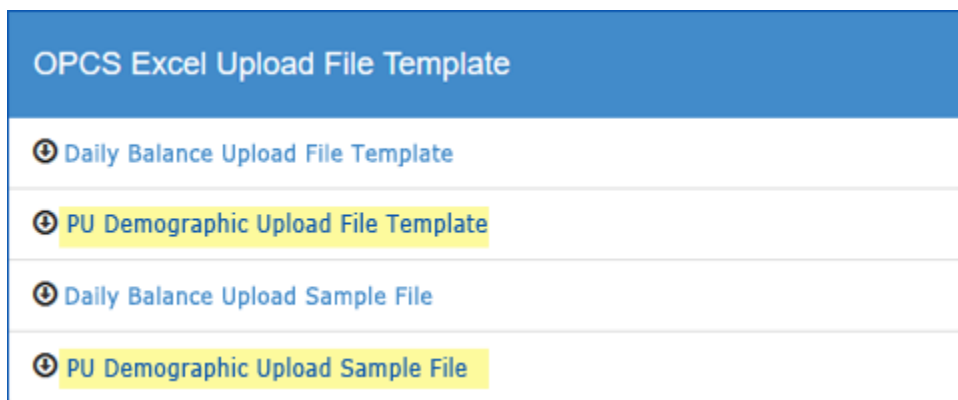


File Conversion Instructions for PU DEMOGRAPHIC FILE:

1. Click on the "Specifications & Template" tab at the top of the webpage.



2. Click & Download "PU Demographic Upload File Template"
3. Click & Download "PU Demographic Upload Sample File"



4. Use these two files to create and save your Daily Balance File in Excel
5. Click on the Upload File tab



6. Select "Demographic File" from the Select File Type

Upload File

Select File Type Demographic File ▼

*Required

7. Click the "Select Demographic File" and navigate/select the saved Excel document

Select File Type

Demographic File ▼

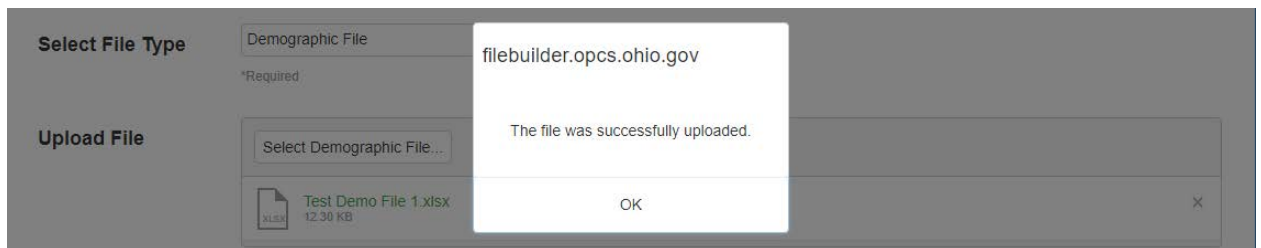
*Required

Upload File

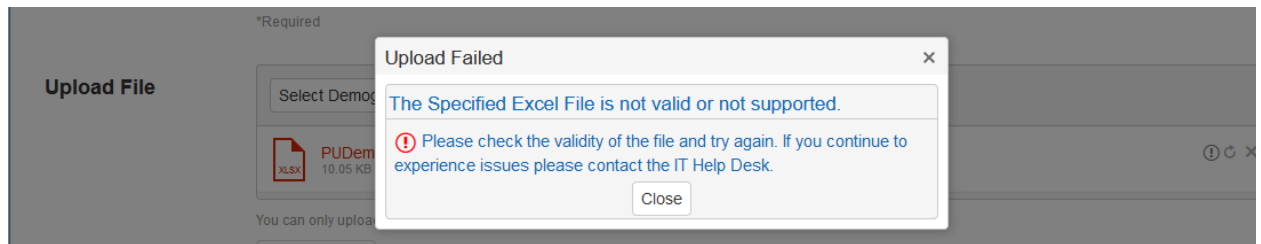
Select Demographic File...

You can only upload .xls and .xlsx files.

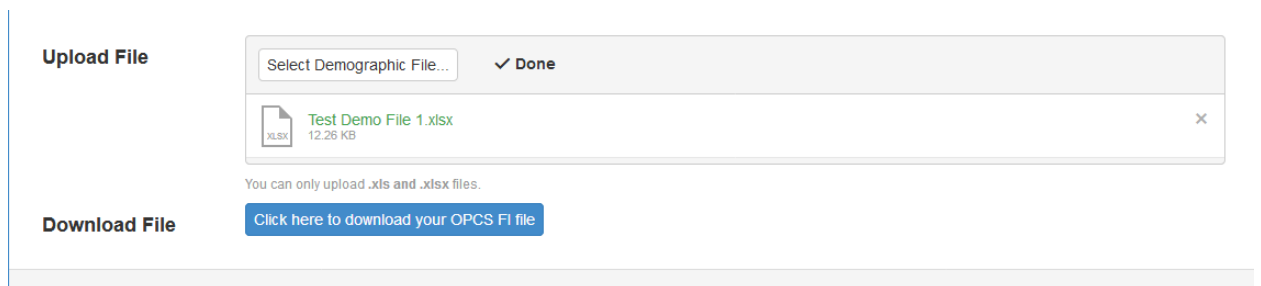
8. After verifying the file name, click “Upload.” If the wrong file was uploaded, select “clear”
 - a. Successful Upload of file: click OK



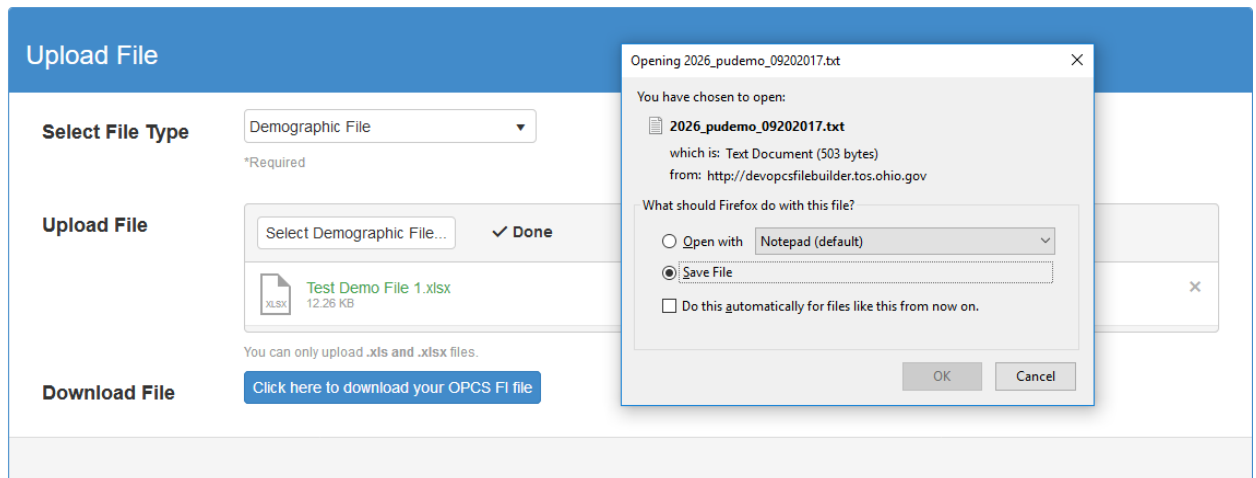
- b. Upload Failed: The Excel document didn't align with the template. Review your Excel document and make necessary changes and try again from number 1: Click Close



9. Click the “Click here to download your OPCS FI file”



10. Make sure to verify the location to save the document



11. Compare output file to sample and template files. If the format matches, upload thru OPCS website.