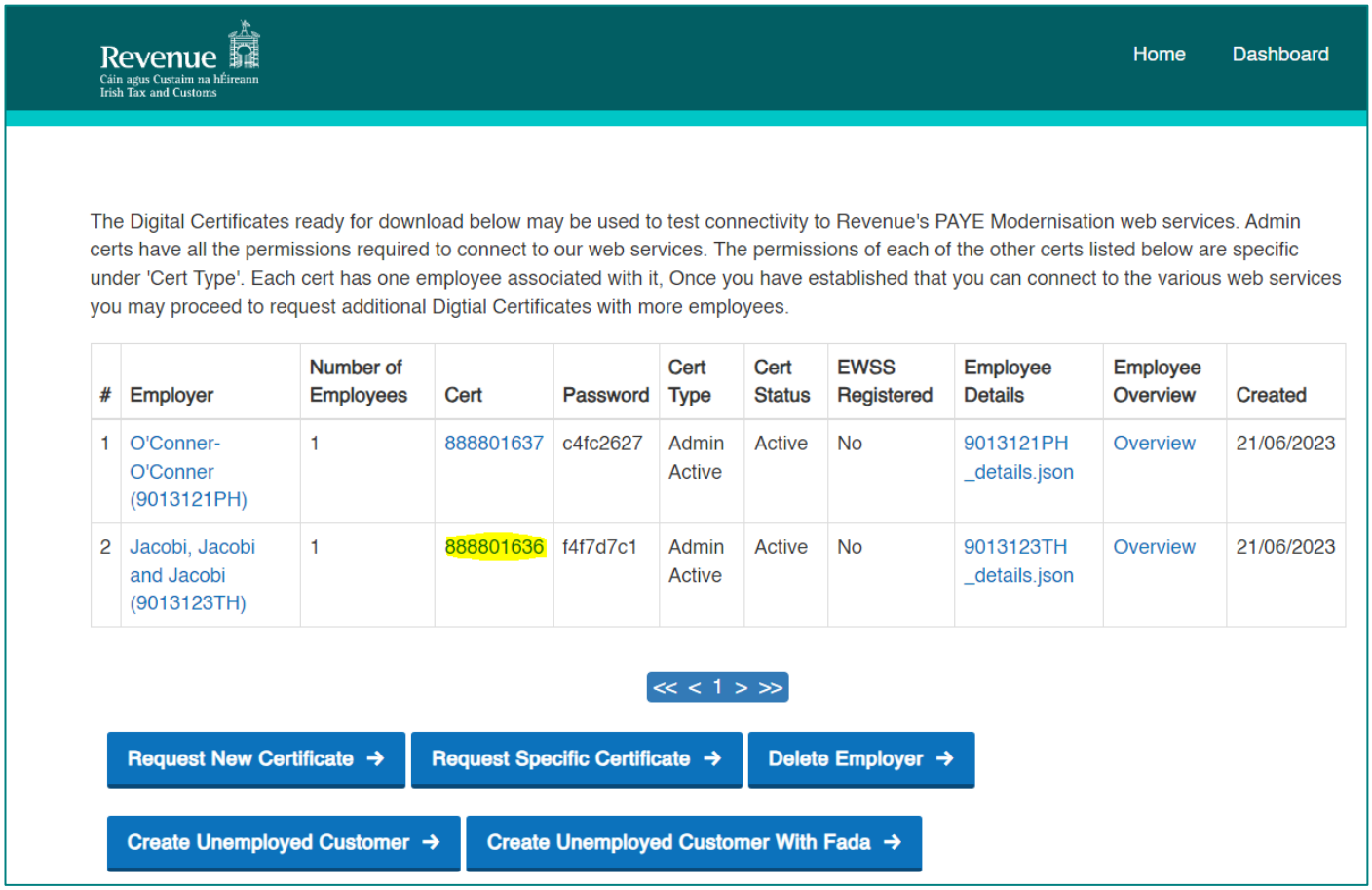
4. You will then see the below dashboard, here you can request a new employer certificate by clicking the **Request New Certificate** button.



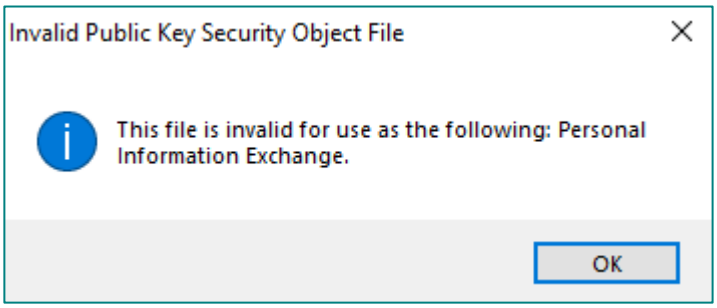
5. Enter the number of employees you wish to have associated with your admin cert.
Note: Employment ID defaults as 0 when a new employee is created, there is a limit of 20 employers per TDM cert & there must be no more than 100 employees across those 20 employers.



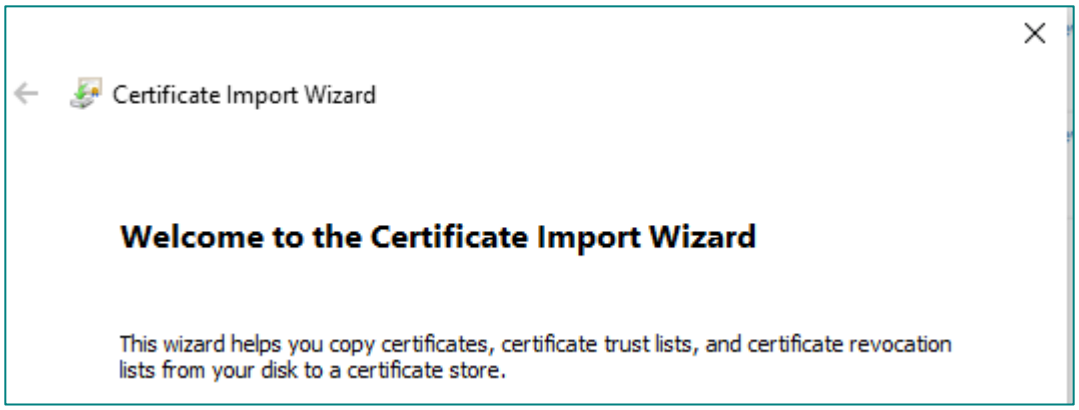
6. When you have requested the certificate, you should be returned to the dashboard where you will now see your new employer cert and password. You can then download the cert by simply clicking on the cert number.



7. Note: Once cert is downloaded, if you try to open you may be greeted with the following error message.



8. If this occurs simply re-download the cert and re-open, you should see the Certificate import wizard. This is an ongoing issue currently being investigated by the PIT team.



9. Visit the following link for more information on the PIT self-service application