

## Using the HttpsPost Utility Program:

You must be registered to file W2s using third-party software at least one day before sending a file.

Register Here: <https://www.revenue.state.il.us/app/wtri/>

You will also need a prepared EFW2 formatted file ready to upload. Your software should compile the file for you. The file should be a .txt file. Be sure you know the name and location of the file you prepared and saved.

Preparing to use the utility:

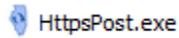
1. Create a new folder on your computer desktop
  - a. Right-click on an empty space on the computer desktop
  - b. Select new
  - c. Select folder
  - d. Rename the folder which appeared on your desktop by right-clicking the words "New Folder" and going down to the word "Rename." You may use any name you prefer.



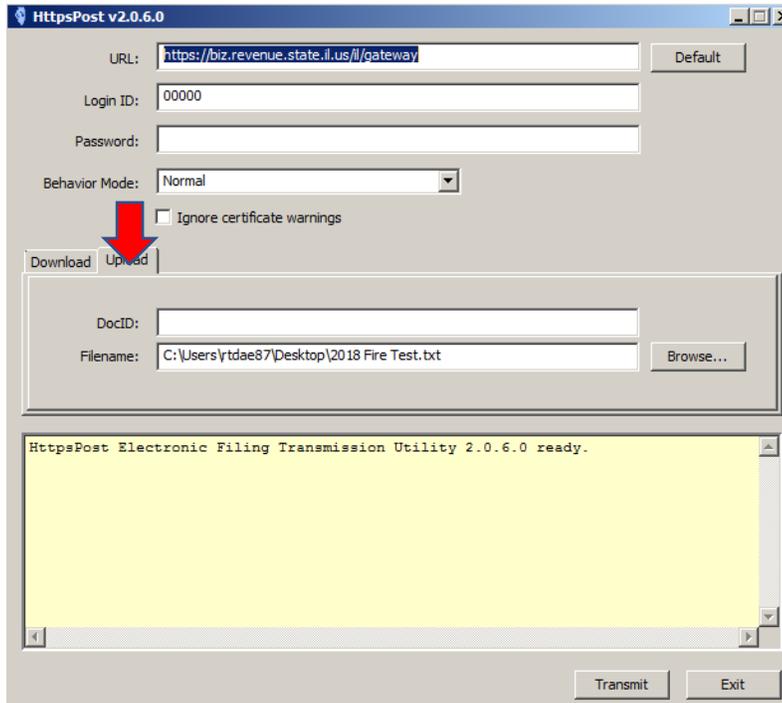
2. Save the utility to the folder you just created.
  - a. Go to <https://www.revenue.state.il.us/ecs/HttpsPost.exe>
  - b. Select "Save As" and choose the folder you just created as the destination and save to the folder.
  - c. Open the folder and confirm that you saved the program to the file.

3. Uploading the file

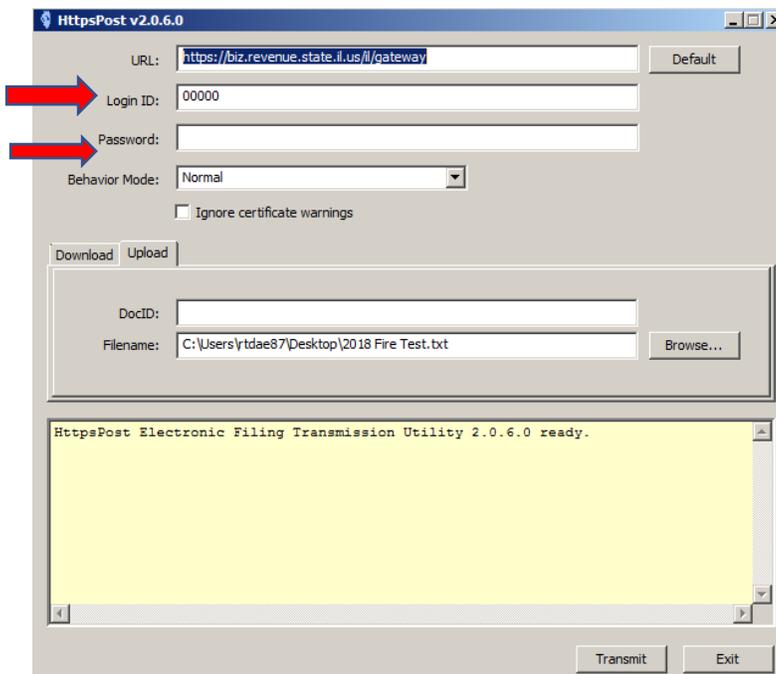
- a. Inside the file, double click on HttpsPost.exe



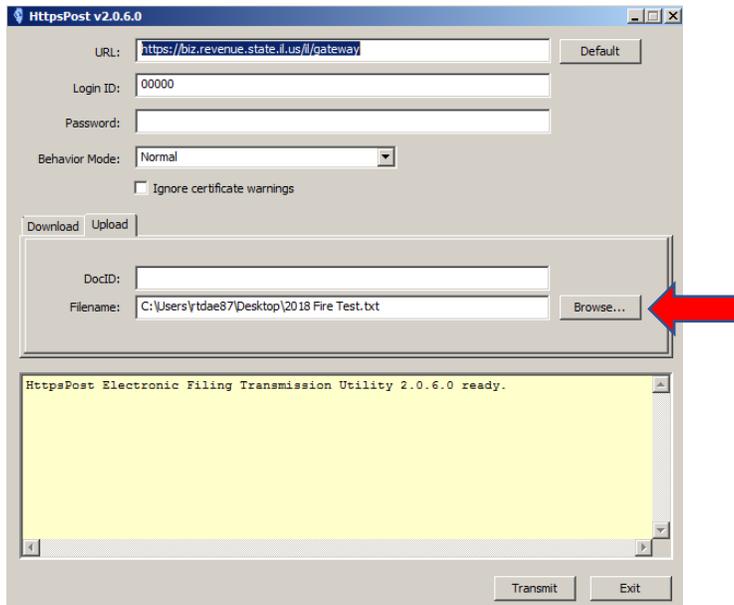
- b. In the window which will appear, select the upload tab



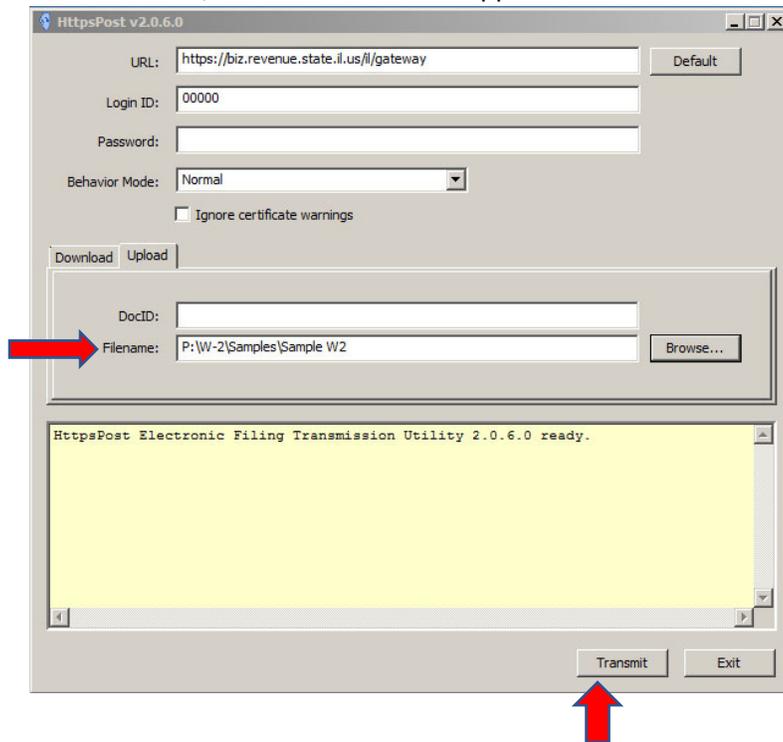
- c. Type your ETIN into the Login ID box and your password into the next box. Files sent using the **test** password are not “live” and will not be shown in tax records.



- d. Browse for your file by selecting the browse button, finding your file and click the open button.



- e. After selection, the file name should appear in the Filename box



- f. Select Transmit.

You will receive an immediate response. Near the bottom of the response you should find the words, "Acknowledgement One." An acknowledgement one shows that IDOR has received a transmission from you. The file is not yet processed.

```
Status Code = 200
Downloading 233 bytes from response
Illinois Department of Revenue Acknowledgement One ←
1. ETIN = 00000
2. TransmissionIDNumber = null
3. TransmissionTimeStamp = 10/26/2018 10:57:50 AM
4. FileSize = 5141
5. SysFileName = T0000020181026105750147.299
Operation completed
**** End ****
```

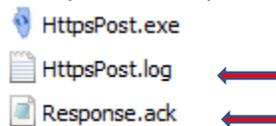
4. Retrieving and saving your acknowledgement

- a. Wait about 30 minutes before attempting to retrieve your acknowledgement, Part Two.
- b. Again, go to the HttpsPost.exe. You may have left it open after transmission which is fine, or you may need to open the program again as you did above.
- c. This time, select the Download tab
- d. Be sure your Login ID and password are present.
- e. Select the button for "Download the next available acknowledgement file."
- f. Select "Transmit."
- g. You will receive a message such as

```
**** Begin ****
Establishing session
Establishing connection
Preparing request
Sending request
Status Code = 200
Downloading 8240 bytes from response
Operation completed ←
**** End ****
```

Look for the words "Operation Completed."

- h. Open the folder you created on your desktop. You should see two new items in the folder.



HttpsPost.log shows the Acknowledgement One transmission information. You may delete that item.

The Response .ack is your acknowledgement. To retain this record, it must receive a unique name which you select. Otherwise, the next record you download will over-write the one you previously received.

1. Right-click on the acknowledgement
2. Select 'Rename'
3. Type in the new name.

HttpsPost.exe	10/26/2018 10:33 AM	Application	2,067 KB
Sample W2 10-26-17.ack	10/26/2018 11:16 AM	ACK File	9 KB

5. Understanding your Acknowledgement

a. The acknowledgement repeats your entire file and tells you if the file is accepted. If your file has a Header line when you transmitted, you will receive an "A" for Accepted or an "R" for Rejected.

```

***HEADER***ILEFW2***A      123456789
RA1234567896312w34          0      efileILL
RE2017 456789123            0      IL REVENUEIL LLC
RW789123456SAMANTHA        SMITHE
RS17 789123456SAMANTHA      SMITHE
RW327404322NICKIE          C      WALLERON
RS17 327404322NICKIE        C      WALLERON
RT000000200000000045593200000000002072400000000002826800000000455932000
RV0000002000000000455932000000000019896
RF      000000000
  
```

b. If your uploaded file does not contain a header, you will need to manually search the file to see if it is accepted or rejected.

1. Open the acknowledgement file

2. Scroll over to the right side of the file (550 spaces) You will see line numbers added to the file by IDOR.

```

0000003P
0000004P
0000005P
0000006P
0000007P
0000008P
0000009P
0000010P
0000011P
0000012P
0000013P
0000014P
0000015P
0000016P
0000017P
0000018P
0000019P
0000020P
0000021P
0000022P
0000023P
0000024P
0000025P

```

3. Scroll down the entire length of the file looking for error messages to the right of the line numbers. If no errors are shown, the file is accepted.

c. Rejected files

1. Files with a header

The rejection will show an "R" in the header line.



1	***HEADER***ILEFW2***R	123456789
2	RA1234567896312w34	0 efileILL
3	RE2019 456789123	0 IL REVENUEIL LLC

2. Rejected files **with or without** headers will show error locations and descriptions after the line numbers.

1	0000001P		
2	0000002P		
3	0000003P		
4	0000004F0022700234010INVALID DATA	←	→ 0023500242010INVALID DATA
5	0000005P		
6	0000006F0022700234010INVALID DATA	←	→ 0023500242010INVALID DATA
7	0000007P		

**The entire file is rejected for any error. If the file is a multiple employer file, all employers are rejected.**

**Only files sent using a production password are live files. You must have an accepted return using a production password to fulfill your filing obligation.**