

Introduction

The first set of establishments have officially on-boarded to MCR and will be providing us with their first submission this month. This has come after a successful Pilot Group of 360 establishments supplied their first submissions in August and September without any issues. Please find below all the latest news and updates from MCR including a new on-boarding checklist, explanations to common errors and updates on guides. If you've missed our previous MCR Bulletin it can be found on our website.

[Read our bulletins](#)



HEADLINES



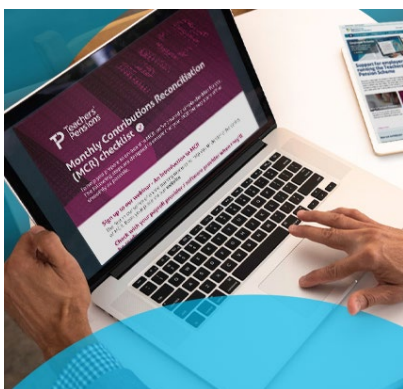
On-boarding monthly availability system

As previously stated, we can only accept a specified number of establishments on-boarding to MCR each month, to ensure that we can provide the level of support you need in those first few months. We've created a new system to help you identify which months you're still able to on-board onto MCR, which can be found on our website. We'd recommend you take a look at this prior to submitting your On-boarding form to ensure your chosen date is still available.

[Find out more >](#)

On-boarding checklist

We've created an on-boarding checklist to help you understand all the tasks you need to complete before you on-board to MCR. We



recommend that you work through the checklist with your payroll or software provider, if using one, to ensure that you haven't missed anything.

[Find out more >](#)



FURTHER NEWS

MCR frequently asked questions

Since the introduction of MCR we've been putting together some frequently asked questions to help you with on-boarding, your monthly submissions, calculating contributions and many more.

The FAQs can be found on our website and will be updated regularly so keep an eye out for more.

If you've got any further queries please [let us know](#).

[Find out more >](#)

Updates to guides

To make sure our resources remain up to date with the latest calculations and figures, we've recently updated our [Forms and Guides section](#) of our website.

If you've printed or saved copies of any documents from this section for your records, you'll need to discard the old versions and refer to the new updated versions for further information.

[Find out more >](#)



OTHER ITEMS

Enhanced MCR training

We've previously informed you that we've created a new enhanced MCR training programme which covers the MCR process, data sets and contributions and example scenarios, to help you prior to uploading your first submission.

To make sure that you receive the most up-to-date information regarding MCR,

we've decided not to put the enhanced training on our website with our regular training programme. Instead, we'll send an email to you, inviting you to register onto the training sessions in the months leading up to your on-boarding date.

[Find out more >](#)

MCR key issues

Throughout the on-boarding of our MCR pilot group we've identified some common issues that you may be experiencing with your submissions. To help you with your submission and to avoid any errors, we've prepared a few points, including 'enrolment type' field population, re-uploading error files, contribution calculation methods and opening MCR files in excel.

[Find out more >](#)



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