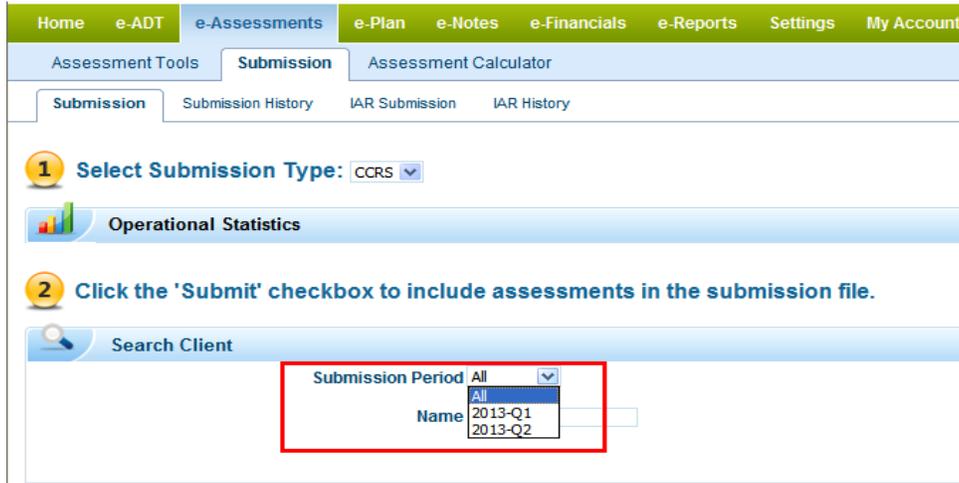# How to Create a Quarterly Submission File

Go to: e-Assessments > Submission > Submission

- Select Submission Type; i.e. CCRS, NRS, OMHRS, etc.
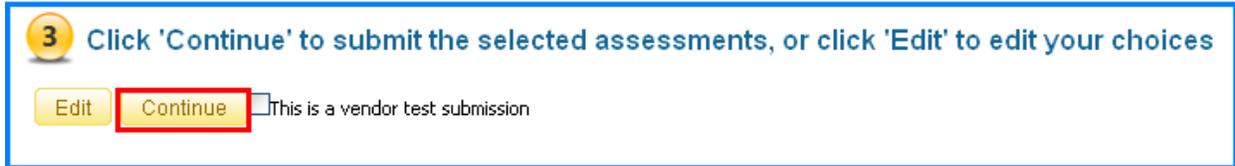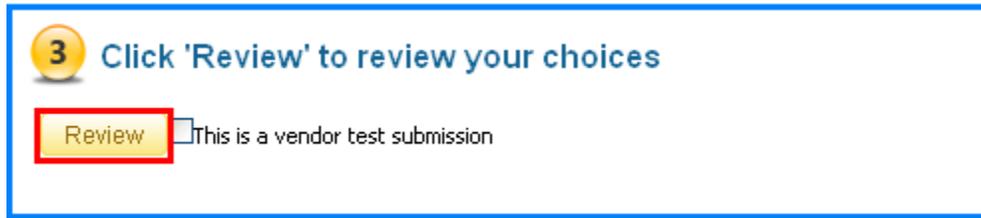- Select the Submission Period to be created

- Click the '**Select All**' button to mark all the assessments for the selected submission period.
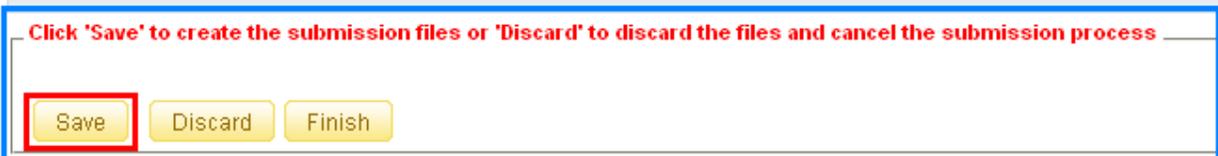
- Click on '**Review**' and then '**Continue**'

- If there are no validation errors, click '**Save'.** If there are any errors at this point, the system will preview the errors message on the screen with an option to print a hard copy. You may need to review your coding at this time.

- Click on '**Download Zip'** and '**Save File'** into the submission folder where you normally save submission files, then close the 'save' window.

- Click on '**Finish**' to finalize the submission process in Mede-care.

- Now you can go to the CIHI web site, browse and upload the zipped file saved in your submission folder.

The definition of the submission file codes are as follows:

CCR – Submission Type

2013 – Submission Year

01 – Submission Period/Quarter

5XXXX – Facility Number initiated with Province Code

001 – Submission Files Sequence Number