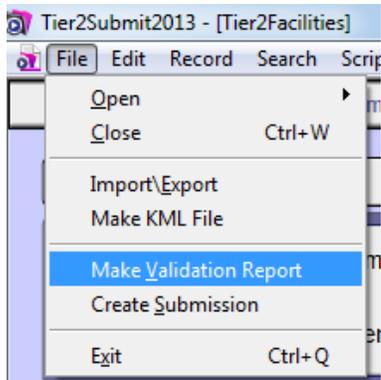
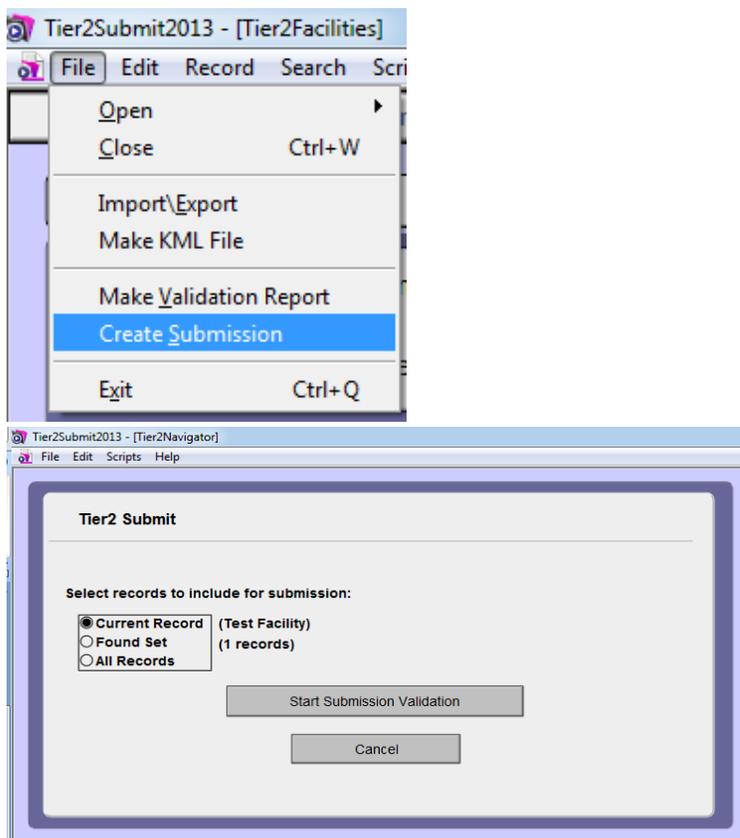


Creating .t2s Files for Tier II Report Submissions

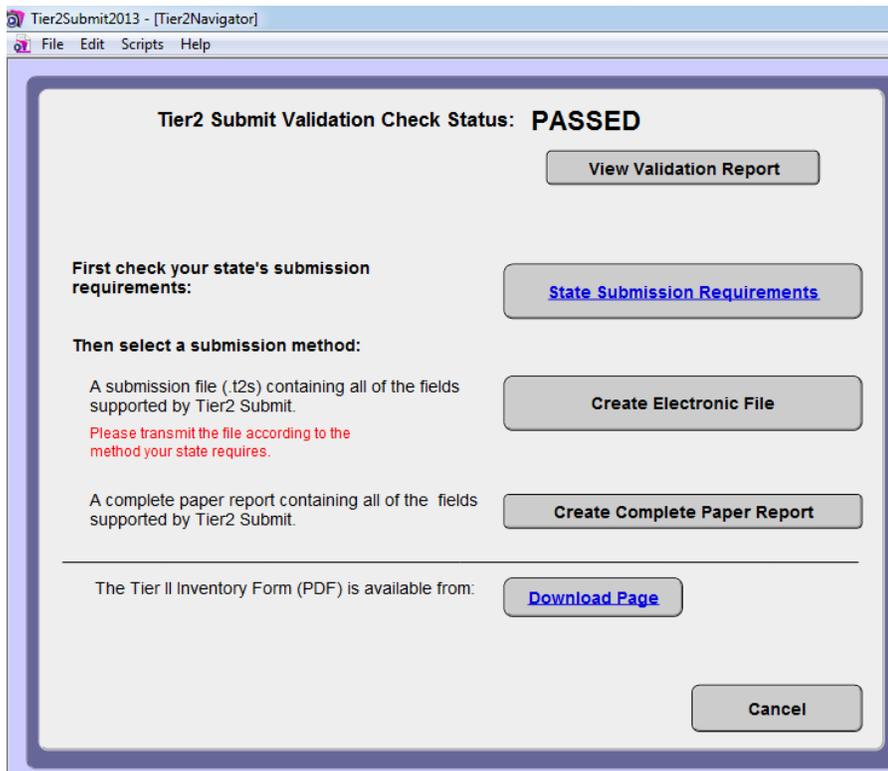
1. After completing the report, validate the report to ensure that all the information has been accurately submitted:



2. Once the report has been validated, click on "Create Submission" and then "Start Submission Validation":



3. Once the submission has been created, the following screen will show up:



4. In order to download the .t2s files, click on "Create Electronic File". A dialog box will open up so that the file can be saved. Please save it in the following format:
Name of Facility, Location, 2014 Tier II Report.

