# Sovereign Upload Portal

How to see employer data

This guide shows you how to view the employer data you have uploaded via the Sovereign Upload Portal.

If you want to view the value of your Plan or run reports on activity, then please log-in to your Employer Self-Service (ESS) Portal where you can run a range of reports and export into PDF or Excel.
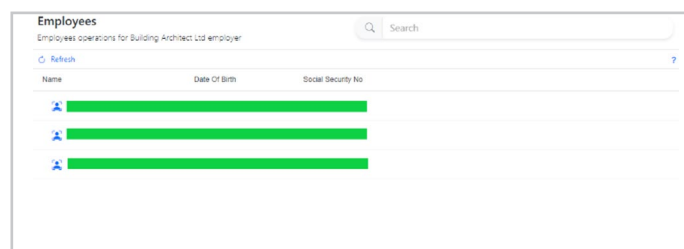
1. Once logged in, click on 'Employee Management'.
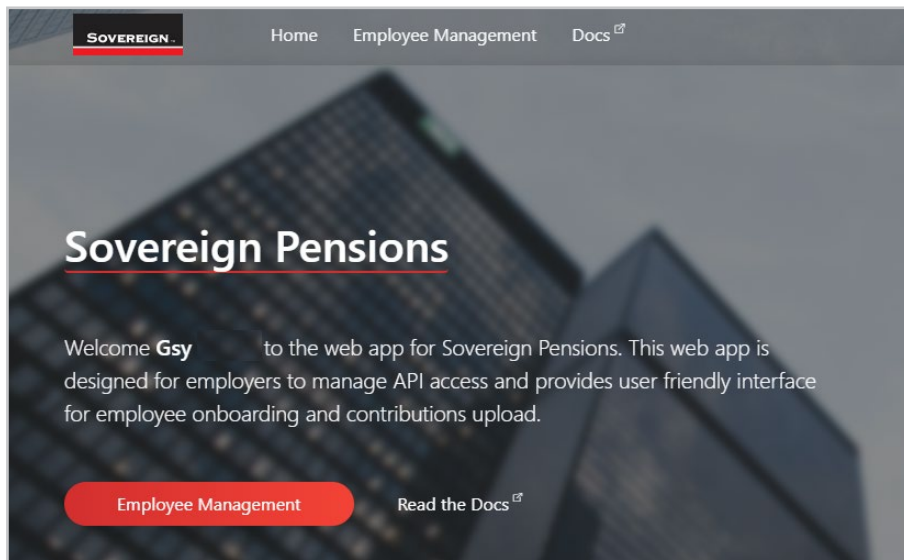
2. Once the portal opens, there will be five visible options down the side tab. For this function, navigate to 'Employees'.
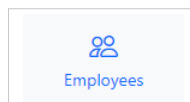
3. You'll be presented with the below screen, which will show all of your listed registered employees.

4. When clicking on an employee, you'll be able to see the following data:

- Full name
- Gender
- Date of birth
- Country of birth

- Nationality
- Plan name
- Status

- Date joined plan
- Employer name
- Employer start date

5. You can search for employees using their Name, Date of birth or Payroll number.