

## Using the HttpsPost Utility Program to File W-2G and 1099 Forms:

You must be registered to file at least one business day before sending a file.

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

You will need a prepared file ready to upload. The file you upload must meet the electronic filing specifications outline in [Internal Revenue Service \(IRS\) Publication 1220](#) and include the additional Illinois record specifications. Please refer to the [Form W-2G and 1099 Illinois FIRE Specifications and Record Layouts](#) for supplemental information. Your file must contain a HEADER record. Your file will not be processed if a HEADER record does not exist at the beginning of the file. You will NOT receive an acknowledgment if the HEADER record is missing or incorrect. 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.

- Right-click on an empty space on the computer desktop
- Select new
- Select folder
- 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.



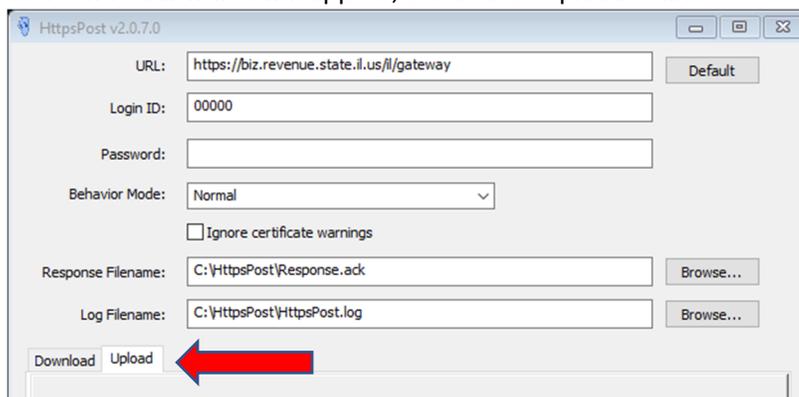
#### 2. Save the utility to the folder you just created.

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

#### 3. Uploading the file.

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

- 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.  
Please note: Files sent using the **test** password are not “live” and will not be shown in tax records.

HttpsPost v2.0.7.0

URL:  Default

Login ID:

Password:

Behavior Mode:  ▾

Ignore certificate warnings

- d. Edit your Response Filename. We used “20201099TestFileforABCCompanyResponse.ack” in the example below.

HttpsPost v2.0.7.0

URL:  Default

Login ID:

Password:

Behavior Mode:  ▾

Ignore certificate warnings

Response Filename:  Browse...

Log Filename:  Browse...

- e. Edit your Log Filename. We used “20201099TestFileforABCCompanyHttpsPost.log” in the example below.

HttpsPost v2.0.7.0

URL:  Default

Login ID:

Password:

Behavior Mode:  ▾

Ignore certificate warnings

Response Filename:  Browse...

Log Filename:  Browse...

- f. Browse for your file by selecting the browse button next to “Filename.” Find your file and click the open button. After selection, the file name should appear in the Filename box.

Response Filename:  Browse...

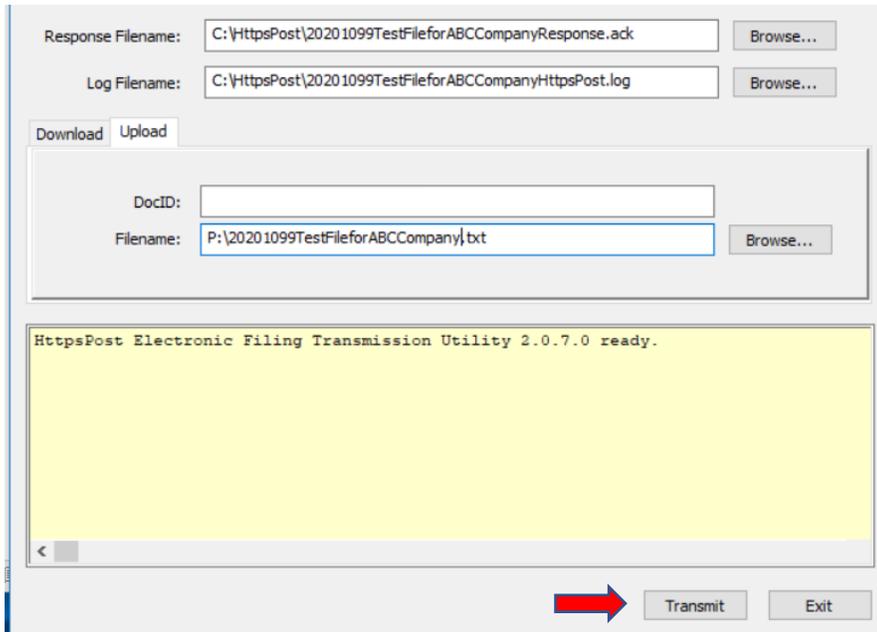
Log Filename:  Browse...

Download Upload

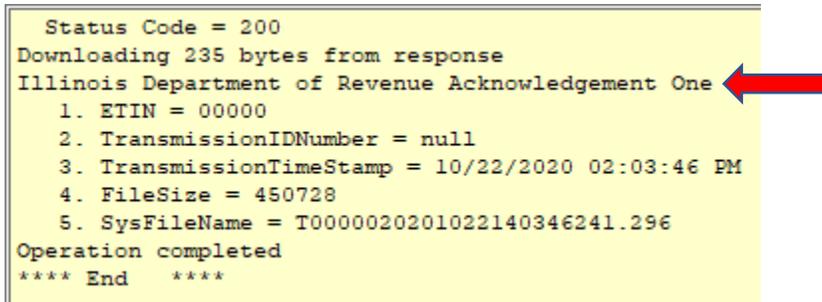
DocID:

Filename:  Browse...

g. Select Transmit.

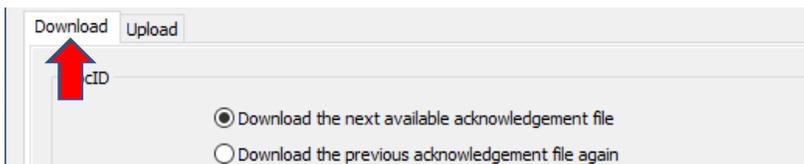


h. You will receive an immediate response. Near the top of the response you should find the words, "Acknowledgement One." An acknowledgement One shows that IDOR has received a transmission from you. The file is not yet processed.



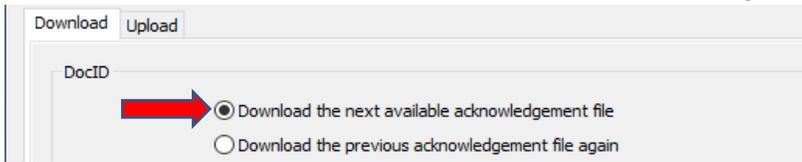
#### 4. Retrieving and saving your acknowledgement

- 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.

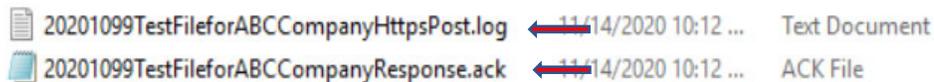
- e. Select the button for “Download the next available acknowledgement file.”



- f. Select “Transmit.”  
 g. You will receive a message such as the one seen below. Look for the words” Operation Completed.”

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

- h. Open the folder you created on your desktop. You should see two new items in the folder.
1. HttpsPost.log shows the Acknowledgement One transmission information.
  2. The Response.ack is your acknowledgement.



## 5. Understanding your Acknowledgement

The acknowledgement repeats your entire file and tells you if the file is accepted or rejected.

- a. Accepted files will have an “A” in the HEADER line.

```
***HEADER***ILFIRE***A ←
```

- b. Rejected files will have a “R” in the HEADER line.

```
***HEADER***ILFIRE***R ←
```

1. Rejected files will have a “R” after the line number followed by error field locations and error descriptions.

```
0000001A
0000002R0029600303008CALCULATION ERROR ←
0000003A
0000004R0050000507007RECORD NUMBER IS OUT OF SEQUENCE ←
```

**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.**

### **Other Helpful Information**

1. The easy Web Upload is still available at: <https://biz.revenue.state.il.us/app/etui/>
2. The Acknowledgement Inquiry Application cannot be used to obtain acknowledgements for W-2G and 1099 files.
3. The HttpsPost Utility Program and Web Upload only accept formatted .txt files.
4. Your file must contain a HEADER record.
5. Make sure that a line feed and carriage return are included after each record.
6. You must retrieve your acknowledgement. **We will not notify you by email, letter, or by phone that the file was rejected or accepted.**
7. When opening your Response.ack, be sure to select "Notepad" to open the file.
8. If you do not have a line counter on Notepad, check the status bar selection on the back.