

Virginia Department of Taxation

TOPIC: Testing Requirements for Files and Data Transfers (EESMC)

- Before you can start testing your files with the Department through the External Entity Secure Messaging Center (EESMC), you must have completed the required TAX training courses.
- Determine the required curriculum based on your role. See Access a TAX Training Curriculum in the Learning Management System (LMS). **Note:** To submit local estimated tax payments electronically, you must complete two courses in LMS (EESMC access only curriculum).
- After you have completed your LMS training, you are then able to click on the “View Certificate” button to make sure your LMS records indicate “Certificate of Completion.”
- After you verify Certificate of Completion, you must submit a Security Access Form (Form SA-IRMS-E) to TAX security to receive IRMS log-in credentials.
- Once you receive your log-in credentials, submit an email to IRMS.Support@tax.virginia.gov to schedule testing of your files.
- You will be contacted by a TAX Test Team member who will coordinate testing with you.
- Your test data files must be approved by TAX before estimated payments may be submitted for processing through EESMC in production.

TARP: See TARP procedures, user guides, and job aids to make the testing and setup processes go smoothly. In particular:

- EESMC User Guide
- For information on creating and uploading estimated payment files, see TARP Job Aids.
- To obtain the template for sending local estimated payments through EESMC in an Excel spreadsheet format, see TARP Forms.
- For information on LMS access, see TARP Job Aids.