Creating an Online Profile for an Active UI Account
You may select either of these options.
You must have an existing UI Account number.
Create Profile

Before You Start

Please have the following ready:
- The registered name and address of your business.
- Federal Identification Number (FEIN)
- Department of Labor Number
- Gross quarterly wages as reported on Form UC-B6, "Quarterly Wage, Contribution and Employment and Training Assessment Report" for the last two completed quarters.
- An email address to receive notifications.

Be prepared to:
- Create an Online Business ID. This is a unique identifier for your business. NOTE: Once an Online Business ID is saved, it cannot be taken by another business unless the account is inactivated or denied.
- Create a password and answer security questions.
- Complete the registration once you start. Incomplete registrations cannot be saved, and you cannot return to the same Online Business ID to continue registering. You must establish another ID.

Continue
Create an Online Profile

Employer Verification

* Indicates required field

If you are creating a registration account for a state or county employer, click here.

Hawaii Unemployment Insurance Account Number *

Federal Employer Identification Number (FEIN) *

Business Name *

Enter your UI Account Number, FEIN, and Business Name.
You must provide the total gross wages for the quarter requested.
If the wages entered does not match, you will receive this pop-up. Click either option available.
You must enter all required fields on this page to proceed.
Create Online Profile

Business Identification

* Indicates required field

The Online Business ID is a unique identifier for your business. It will be used by all users associated with this employer account when they login.

The Online Business ID must contain the following:
- 3 - 25 characters
- alpha-numeric characters
- no spaces
- no special characters

Not case sensitive

Enter your Online Business ID *

Please retype your Online Business ID *

Be sure to write this down and keep it in your records.
Employer Create an Online Profile Active Employer - Security Questions, Image, and Phrase

Dropdown options of security questions

- Please Select --
  - What is your Mother’s maiden name?
  - What street did you grow up on?
  - What is your favorite color?
  - What is the name of your Father’s father? (first name only)
  - What is the name of your oldest sibling? (first name only)
  - What was your childhood nickname?
  - What is your favorite food?
  - What is your favorite sport?
  - Where did you go on your honeymoon?
  - What is the make and model of your first car?
  - What is your favorite cartoon character?
  - What year was your mother born?
  - What year did you graduate high school?
  - What is your high school mascot?
  - What is the name of your first pet?

Your security question answers are case-sensitive.

Select and answer 3 security questions.
Select a security image and enter a security phrase.
Click Submit.
Your email address will auto-populate here.
Enter your Online Business ID and your email address.
Enter temp password from the email and click Login.

Be sure to write this down.
After you have created the password, you will be directed straight to your dashboard.
Employer Edit Profile, Online Business ID and User Management
The administrator and the sub-users will be able to edit their own profile information.
You must enter your current password in order to save any changes.

All users will have the option to change their password. It must meet the password requirements.
You have the option to change your security questions and answers, image, or phrase. In order to save the changes, you must enter your current password.
Employer Edit User’s Online Profile Successful Update

You will receive a confirmation if the changes were successful. An email will be sent.
Employer Edit User’s Online Profile Business ID

Only the Administrator will be able to see this option and edit the Online Business ID.
When changing the Online Business ID, you will need to enter your password in order to save the changes.

The current Online Business ID will auto-populate.
You will receive confirmation if the changes were successful and an email will be sent.
Employer Edit User Management

Only the Administrator will be able to see this option and make changes.
To add sub-users to the account, click on this button.

Administrators will always be listed first.
You must read the disclaimer and click to acknowledge.
Administrators must assign rights to a sub-user. That sub-user will only have access to the approved functions.

Click Save User when completed.
You will receive a confirmation that the sub-user has been successfully added and an email will be sent to the sub-user with their temporary password.

New sub-user will appear here.
The newly added sub-user must obtain the Online Business ID from the Administrator in order to create their Online Profile.
Administrators have the ability to edit the sub-user's name, title, phone number, email address, rights, set a sub-user as the new administrator, or reset the sub-user's password.
The Administrator has the ability to reset passwords.
**Employer User Management Edit Users Reset Password**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>VON SCHWEETZ</td>
</tr>
<tr>
<td>First Name</td>
<td>VANELLOPE</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(808) 586-9795</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:briterainbow99@gmail.com">briterainbow99@gmail.com</a></td>
</tr>
</tbody>
</table>

A pop-up will display if the Administrator clicks “Reset Password”.

This will reset the password for this user. Do you want to continue?

[OK]  [Cancel]
A pop-up will display if the current Administrator clicks on Set as Administrator button. Clicking “ok” will automatically direct the previous Administrator straight to the sub-user’s dashboard. All Administrator rights will be transferred.
All Administrator rights have been removed from the previous Administrator. The “new” Administrator will have to assign rights to previous Administrator.
The “new” Administrator will now have these functions available:
The Administrator has the ability to inactivate a sub-user at any time.
A pop-up will display if the admin user clicks “inactivate”.

This will inactivate the user from the system. Do you want to continue?

OK  Cancel
The administrator will receive confirmation that a sub-user’s profile has been inactivated.
Employer can edit rights, inactivate the current service company, or approve another service company. Approving a different service company will inactivate the current one.
Account Inquiry
Employer Dashboard

**Welcome,**

**Wednesday, December 12th, 2018**

**Account Inquiry**
View employer account information, rate, and balances for respective years and quarters.

**Employer Reporting**
Submit quarterly wage reports and payment. View previous submissions, pay outstanding balances, amend prior submissions.

**File Weekly Report of Low Earnings**
Electronic Low Earnings Report and Monitor System (ELERM) is used to file Weekly Reports of Low Earnings for employees that are still attached.

For more information, click here.

**Appeals**
File an appeal, get hearing information, and see appeal statuses. You can file your appeal Monday through Friday - 6:30 a.m. to 5:30 p.m. Weekends and Holidays - 9:00 a.m. to 5:30 p.m.

**Alerts:**
- Service company requests access
- Notifications
- Missing report
- Account delinquent
- Response for UC-86

**ACCOUNT SETTINGS**

- **Edit Profile**
  Change your password; email address; security question(s), security answer(s), security image and/or security phrase.

- **Edit Online Business ID**
  Change your online business ID. Please note that this will affect all users on this Employer Account.

- **User Management**
  Management of authorized users, ability to add, delete, and manage user access.

**Administrator:** Edit Profile, Edit Online Business ID, and User Management

**Subuser:** Only can Edit Profile
The employer will also be able to manage their ELERs, Appeals, E-Response, PEO, Forms, and Notifications.
Account Inquiry - Employer Information and Account Summary

Account Summary:
- Current and previous year.
- View Contribution rate, E&T rate, and wage base.
- Outstanding balance or credit balance.
- YTD benefit charges for current year.
- Clickable link to Notifications to view Statement of Benefits Charged.

Employer Information:
UI Account No, FEIN, Registered Name, DBA, Address, Liable Date, and Account Status.
Quarterly Reports:
- Select Year and Quarter.
- Quarterly history for 5 years.
- Received date, wage source, rates, wages, assessed amounts, paid and adjusted amounts.
- Balance due or credit amount.
- Benefit Charges for the quarter.
- Benefits is linked to Notifications to view Statement of Benefit Charges.
Account Inquiry - Rate

Rate:
- Select a Year to view history.
- Employer Rate History for 5 years.
- Click on links to view details of rate history.
### Quarterly Report - Rate

<table>
<thead>
<tr>
<th>Report Year:</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule:</td>
<td>C</td>
</tr>
<tr>
<td>Contribution Rate:</td>
<td>2.400%</td>
</tr>
<tr>
<td>E &amp; T Assessment Rate:</td>
<td>0.010%</td>
</tr>
</tbody>
</table>

### Three Years of Taxable Payroll:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$0.00</td>
</tr>
<tr>
<td>2016</td>
<td>$0.00</td>
</tr>
<tr>
<td>2017</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Average Annual Taxable Payroll:

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Total Reserve Balance (12/31/2017):

- Reserve Balance (12/31/2016): $0.00
- Contributions: $0.00
- Benefits Charged (2017): $0.00
Account Inquiry - Reimbursable Account Employer Information and Account Summary

<table>
<thead>
<tr>
<th>EMPLOYER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
</tr>
<tr>
<td>Federal ID Number:</td>
</tr>
<tr>
<td>Registered Name:</td>
</tr>
<tr>
<td>DBA:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Liable Date:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
</tr>
<tr>
<td>Current Balance Due</td>
</tr>
<tr>
<td>YTD Benefits Charged</td>
</tr>
</tbody>
</table>

* Does not include current month.

Show outstanding balance and YTD benefit charges for the current year.

Click link to go to Notifications section to view Request for Reimbursements.
Select Year and Month to view monthly benefit charges. The report and wages shown are based on quarterly reports filed.

Click link to go to Notifications section to view Request for Reimbursements.

<table>
<thead>
<tr>
<th>Report Year:</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Month:</td>
<td>Jan</td>
</tr>
</tbody>
</table>

(It may take 24-48 hours for any reports and payments to display.)

<table>
<thead>
<tr>
<th>Quarterly Report Received Date:</th>
<th>No Report Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter Total Wages:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Paid:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjusted:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Balance Due:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Benefit Charges**: $0.00

* Amount shown is for this month only.
Quarterly Wage Reporting and Payment for Employer and Service Companies
Submitting Quarterly Wage as an Employer
## Employer Login

<table>
<thead>
<tr>
<th>EMPLOYER LOGIN</th>
<th>CREATE ONLINE PROFILE</th>
<th>REGISTER FOR UI ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Business ID</td>
<td>Already have a Hawaii Unemployment Insurance (UI) account number? Click &quot;Create Online Profile&quot;.</td>
<td>Register your business for a UI account number or reactivate your account.</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Hours of Availability: Monday through Friday 6:30 a.m. to 5:30 p.m. HST 8:00 p.m. to 11:00 p.m. HST</td>
<td>Only owners, partners/members, and officers of the business can register.</td>
</tr>
<tr>
<td></td>
<td>Weekends and Holidays 6:30 a.m. to 11:00 p.m. HST</td>
<td>This person will be designated the administrative user. Each business account can only have 1 administrative user. The administrative user can add or inactivate sub-users.</td>
</tr>
</tbody>
</table>

Forgot Online Business ID?  
[Cancel](#)  
Create Online Profile  
Register for UI Account Number
Account Inquiry
View employer account information, rate, and balances for respective years and quarters.

Employer Reporting
Submit quarterly wage reports and payment. View previous submissions, pay outstanding balances, amend prior submissions.

File Weekly Report of Low Earnings
Electronic Low Earnings Report and Monitor System (ELERM) is used to file Weekly Reports of Low Earnings for employees that are still attached.

For more information, click here.

Appeals
File an appeal, get hearing information, and see appeal statuses. You can file your appeal Monday through Friday - 8:30 a.m. to 5:30 p.m. Weekends and Holidays - 9:00 a.m. to 5:30 p.m.

E-Response
Register for E-Response

Forms
Electronic Unemployment Insurance Forms and Employer Forms.

Notifications
Check email, alerts, and notifications sent from Department of Labor and Industrial Relations.
Select a Year and Quarter to file or amend a quarterly wage report or to make payment.
Employer’s Quarterly Wage Detail

Form selections will dynamically appear based on whether the user selects “YES” or “NO”
“You have stated that you have no wages earned by your employees. In order to be compliant with the Unemployment Insurance Quarterly Wage reporting requirement you must still review and submit this form before the due date in order to avoid any penalties.”
You must certify the information entered prior to submitting the report.
You have submitted your quarterly wage report for 2018 Quarter 1 on 06/19/2018 11:48:40 HST. Your transaction ID is: b82b1bf8-12d0-46b9-9bca-d2e55f0540f5.

*** NO WAGES FOR EMPLOYEES THIS QUARTER ***
There are several ways to enter employee wage detail:

1. Manually enter SSN, name and wages.

2. Load from a Previous Quarter - Used to pre-fill wages from any filed quarter. The SSN and name will be filed-in but not the wages. This option has a Merge or Overwrite feature. Merge with any employees entered or overwrite them. Example of merge, you manually entered 2 SSNs/employees and now you are going to Load from a Previous Quarter. Any employees in the load quarter will be merged with the 2 employees manually entered. If matching SSNs, only 1 SSN will be listed.

3. Import From File - Used to import a .csv file. Importing will delete any employees already entered for that quarter.
Employer’s Quarterly Wage - YES, Employees to Report - Manual

Manually enter SSN, last and first name, and the wages in each row.

Click on Save after every row or Clear to delete the entered data.
Employer’s Quarterly Wage - YES, Employees to Report - LOAD FROM PREVIOUS QUARTER

Check Yes, click on LOAD FROM PREVIOUS QUARTER bar.
Select the year and quarter you would like to pull data from.

The Quarterly Wage Report will be pre-filled with employee data.

Note: Only the name and SSN will be pre-filled. Total gross quarter wages paid and out-of-state wages need to be entered manually.
To update an employee, click on the employee's SSN, then enter the wages, and click on “Update” when you are finished with the row or click “Cancel” to undo any changes.
To update an employee, click on the employee’s SSN, then enter the wages, and click on “Update” when you are finished with the row or click “Cancel” to undo any changes.
Use IMPORT FROM FILE to import a .CSV file directly to the quarterly wage report.

A sample template of the CSV file or the file format is provided.

SSN, Last name, First name, Middle initial, Quarter wages, Out-of-state wages, and State

<table>
<thead>
<tr>
<th>SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Total Gross Qtr Wages Paid</th>
<th>Out of State</th>
<th>Excess ($45,900.00)</th>
<th>Taxable Wage</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>999-99-9999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00100001</td>
<td>LAST1</td>
<td>FIRST1</td>
<td>M1</td>
<td>15000.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00100002</td>
<td>LAST2</td>
<td>FIRST2</td>
<td>M2</td>
<td>5000.2</td>
<td>10000</td>
<td>CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00100003</td>
<td>LAST3</td>
<td>FIRST3</td>
<td>M3</td>
<td>15000.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Selects the .CSV file and click Open.
Your submission is currently processing.

After your submission is completed, please review and submit your file.

A pop-up will display while the file is uploading.
Employer’s Quarterly Wage - YES Employees to Report - IMPORT FROM FILE

Step 1: Generate a correctly formatted CSV file. Click here for a sample template that you may use in your spreadsheet program.
Step 2: Save the CSV file on your local machine. Do not alter the file format if using the sample template. Make sure to remember where you saved it.
Step 3: Click the following button to import the file.

Import from CSV file

Import from CSV encountered the following errors:
Line 0: File not processed due to errors, please resubmit a new file.
Line 1: Column A: SSN is invalid. Please format as XXX-XX-XXXX.
Line 1: Column B: Employee last name must be between 0 and 30 characters.
Line 1: Column D: Employee middle initial must be between 0 and 2 characters.
Line 1: Column G: Out of State abbreviation must be 2 characters

Quarterly Wage, Contribution and E&T Assessment Report

<table>
<thead>
<tr>
<th>SSN *</th>
<th>Last Name *</th>
<th>First Name *</th>
<th>Middle Initial</th>
<th>Total Gross Qtr. Wages Paid *</th>
<th>Out of State</th>
<th>Excess ($45,900.00)</th>
<th>Taxable Wage</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>999-99-9999</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>Clear</td>
</tr>
</tbody>
</table>

TOTAL: $0.00 $0.00 $0.00 $0.00
<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>999-00-0000</td>
<td>LAST0</td>
<td>FIRST0</td>
<td>444</td>
<td>28849.39</td>
</tr>
<tr>
<td>2</td>
<td>999-00-0001</td>
<td>LAST1</td>
<td>FIRST1</td>
<td>H</td>
<td>2148.86</td>
</tr>
<tr>
<td>3</td>
<td>999-00-0002</td>
<td>LAST2</td>
<td>FIRST2</td>
<td>D</td>
<td>6222.93</td>
</tr>
<tr>
<td>4</td>
<td>999-00-0003</td>
<td>LAST3</td>
<td>FIRST3</td>
<td>E</td>
<td>5105.81</td>
</tr>
<tr>
<td>5</td>
<td>999-00-0004</td>
<td>LAST4</td>
<td>FIRST4</td>
<td>TE</td>
<td>9468.17</td>
</tr>
<tr>
<td>6</td>
<td>999-00-0005</td>
<td>LAST5</td>
<td>FIRST5</td>
<td>A</td>
<td>19052.88</td>
</tr>
</tbody>
</table>

Import from CSV encountered the following errors:

Line 0: File not processed due to errors, please resubmit a new file.
Line 1: Column A: SSN is invalid. Please format as XXX-XX-XXXX.
Line 1: Column B: Employee last name must be between 0 and 30 characters.
Line 1: Column D: Employee middle initial must be between 0 and 2 characters.
Line 1: Column G: Out of State abbreviation must be 2 characters.
<table>
<thead>
<tr>
<th>Field</th>
<th>Count</th>
<th>Field Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>9</td>
<td>Numeric</td>
<td>If edited, user will need retype the whole SSN to re-populate field.</td>
</tr>
<tr>
<td>Last Name</td>
<td>30</td>
<td>Alpha/Num</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>30</td>
<td>Alpha/Num</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td>2</td>
<td>Alpha/Num</td>
<td></td>
</tr>
<tr>
<td>Total Gross Qtr. Wages</td>
<td>10</td>
<td>Numeric</td>
<td>Max. 10 including decimal. (NNNNNNNN.NN) Example: 1 thousand should be 1000.00</td>
</tr>
<tr>
<td>Out of State</td>
<td>N/A</td>
<td>Checkbox</td>
<td>If Out of State is checked, the Out of state wages row is revealed for that employee. Uncheck Out of State to remove row.</td>
</tr>
<tr>
<td>Excess</td>
<td>N/A</td>
<td>Read-Only</td>
<td>Calculated by subtracting the Taxable Wage Base from the Year-To-Date Wages (includes Out of State Wages) up to a maximum of the current quarter's wage.</td>
</tr>
<tr>
<td>Taxable Wage</td>
<td>N/A</td>
<td>Read-Only</td>
<td>Calculation: Total Gross Qtr. Wages Paid - Excess</td>
</tr>
<tr>
<td>Out-of-state wages</td>
<td>9</td>
<td>Numeric</td>
<td>Gross out-of-state quarterly wages up to the taxable amount.</td>
</tr>
<tr>
<td>State</td>
<td>N/A</td>
<td>Dropdown</td>
<td>Only one state can be selected. If employee worked in more than one state, use the state that they earned the most.</td>
</tr>
</tbody>
</table>
Click on Out of State box and the row will open, enter wages, and select the State. Click on “Update” when you have finished.
Actions that can be taken on each row may differ:

1. If the row is saved and in read-only mode:
   - **Remove**: Removes the employee record

2. If the row has already been saved, but is in edit mode:
   - **Update**: Saves the changes made and puts the row in read-only mode until the user tries to edit row again.
   - **Cancel**: Cancels any changes made since the last save and puts the row in read-only mode until the user tries to edit row again.

3. If the row is new:
   - **Save**: Saves the changes made.
   - **Clear**: Clears all changes made so that the row is blank.
Covered worker count is required to be entered.
If entering a digit that exceeds the number of employees entered above, an error will prompt “Must be less than or equal to the number of employees reporting”

When employee data and covered worker counts have been entered, click on “Review Quarterly Wage.”
Review the quarterly wage report, check the “I am authorized… to submit” box and click Submit Wages button.

Submit Wages button will be disabled if the Authorized Checkbox is not marked.
Successful submission of quarterly wage report.
If a payment is due, Continue to Payment button will be enabled.
Payment
Select “Continue to Payment” when prompted to move to the next section of the Quarterly Wage.

Amount due for the quarter and any other delinquent amount or credit amount.

Or Exit (Pay Later)
Any Credit Due or Outstanding Balances will appear.

Remittance Amount: Remittance amount is pre-filled, but can be changed. Can not be greater than the total due amount.

Payment Type: ACH Debit/E-check. ACH Credit is not available.

Routing Number: 9 digits. Financial Institution will auto-populate when routing number is verified.

Account Number: Between 4 - 17 digits
## Employer’s Quarterly Wage - Payment

Enter the payment amount. You can pay by e-check. There is no-charge for e-check payments.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Due</td>
<td>$1,707.43</td>
</tr>
<tr>
<td>Penalties &amp; Interest</td>
<td>$195.00</td>
</tr>
<tr>
<td>Outstanding Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td><strong>$1,902.43</strong></td>
</tr>
</tbody>
</table>

Total amount due for quarter and outstanding balance or credit amount.
Employer's Quarterly Wage - Enter Payment Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMITTANCE AMOUNT *</td>
<td>$1,902.43</td>
</tr>
<tr>
<td>PAYMENT TYPE *</td>
<td>e-Check</td>
</tr>
<tr>
<td>Account Type *</td>
<td>--Please Select--</td>
</tr>
<tr>
<td>Routing Number *</td>
<td></td>
</tr>
<tr>
<td>Account Number *</td>
<td></td>
</tr>
<tr>
<td>Financial Institution</td>
<td></td>
</tr>
<tr>
<td>Re-enter Routing Number *</td>
<td></td>
</tr>
<tr>
<td>Re-enter Account Number *</td>
<td></td>
</tr>
</tbody>
</table>

Account Type: Savings or Checking
1. Review.
2. Check “I agree” checkbox.
3. Submit Payment or Revise Information or Exit (Pay Later)
Employer's Quarterly Wage - Payment Confirmation

You have submitted payment for 2018 Quarter 4 on 12/06/2018 15:27:49 HST. Your transaction ID is: 24A28347-628B-4C86-9293-9CAF031FE3AA. Thank you.

<table>
<thead>
<tr>
<th>Employer Number</th>
<th>Contribution Due</th>
<th>$5,506.79</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E &amp; T</td>
<td>$22.94</td>
</tr>
<tr>
<td>Penalties &amp; Interest</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustment</td>
<td></td>
<td>-$3,629.63</td>
</tr>
<tr>
<td>Total Due</td>
<td></td>
<td>$1,900.10</td>
</tr>
<tr>
<td>Payment Type</td>
<td></td>
<td>eCheck</td>
</tr>
<tr>
<td>Payment Amount</td>
<td></td>
<td>$1,900.10</td>
</tr>
<tr>
<td>Account Type</td>
<td></td>
<td>Checking</td>
</tr>
<tr>
<td>Routing Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Institution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exiting the screen will take you back to the Quarterly Wage landing page.

Successful submission of payment!
Employer’s Quarterly Wage History
### Employer's Quarterly Wage History

**FILE / AMEND QUARTERLY WAGE REPORT**

Select the year and quarter and click 'File/Amend' to begin reporting or to amend a previously filed quarterly report.

- **Select Year:** 2018
- **Select Quarter:** QTR 3

**PAYMENT**

- **Total Amount Due:**
  - **Select Year:** 2018
  - **Select Quarter:** QTR 1

---

**Quarterly Wage History**

<table>
<thead>
<tr>
<th>Type</th>
<th>Year</th>
<th>Quarter</th>
<th>Amount</th>
<th>Status</th>
<th>Updated By</th>
<th>Updated Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment</td>
<td>2018</td>
<td>4</td>
<td></td>
<td>Draft</td>
<td></td>
<td>11/23/2018 08:19:47 HST</td>
<td>View</td>
</tr>
<tr>
<td>Amendment</td>
<td>2018</td>
<td>4</td>
<td>$3.00</td>
<td>Report Submitted</td>
<td></td>
<td>11/14/2018 14:14:38 HST</td>
<td>View</td>
</tr>
<tr>
<td>Amendment</td>
<td>2018</td>
<td>3</td>
<td></td>
<td>Draft</td>
<td></td>
<td>11/26/2018 11:40:19 HST</td>
<td>View</td>
</tr>
<tr>
<td>UI Amended</td>
<td>2018</td>
<td>3</td>
<td>$10,146,536.00</td>
<td>Report Submitted</td>
<td></td>
<td>11/23/2018 09:09:17 HST</td>
<td>View</td>
</tr>
</tbody>
</table>
Employer's Quarterly Wage - History

**Status:**
- Draft - Uploaded but not submitted
- Report Submitted* - Report submitted
- Report Submitted - Report submitted
- Rejected - Errors had occurred that prevented submission
- Cancelled - Subsequent report has been uploaded and overrides a draft which replaces it with a new draft
- Paid* - Payment has been made
- Paid - Payment has been made

**Type:** UC-B6, Amendment, UI Amended, Payment

**Amount:** Total Wages reported, Paid Amount, blank if Draft

**Updated By:** Individual who submitted the report or payment.

**Sort Order:** Year, Quarter, Date/Time
Service Company Submitting Quarterly Wage on Behalf of an Employer
Welcome, new cpa!
Service Company

Request Employer Access
Request an Employer (or Employers) to grant this account access to view, update, and submit forms on their behalf.

Quarterly Wage Reports
Import and Submit Quarterly Wage Reports for employers

Manage My Employers
Manage Individual Employers that have granted this account access or that have been requested access from.

ACCOUNT SETTINGS

Edit Profile
Change your password; email address; security question(s), security answer(s), security image and/or security phrase.

Edit Online Business ID
Change your online business ID. Please note that this will affect all users on this Employer Account.

User Management
Management of authorized users, ability to add, delete, and manage user access.
Rights granted by the Employer Administrator

<table>
<thead>
<tr>
<th>UI Acc Num</th>
<th>Name</th>
<th>Email Address</th>
<th>Sub Users with Access</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manage Employer</td>
</tr>
</tbody>
</table>

Employer Rights Granted:
- Account Inquiry
- Enter Quarterly Wage Data
- Submit Quarterly Wage Data
- Payment
- Forms
- File Weekly Report of Low Earnings
- Appeals
- E-Response
- Request Credit Refunds
- Notifications
To file quarterly wage reports, follow the same steps as employer reporting and payment.
Submitting Quarterly Wage in Bulk as a Service Company
Click to file a bulk report for several employers.
Click for a sample of the import file or the Import File documentation.

**Quarterly Wage**
Submit wages and make Payments on Employers Behalf

**Instructions to Import a Quarterly Wage File:**

**Step 1:** Generate a correctly **formatted** CSV file. Click **here** to download a sample template you can use.

**Step 2:** Update the sample template with employer quarterly wages. **Do not alter the file format of the sample template.**

**Step 3:** Select the Year and Quarter of your submission, then Import the CSV file: 2018 ▼ 1 ▼

Quarterly Wage Submissions

Show ▼ 50 ▼ Entries
Quarterly Wage
Submit wages and make Payments on Employers Behalf

Instructions to Import a Quarterly Wage File:
Step 1: Generate a correctly formatted CSV file. Click here to
Step 2: Update the sample template with employer quarterly
Step 3: Select the Year and Quarter of your submission, then

Quarterly Wage Submissions

<table>
<thead>
<tr>
<th>Type</th>
<th>Year</th>
<th>Quarter</th>
<th>Status</th>
</tr>
</thead>
</table>

State of Hawaii
Department of Labor and Industrial Relations
Unemployment Insurance Division

Electronic Filing of
Quarterly Wage, Contribution, and
Employment and Training Assessment Reporting (Form UC-B6)
For Service Companies
Quarterly Wage
Submit wages and make Payments on Employers Behalf

Instructions to Import a Quarterly Wage File:
Step 1: Generate a correctly formatted CSV file. Click here to download.
Step 2: Update the sample template with employer quarterly wages.
Step 3: Select the Year and Quarter of your submission, then import the file.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>4</td>
<td>7110006</td>
<td>LAST0</td>
<td>FIRST0</td>
<td>E</td>
<td>999-00-0003</td>
<td>5105.81</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>4</td>
<td>7110006</td>
<td>LAST1</td>
<td>FIRST1</td>
<td>TE</td>
<td>999-00-0004</td>
<td>9468.17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>4</td>
<td>7110006</td>
<td>LAST2</td>
<td>FIRST2</td>
<td>A</td>
<td>999-00-0005</td>
<td>19052.88</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>4</td>
<td>7109601</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>4</td>
<td>7109849</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>4</td>
<td>99000041796</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Service Company - Quarterly Wage Reports - Bulk File

Click Import CSV file.

**Quarterly Wage**
Submit wages and make Payments on Employers Behalf

**Instructions to Import a Quarterly Wage File:**

**Step 1:** Generate a correctly formatted CSV file. Click here to download a sample template you can use.

**Step 2:** Update the sample template with employer quarterly wages. Do not alter the file format of the sample template.

**Step 3:** Select the Year and Quarter of your submission, then Import the CSV file:

- Year: 2018
- Quarter: 1

Quarterly Wage Submissions

Show 50 Entries
Select the .CSV file to upload and clicks Open.
Submit wages and make Payments on Employers Behalf

Instructions to Import a Quarterly Wage File:
Step 1: Generate a correctly formatted CSV file. Click here to download a sample template you can use.
Step 2: Update the sample template with employer quarterly wages. Do not alter the file format of the sample template.
Step 3: Select the Year and Quarter of your submission, then import the CSV file:

Quarterly Wage Submissions

<table>
<thead>
<tr>
<th>Type</th>
<th>Year</th>
<th>Quarter</th>
</tr>
</thead>
</table>

Your submission is currently processing. After your submission is completed, please review and submit your file.

Cancel and Exit

Pop-up will appear while the file is being imported.
Quarterly Wage
Submit wages and make Payments on Employers Behalf

Instructions to Import a Quarterly Wage File:
Step 1: Generate a correctly formatted CSV file. Click here to download a sample template you can use.
Step 2: Update the sample template with employer quarterly wages. Do not alter the file format of the sample template.
Step 3: Select the Year and Quarter of your submission, then Import the CSV file: 2018 1

Quarterly Wage Submissions

<table>
<thead>
<tr>
<th>Type</th>
<th>Year</th>
<th>Quarter</th>
<th>Status</th>
<th>Last Updated By</th>
<th>Last Updated Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>1</td>
<td>Draft</td>
<td></td>
<td>12/04/2018 10:35:42 HST</td>
<td>Review and Submit</td>
</tr>
</tbody>
</table>

Cancel and Exit
All employers on the .CSV file will be displayed.

Quarterly Wage Submission Detail
Review and submit the quarterly wage import

2018 Quarter 1

Employers for Service Company

<table>
<thead>
<tr>
<th>UI Account Number</th>
<th>Taxpayers Reported</th>
<th>Total Wages</th>
<th>Excess Wages</th>
<th>Taxable Wages</th>
<th>Cont Rate</th>
<th>Contributions</th>
<th>E&amp;T Rate</th>
<th>E&amp;T Assessment</th>
<th>P&amp;I</th>
<th>Credit Adjustment</th>
<th>Amount Due</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$70,848.04</td>
<td>$0.00</td>
<td>$70,848.04</td>
<td>0.024</td>
<td>$1,700.35</td>
<td>0.0001</td>
<td>$7.08</td>
<td>$257.40</td>
<td>-$1,964.83</td>
<td>$0.00</td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Total Reported Taxpayers</td>
<td></td>
<td>$70,848.04</td>
<td>$0.00</td>
<td>$70,848.04</td>
<td>$1,700.35</td>
<td>$7.08</td>
<td>$257.40</td>
<td>-$1,964.83</td>
<td>$0.00</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cancel and Exit
Submit Quarterly Wage Report
If there is a credit available, the payment due will adjust accordingly.
You have submitted your quarterly wage report for 2018 Quarter 1 on 12/04/2018 10:43:46 HST. Your transaction ID is: 5AA12E09-0CC-4AAA-A19A-E1EC6FD6720D. No payment is due at this time.
Brings you back to Quarterly Wage Landing page.

If there is a balance due, button is enabled.
You have submitted your quarterly wage report for 2018 Quarter 3 on 11/19/2018 15:52:10 HST. Your transaction ID is: 9AA33537-8A83-4BEF-A196-DE5235A1615C. To complete this process please submit payment:

### Processed Employees Covered Worker Counts

<table>
<thead>
<tr>
<th>UI Account Number</th>
<th>Taxpayers Reported</th>
<th>Total Wages</th>
<th>Excess Wages</th>
<th>Taxable Wages</th>
<th>Cont Rate</th>
<th>Contributions</th>
<th>E&amp;T Rate</th>
<th>E&amp;T Assessment</th>
<th>P&amp;I</th>
<th>Credit Adjustment</th>
<th>Amount Due</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>2.40%</td>
<td>$0.00</td>
<td>0.01%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>$33,626.86</td>
<td>$0.00</td>
<td>$33,626.86</td>
<td>$0.00</td>
<td>2.40%</td>
<td>$807.04</td>
<td>0.01%</td>
<td>$3.36</td>
<td>$86.62</td>
<td>$897.02</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>2.40%</td>
<td>$0.00</td>
<td>0.01%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Reported Taxpayers**

- Total Wages: $33,626.86
- Excess Wages: $0.00
- Taxable Wages: $33,626.86
- Contributions: $807.04
- E&T Assessment: $3.36
- P&I: $86.62
- Credit Adjustment: $0.00
- Amount Due: $897.02
### Quarterly Wage Payment Detail

Make payments on the quarterly wage import.

#### Employers for Service Company

<table>
<thead>
<tr>
<th>Select for Payment</th>
<th>UI Account Number</th>
<th>Taxpayers Reported</th>
<th>Total Wages</th>
<th>Excess Wages</th>
<th>Taxable Wages</th>
<th>Cont Rate</th>
<th>Contributions</th>
<th>E&amp;T Rate</th>
<th>E&amp;T Assessment</th>
<th>P&amp;I</th>
<th>Credit Adjustment</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.024</td>
<td>$0.00</td>
<td>0.0001</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.024</td>
<td>$0.00</td>
<td>0.0001</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$33,626.86</td>
<td>$0.00</td>
<td>$33,626.86</td>
<td>0.024</td>
<td>$807.04</td>
<td>0.0001</td>
<td>$3.36</td>
<td>$86.62</td>
<td>$0.00</td>
<td>$897.02</td>
</tr>
</tbody>
</table>

#### Total Reported Taxpayers

- Total Wages: $33,626.86
- Excess Wages: $0.00
- Taxable Wages: $33,626.86
- Contributions: $807.04
- E&T Rate: 0.0001
- E&T Assessment: $3.36
- P&I: $86.62
- Credit Adjustment: $0.00
- Amount Due: $897.02

#### Options

- **Cancel and Exit**
- **Total Selected for Payment:** $897.02
- **Continue to Payment**
Quarterly Wage Payment

Make payments on the quarterly wage import

* Indicates required field

Amount Due  $897.02

PAYMENT TYPE *

Cancel and Exit
Currently, E-check is the only option.
### Service Company - Bulk File - Payment

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Due</td>
<td>$897.02</td>
</tr>
<tr>
<td>PAYMENT TYPE</td>
<td>e-Check</td>
</tr>
<tr>
<td>Account Type</td>
<td>Checking</td>
</tr>
<tr>
<td>Routing Number</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Financial Institution</td>
<td>FIRST HAWAIIAN BANK</td>
</tr>
<tr>
<td>Re-enter Routing Number</td>
<td></td>
</tr>
<tr>
<td>Re-enter Account Number</td>
<td></td>
</tr>
</tbody>
</table>

[Continue to Payment]
1. Review
2. Check “I certify” checkbox
3. Submit Payment or Cancel and Exit
You have successfully submitted your Quarter 3 2018 payment. Please allow 3-5 business days to process your transaction. Your payment ID is: 3c66edbb-048e-45ff-b6cf-bbb3e38e899c submitted on 12/07/2018 14:05:36 HST

Payment Summary

<table>
<thead>
<tr>
<th>UI Account Number</th>
<th>Taxpayers Reported</th>
<th>Total Wages</th>
<th>Excess Wages</th>
<th>Taxable Wages</th>
<th>Contributions</th>
<th>E&amp;T Assessment</th>
<th>P&amp;I</th>
<th>Credit Adjustment</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$5,277,210.00</td>
<td>$33,050.00</td>
<td>$5,244,160.00</td>
<td>$125,859.84</td>
<td>$524.42</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$126,384.26</td>
</tr>
<tr>
<td>Total Reported Taxpayers</td>
<td></td>
<td>$5,277,210.00</td>
<td>$33,050.00</td>
<td>$5,244,160.00</td>
<td>$125,859.84</td>
<td>$524.42</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$126,384.26</td>
</tr>
</tbody>
</table>

Return to Quarterly Wage
**Quarterly Wage**

Submit wages and make Payments on Employers Behalf

**Instructions to Import a Quarterly Wage File:**

**Step 1:** Generate a correctly formatted CSV file. Click here to download a sample template you can use.

**Step 2:** Update the sample template with employer quarterly wages. Do not alter the file format of the sample template.

**Step 3:** Select the Year and Quarter of your submission, then Import the CSV file:

<table>
<thead>
<tr>
<th>Year</th>
<th>Quarter</th>
<th>Status</th>
<th>Last Updated By</th>
<th>Last Updated Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>4</td>
<td>Rejected</td>
<td>12/07/2018 13:22:19 HST</td>
<td></td>
<td><img src="#" alt="View" /></td>
</tr>
<tr>
<td>2018</td>
<td>4</td>
<td>Rejected</td>
<td>11/23/2018 08:25:54 HST</td>
<td></td>
<td><img src="#" alt="View" /></td>
</tr>
</tbody>
</table>
Service Company - Bulk File - Rejected File

- Errors listed by UI Account Number and line number.
- Lists the first 20 errors at a time.
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>ERROR DESCRIPTION</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B</td>
<td>Year and/or Column B: Quarter does not match submission.</td>
<td>Year/Quarter reporting does not match the selected dropdown box.</td>
</tr>
<tr>
<td>C</td>
<td>Column C: Account number is invalid, or you do not have access.</td>
<td>Do not have access to the employer’s account number or it’s an invalid account number.</td>
</tr>
<tr>
<td>D</td>
<td>Column D: Employee last name must be between 0 and 30 characters.</td>
<td>Last name is beyond 30 characters.</td>
</tr>
<tr>
<td>E</td>
<td>Column E: Employee first name must be between 0 and 30 characters.</td>
<td>First name is beyond 30 characters.</td>
</tr>
<tr>
<td>F</td>
<td>Column F: Employee middle initial must be between 0 and 2 characters</td>
<td>Middle initial is over 2 characters long.</td>
</tr>
<tr>
<td>G</td>
<td>Column G: SSN is invalid.</td>
<td>SSN is not a full 9-digits</td>
</tr>
<tr>
<td>G</td>
<td>Column G: Duplicate SSN.</td>
<td>SSN used more than once for an employer.</td>
</tr>
<tr>
<td>H</td>
<td>Column H: Wages must be greater than 0.</td>
<td>Negative wage entered, or zero wages entered.</td>
</tr>
<tr>
<td>H</td>
<td>Column H: Wage must be a number.</td>
<td>The wage is an alpha character.</td>
</tr>
<tr>
<td>I</td>
<td>Column I: Out of state wage must be a number or blank.</td>
<td>The out of state wage is not a number or has an alpha character.</td>
</tr>
<tr>
<td>J</td>
<td>Column J: Out of State abbreviation must be 2 characters.</td>
<td>The out of state is less than 2 characters or greater than 2 characters.</td>
</tr>
<tr>
<td>K</td>
<td>Column K: Covered worker count must be either Y or N.</td>
<td>The covered worker count is blank or another character than Y or N.</td>
</tr>
<tr>
<td>L</td>
<td>Column L: Covered worker count must be either Y or N.</td>
<td>The covered worker count is blank or another character than Y or N.</td>
</tr>
<tr>
<td>M</td>
<td>Column M: Covered worker count must be either Y or N.</td>
<td>The covered worker count is blank or another character than Y or N.</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>4</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>4</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>4</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>4</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>3</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>3</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>3</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>3</td>
</tr>
<tr>
<td>UC-B6</td>
<td>2018</td>
<td>3</td>
</tr>
</tbody>
</table>
Status:
- Draft - Uploaded but not submitted
- Report Submitted* - Report submitted
- Report Submitted - Report submitted
- Rejected - Errors had occurred that prevented submission
- Cancelled - Subsequent report has been uploaded and overrides a draft which replaces it with a new draft
- Paid* - Payment has been made
- Paid - Payment has been made

Type: UC-B6, Amendment, UI Amended, Payment
Amount:
Total Wages reported, Paid Amount, blank if Draft

Updated By: The person who submitted the report or payment.

Sort Order: Year, Quarter, Date/Time
Service Company Registration and Create a Sub-User
You may select either of these options.
A Service Company must have an online profile to manage an Employer’s account.
Create Online Profile for a Service Company

Before You Start

Please have the following ready:
- The registered name of your business.
- Federal Employer Identification Number (FEIN)
- An email address to receive notifications.

Be prepared to:
- Create an Online Business ID. This is a unique identifier for your business.
- Create a password and answer security questions.
- Complete the online profile setup. Incomplete profiles cannot be saved, and you cannot return to the same Online Business ID to continue registering. You must establish another ID.

[Buttons: Continue, Cancel]
FEIN and Business Name are required for a Business Organization to create an online profile as a Service Company
Welcome,
Service Company

Request Employer Access
Request an Employer (or Employers) to grant this account access to view, update, and submit forms on their behalf.

Quarterly Wage Reports
Import and Submit Quarterly Wage Reports for employers

Manage My Employers
Manage Individual Employers that have granted this account access or that have been requested access from.

ACCOUNT SETTINGS

Edit Profile
Change your password; email address; security question(s), security answer(s), security image and/or security phrase.

Edit Online Business ID
Change your online business ID. Please note that this will affect all users on this Employer Account.

User Management
Management of authorized users, ability to add, delete, and manage user access.
Enter UI Account numbers to request for access.
Service Company- Request Employer Access

An email will be sent to the Employer requesting for a response.

Messages will appear, indicating:
1) Request was Successful.
2) Request has already been sent.
3) No employer with this UI account number.
Welcome,
Service Company

Request Employer Access
Request an Employer (or Employers) to grant this account access to view, update, and submit forms on their behalf.

Quarterly Wage Reports
Import and submit Quarterly Wage Reports for employers

Manage My Employers
Manage individual employers that have granted this account access or that have been requested access from.

ACCOUNT SETTINGS

- Edit Profile
  Change your password; email address; security question(s), security answer(s), security image and/or security phrase.

- Edit Online Business ID
  Change your online business ID. Please note that this will affect all users on this employer account.

- User Management
  Management of authorized users, ability to add, delete, and manage user access.

To add sub-users to the account, click User Management.
To add sub-users to the account, click on this button.
Service Company - Create a Subuser

Add User

GENERAL DISCLAIMER
As the primary account holder, you will be able to assign rights to any secondary account holders (sub-user). You will also receive all notices and documents via email address that you have registered with.

By assigning secondary account holders, you acknowledge that the individual has the right to receive information and make requests on behalf of your company or business entity. You also acknowledge that it is your responsibility to delete any secondary accounts already created when the individual separates from employment or is otherwise no longer authorized to represent your company or entity.

If you have questions about registering a secondary account for unemployment insurance purposes before proceeding further, click here to contact the Employer Services Section.

APPEALS DISCLAIMER
As the primary account holder, you will receive any and all appeal notices and documents via the e-mail address you have registered, and will be able to submit online requests including, but not limited to, postponing or rescheduling a hearing; subpoenaing individuals or documents for a hearing; withdrawing an appeal request; and reopening an appeal decision.

Any secondary account holders you authorized for Appeals will also receive these same notifications and have the same ability to submit online requests. You acknowledge that the individual has the right to receive appeal information and make appeal-related requests on behalf of your company or business entity. You also acknowledge that it is your responsibility to delete any secondary accounts already created when the individual separates from employment or is otherwise no longer authorized to represent your company or entity.

I acknowledge that I understand and will abide by these terms.

Cancel and Exit

Continue

Read and Acknowledge Disclaimers. Click Continue.
Service Company Administrator must enter the sub-user’s information.
Service Company - Create a Subuser

New sub-user will appear here. The sub-user will receive any email to create an online profile.
Service Company - Assign Employer for Sub-user to Access

Click on Edit to assign a sub-user to manage an employer account.
The current Administrator can set a sub-user to be the “new” Administrator of the account and/or reset the sub-user’s password.
Welcome,
Service Company

Request Employer Access
Request an Employer (or Employers) to grant this account access to view, update, and submit forms on their behalf.

Quarterly Wage Reports
Import and Submit Quarterly Wage Reports for employers

Manage My Employers
Manage Individual Employers that have granted this account access or that have been requested access from.

ACCOUNT SETTINGS

Edit Profile
Change your password; email address; security question(s), security answer(s), security image and/or security phrase.

Edit Online Business ID
Change your online business ID. Please note that this will affect all users on this Employer Account.

User Management
Management of authorized users, ability to add, delete, and manage user access.
Service Company - Manage Employers

Employer has approved access. Click Manage Employer to act on behalf of an Employer and go directly to the dashboard.

Rights assigned by the employer.

Pending approval from employer
Service Company - Assigns Sub-users to Access an Employer Account

Administrator has not approved a sub-user to access the Employer’s account.
Click the button to allow a sub-user to access an Employer’s account.
Sub-user Access is based on the rights the Employer has given to the Service Company and what Employer access the Service Company Administrator has given to the sub-user.

If the Service Company sub-user has Quarterly Wage Reporting rights, the sub-user can access the employer's account or file bulk quarterly wage and payment.