AME Transmittal Service Instructions

NOTE: you will need to complete and submit to AME the AME Software Electronic Transmittal contract prior to using Transmittal Service.

CA DE9 and DE9C Forms

*Please print your DE9 and DE9C Forms prior to transmitting.
**Make sure your AME Program is Closed before Opening the Transmittal Service Module

1. Open AME Transmittal Service Program
2. Select Form Type i.e. DE9 or DE9C
3. Select Quarter, Year, and State (CA)
    a. Click "Next"
4. AME Transmittal Service Transmitter screen
    a. Your Company is always the transmitter *(If your AME Company List does not populate on screen, please contact AME Technical Support for help)*
    b. Select your Company ID from the list; Press ENTER key (Be sure all info on left-side automatically fills in)
    c. Click "Next"
5. AME Transmittal Service Employer Screen
    a. Select Company ID for the company you wish to transmit from list; Press ENTER key (be sure all info on left-side automatically fills in)
    b. Click "Add"
        i. Company Name should move to right-side of screen
    c. Repeat above steps for each company you wish to transmit
    d. When all companies are displayed on right-side of screen; Click "Next"
6. Click "Create File"
    a. Select Folder to save file in (Desktop is recommended); Click "Ok"
    b. Be sure to get message "File was successfully saved…"; Click "Ok"
7. Click "Upload File"
    a. Be sure to get message "File was successfully transferred"; Click "Ok"
8. Click "Print Report"
    a. Click "Print" (This is a list of all companies you are transmitting)
        **Please Note: This report does not verify that it was filed or received, please check acknowledgement reports emailed to verify filing.*

You have successfully sent AME your forms. When EDD has processed, you will receive an email from AME containing a report with the EDD Acknowledgement for all companies transmitted. Repeat for other forms and additional companies.