

Enforcing .CSV Format for Census File Uploads

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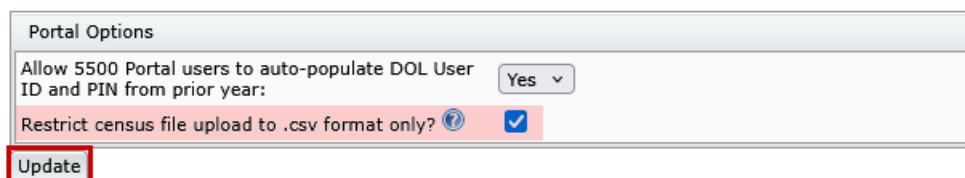
This guide outlines the steps to require .CSV file format for census uploads—both when sending census files to portal users and when receiving census uploads from them. This ensures consistency, reduces processing errors, and aligns with system requirements.

Enforcing .CSV Format for Internal Users

This setting is only accessible to the Master User on the account.

Access Account Profile Settings

- Navigate to **Wolters Kluwer Logo > Administrative Tasks > Account Profile**
- On the **Account Profile** page, locate the **Portal Options** section.



Portal Options

Allow 5500 Portal users to auto-populate DOL User ID and PIN from prior year: Yes ▾

Restrict census file upload to .csv format only? ☒

Update

Enable Restriction

- Check the box labeled: **Restrict census file upload to .csv format only?**
- Once selected:
 - Users will be **unable to upload census files** in any format other than .CSV.
 - If a non-CSV file is uploaded, the system will display the following error:
 - > **Error:** The file format selected is not acceptable. Uploaded files must be in .csv format to be submitted. Please correct and re-upload.

Behavior When Unchecked

- If the checkbox is **not selected**, users will still receive a **warning**:
 - > **Warning:** The file type selected is not .csv. This may cause issues or delays in Census processing. Please select OK if you wish to continue or Cancel to correct the filetype and reupload.

Enforcing .CSV Format for Portal Users

This option is accessible by Users with Designated Admin permissions.

Access Portal Branding Settings

- Navigate to **Wolters Kluwer Logo > Administrative Tasks > Portal/Workflow > Portal Branding**

