INSTRUCTIONS FOR FILLING IN THE FORM: Testing contact form

These filling instructions apply to the electronic online form the stakeholder can use to report additional testing details and changes or submit test records and IDs. The mandatory fields in the form are marked with an asterisk (*).

1   CONTACT CONCERNS TESTING

Select the testing role that your contact concerns.

2   REASON FOR CONTACT

Select the reason for your contact.

Ordering an Excel tool for submitting test records (wages)

Place an order for an Excel tool for the testing organisation so that you can submit earnings payment reports to the Incomes Register's stakeholder testing environment. Submit the completed Excel with the testing contact form and select "Submitting test records to the Incomes Register" as the reason for contact.

Ordering an Excel tool for submitting test records (benefits)

Place an order for an Excel tool for the testing organisation so that you can submit benefits payment reports to the Incomes Register's stakeholder testing environment. Submit the completed Excel with the testing contact form and select "Submitting test records to the Incomes Register" as the reason for contact.

Additional order of test IDs (enter a more detailed description)

Place an order for more stakeholder testing environment test identifiers for the testing organisation. Under "More detailed description of the reason for contact", explain what type of IDs you want to obtain and for which purpose you need them. You can place an order for artificial Business IDs or personal identity codes that will be used during testing as the payer or income earner, or for authorisation. Also include in the description the number of test IDs you need.

Agreeing on the testing of extensive records

Notify the Incomes Register that the testing organisation wishes to agree on the testing of extensive records in the Incomes Register's stakeholder testing environment. Under "More detailed description of the reason for contact", explain what kind of testing your organisation has planned and specify the proposed testing schedule. Read the instructions: Appendix 3: Separate testing plan for extensive records

Updating the details of the testing contact person

Announce a change of the testing contact person. Under "More detailed description of the reason for contact", enter the new contact person's name, email and telephone number.

Submitting test records to the Incomes Register

Send the Excel tool the organisation uses to submit benefits or earnings payment reports to the stakeholder testing environment. The Incomes Register will export the reports into the testing environment. Add the Excel as an attachment to the form under "Attachment".

Submitting test IDs to the Incomes Register

Send a file the organisation uses to submit anonymised test IDs to the stakeholder testing environment. The Incomes Register will export the IDs into the testing environment. Add the file as an attachment to the form under "Attachment". Read the instructions: [Appendix 5: Instructions for the anonymisation of test data](#)

Adding a new testing channel (enter a more detailed description)

Announce that the testing organisation wishes to start testing in a new testing channel. Under "More detailed description of the reason for contact", enter the new testing channel. If the organisation is to start testing at an interface, also enter the contact details of the technical contact person (name, email and telephone).

End of testing

Announce that the testing organisation wants to stop testing.

More or other reasons (enter a more detailed description)

Submit any other additional information or changes pertaining to stakeholder testing.

3 TESTING ORGANISATION'S DETAILS

Name of organisation: Add the name of the testing organisation.

Organisation's Business ID: Add the Business ID of the testing organisation.

Sender of contact form: Add the name of the person who submits the contact form.

Telephone number: Add the telephone number of the person who submits the contact form.

E-mail address: Add the email of the person who submits the contact form.

Artificial Business ID used in testing: Add the organisation's artificial Business ID to which the contact applies.

4 MORE DETAILED DESCRIPTION OF THE REASON FOR CONTACT

Describe the reason for the contact as clearly as possible. Note that the character limit for this field is 2,500.

5 ATTACHMENT

Add an attachment pertaining to the contact.

6 ACCEPTING TERMS AND CONDITIONS

You must accept the terms of use before submitting the form.