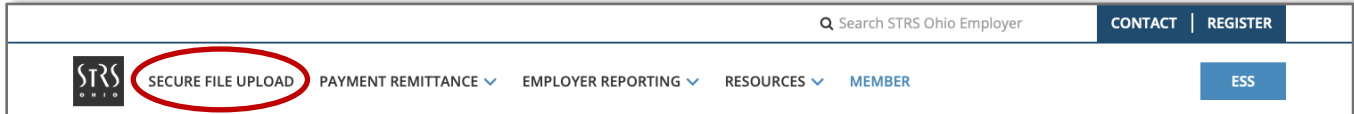# SSA-1945 Forms Upload Instructions

Step 1 — Scan copies of the completed SSA-1945 forms and save them to your computer as a PDF.

Step 2 — Go to **www.strsoh.org/employer** and click on "Secure File Upload" in the banner menu on the home page.

On the Secure File Upload page:

Step 3 — Enter your four-digit STRS Ohio employer number.

Step 4 — Click "Choose File" and select the saved file from your computer. The name of the file will appear.

Step 5 — Click "Submit." A message will appear letting you know the file has been submitted.

Secure File Upload

Upload a File

INCLUDES:

Upload a File

Record Layouts

To upload a file, enter your four-digit STRS Ohio employer number below, choose the saved file from your computer and click "Submit." Please note:

- All annual reports, payroll reports and backposting reports **are required** to be in a text (.txt) format.
- The secure file upload only accepts file names containing **one** period that is followed by "pdf" or "txt" extensions (e.g., .pdf or .txt).
- PDF files must be exactly 8.5" x 11" in portrait orientation.

Four-digit employer number:

Choose a file:
Choose File   no file selected

SUBMIT

Tip! Do not include periods in the file name, except for the period before the file extension (e.g., .PDF)

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