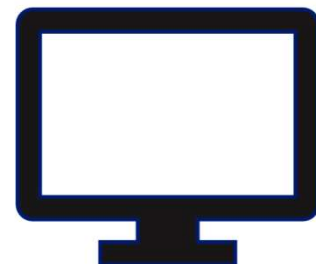


EMPLOYER SERVICES PORTAL

Quick Reference Guide



REGISTERING YOUR ACCOUNT

1 If you are new to reporting online, click on Sign Me Up.

- Enter the information requested.
- Your email address will become your User ID.
- Click Create Account.
- We will immediately send you an email with a validation code.

- 2**
- Check your email to get the code.
 - Enter the code and click Validate Account.
 - Log in and enter a FEIN. Follow the on-screen instructions to set up your FEIN.

3 Log in with your User ID, which is your email address, and new password.

Now you'll see the new Employer Dashboard, your home base for reporting.