

# Creating an Online Profile for an Active UI Account



## State of Hawaii, Department of Labor and Industrial Relations Unemployment Insurance

You may select either of these options.

### FOR CLAIMANTS

- Create Account/Login
- Apply for Benefits
- Reactivate an Existing Claim
- File a Claim Certification
- Check Claim or Payment Status
- File or View Appeals
- Update Personal Information
- Direct Deposit

[➔ Get started](#)

### FOR EMPLOYERS

- Create Online User/Login
- Register a New Business
- Reactivate a UI Account
- View Account Data
- Authorize a Service Company
- File Low Earning Report
- File or View Appeals

[➔ Get started](#)

### FOR SERVICE COMPANY

- Check Tax Rates
- Create Online Profile/Login
- Submit Bulk Contribution and Quarterly Wages report
- Pay Taxes Online

[➔ Get started](#)

[Claimant Services](#)

[Employer Services](#)

[Service Company](#)

[Contact](#)



State of Hawaii, Department of Labor and Industrial Relations  
**Unemployment Insurance**

## EMPLOYER LOGIN

### Online Business ID

### E-mail Address

Sign in

Forgot Online Business ID?

Cancel

## CREATE ONLINE PROFILE

Already have a Hawaii Unemployment Insurance (UI) account number? Click "Create Online Profile".

### 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

### Weekends and Holidays

6:30 a.m. to 11:00 p.m. HST

Create Online Profile

## REGISTER FOR UI ACCOUNT NUMBER

Register your business for a UI account number or reactivate your business (Form UC-1). You will need your Federal Employer ID number (FEIN).

Register for UI Account Number

You must have an existing UI Account number.

## Announcements

Welcome to the site. Under construction.



## 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 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 \***

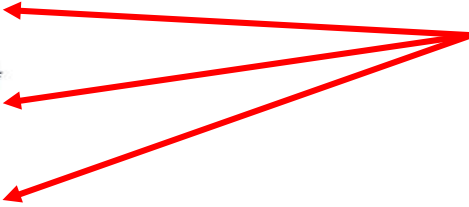
**Federal Employer Identification Number (FEIN) \***

**Business Name \***

Continue

Cancel

Enter your UI Account Number, FEIN, and Business Name.



## Create Online Profile

### Quarterly Wage Information

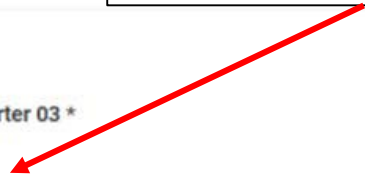
*\* Indicates required field*

Please enter your quarterly wage for 2018, Quarter 03 \*

Continue

Cancel

You must provide the total gross wages for the quarter requested.



# Employer Create an Online Profile Quarterly Wage Verification for Active Employer

The screenshot displays a web interface for the State of Hawaii Unemployment system. A pop-up window titled "Attention" is centered on the screen, containing the following text: "The information you provided does not match our records. Correct the information on this page or if the information you provided is correct, please continue. You have 4 more attempts." Below the text are two buttons: "Correct this page" and "Continue with registration". A red box highlights these two buttons, and a red arrow points from this box to a separate text box on the right. The background form, titled "Create Online Profile", includes a section for "Quarterly Wage Information" with a text input field containing "\$500.00" and "Continue" and "Cancel" buttons.

Attention

The information you provided does not match our records. Correct the information on this page or if the information you provided is correct, please continue. You have 4 more attempts.

Correct this page Continue with registration

Create Online Profile

Quarterly Wage Information

\* Indicates required field

Please enter your quarterly wage for 2018, Quarter 03 \*

\$500.00

Continue Cancel

If the wages entered does not match, you will receive this pop-up. Click either option available.

## Create Online Profile

### User Information

*\* Indicates required field*

The information entered in this section should be specific to the employer's contact/representative. Passwords should be kept confidential. You will be given the opportunity to add additional users after the account is approved.

First Name \*

Last Name \*

M.I.

Title \*

Phone Number \*

E-Mail \*

Verify E-Mail \*

Continue

Cancel

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 \*

Continue

Cancel

Be sure to write this down  
and keep it in your records.

# Employer Create an Online Profile Active Employer - Security Questions, Image, and Phrase

\* Indicates required field

Security Question #1 \*

--Please Select--

Answer #1 \*

Security Question #2 \*

--Please Select--

Answer #2 \*

Security Question #3 \*

--Please Select--

Answer #3 \*

Select Security Image \*



←

→

Security Phrase (max 150 chars) \*

## 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.

## Create Online Profile

Confirmation

Your online profile registration is under review by Unemployment Insurance Division.

A confirmation e-mail will be sent to  with your temporary password once your request has been approved. If you do not see the confirmation in your email inbox, check your spam, junk, or bulk folder.

[Go to Home](#)

Your email address will auto-populate here.

EMPLOYER LOGIN	CREATE ONLINE PROFILE	REGISTER FOR UI ACCOUNT NUMBER
<p data-bbox="65 266 316 290"><b>Online Business ID</b></p> <input data-bbox="69 310 620 369" type="text"/> <p data-bbox="65 423 262 447"><b>E-mail Address</b></p> <input data-bbox="69 456 620 515" type="text"/> <p data-bbox="301 572 386 596">Sign in</p> <p data-bbox="92 685 413 709"><a href="#">Forgot Online Business ID?</a></p> <p data-bbox="483 685 598 709"><a href="#">← Cancel</a></p>	<p data-bbox="678 266 1219 364">Already have a Hawaii Unemployment Insurance (UI) account number? Click "Create Online Profile".</p> <p data-bbox="678 425 1006 561">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</p> <p data-bbox="678 611 1006 674">Weekends and Holidays 6:30 a.m. to 11:00 p.m. HST</p> <p data-bbox="832 746 1083 770">Create Online Profile</p>	<p data-bbox="1292 266 1760 329">Register your business for a UI account number or reactivate your account.</p> <p data-bbox="1292 386 1779 449"><b>Only owners, partners/members, and officers of the business can register.</b></p> <p data-bbox="1292 506 1833 683">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.</p> <p data-bbox="1383 753 1760 777">Register for UI Account Number</p>

Enter your Online Business ID and your email address.

# Employer Create an Online Profile - Set Permanent Password



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

## EMPLOYER LOGIN - PASSWORD

If you do not recognize your security image and phrase, click on 'Cancel' below.

Enter temp password from the email and click Login.

Temporary Password (received in e-mail)

.....

Security Phrase:

rose

Login

[Forgot Password?](#)

[Cancel](#)

Security Image:



## EMPLOYER LOGIN - CREATE NEW PASSWORD

\* Indicates required field

You are using a **temporary password**. Please create a new password.

Please note the password must contain the following:

- 8-32 characters that you can remember
- at least 1 non-alpha character
- a combination of upper and lowercase letters
- no leading or ending spaces

New Password \*

Confirm New Password \*

Continue

Be sure to write this down.

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.

## E-Response

Register for E-Response

## 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.

After you have created the password, you will be directed straight to your dashboard.

# Employer Edit Profile, Online Business ID and User Management

# Employer Edit User's Online Profile

## Account Inquiry

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

## File Low Earnings Report

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.

## E-Response

Register for E-Response

## Forms

Electronic Unemployment Insurance Forms and Employer Forms.

## 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.

The administrator and the sub-users will be able to edit their own profile information.



## Employer Edit User's Online Profile - Change Password

### Online Profile Information

Edit Your Information

Only enter the information you want updated. Click "Save Profile" when done.

\* Indicates required field

Current Password \*

New Password

Re-enter New Password

All users will have the option to change their password. It must meet the password requirements.

You must enter your current password in order to save any changes.

# Employer Edit User's Online Profile - Change Security Questions

## Online Profile Information

Edit Your Information

Only enter the information you want updated. Click "Save Profile" when done.

\* Indicates required field

Current Password \*

New Password

Re-enter New Password

Security Question #1 \*

Answer #1 \*

Security Question #2 \*

Answer #2 \*

Security Question #3 \*

Answer #3 \*

My Security Image: (Click on image to change) \*



Security Phrase (max 150 chars) \*

Cancel and Exit

Save Profile

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

## Online Profile Information

Edit Your Information

Your Profile has been Successfully Updated!

Only enter the information you want updated. Click "Save Profile" when done.

\* Indicates required field

Current Password \*

New Password

Re-enter New Password

Security Question #1 \*

Answer #1 \*

Security Question #2 \*

Answer #2 \*

Security Question #3 \*

Answer #3 \*

My Security Image: (Click on image to change) \*



Security Phrase (max 150 chars) \*

Your Profile has been Successfully Updated!

Cancel and Exit

Save Profile

You will receive a confirmation if the changes were successful. An email will be sent.

## Account Inquiry

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

## File Low Earnings Report

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.

## E-Response

Register for E-Response

## Forms

Electronic Unemployment Insurance Forms and Employer Forms.

## 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.

Only the Administrator will be able to see this option and edit the Online Business ID.

## Account Settings

Edit your Online Business ID

**Changing the Online Business ID will affect all users on this Employer Account.**

\* Indicates required field

Confirm Current Password \*

Current Online Business ID

New Online Business ID \*

Confirm 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.

Cancel and Exit

Save and Continue

# Employer Edit Online Profile Business ID Successful Update

Home / Edit Online Business ID

## Edit Online Business ID

Edit Your Information

Your Online Business ID has been Successfully Updated!

Changing the Online Business ID will affect all users on this Employer Account.

\* Indicates required field

Confirm Current Password \*

Current Online Business ID

New Online Business ID \*

Confirm Online Business ID \*

Your Online Business ID has been Successfully Updated!

Cancel and Exit

Save Business ID

You will receive confirmation if the changes were successful and an email will be sent.

# Employer Edit User Management

## Account Inquiry

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

## File Low Earnings Report

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.

## E-Response

Register for E-Response

## Forms

Electronic Unemployment Insurance Forms and Employer Forms.

## 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.

Only the Administrator will be able to see this option and make changes.

# Employer User Management Landing Page

Home / User Management

## User Management

Manage users associated with this account

Filter Results:



Show Inactive Users

Add User

Show 10 Entries

Name	Email Address	Role	Title/Position	Actions
		Administrator	PRESIDENT	<a href="#">Edit</a>
		Sub User	VICE PRESIDENT	<a href="#">Edit</a> <a href="#">Inactivate</a>

« Previous 1 Next »

Cancel and Exit

To add sub-users to the account, click on this button.

Administrators will always be listed first.



# Employer User Management Acknowledgement

Home / Add User

## 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 that 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 that 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

You must read the disclaimer and click to acknowledge.

# Employer User Management Add User

Home / Add User

## Add User

*\* Indicates required field*

Last Name \*      First Name \*      Middle Initial

Title/Position \*      Phone Number \*

Email Address \*

**Rights \***

- Tax Inquiry - View tax reports, account balance, rate information, and notices.
- Enter Quarterly Wage Data - Create/Enter employee data: SSN, employee name, and wages.
- Submit Quarterly Wage Data - Submit the wage and tax information.
- Payment - Make online payments.
- Forms - Submit various employer forms.
- Weekly Report of Low Earnings - Enter and submit claimant's weekly low earnings reports.
- Appeals - File or view an appeal.
- E-Response - Respond to online request for separation information.
- Request Credit Refunds - Request employer refund.
- Alerts -

Cancel and Exit      Save User

Administrators must assign rights to a sub-user. That sub-user will only have access to the approved functions.

Click Save User when completed.

# Employer User Management Landing Page

Home / User Management

## User Management

Manage users associated with this account

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.

User Successfully Created! 🎉

Filter Results:



Show Inactive Users

Add User

Show 10 Entries

Name	Email Address	Role	Title/Position	Actions	
		Administrator	PRESIDENT	<a href="#">Edit</a>	
		Sub User	CONTROLLER	<a href="#">Edit</a>	<a href="#">Inactivate</a>
		Sub User	VICE PRESIDENT	<a href="#">Edit</a>	<a href="#">Inactivate</a>



New sub-user will appear here.

« Previous 1 Next »

Cancel and Exit

# Employer New Sub-user Create Online Profile



State of Hawaii, Department of Labor and Industrial Relations  
**Unemployment Insurance**

## EMPLOYER LOGIN

Online Business ID

E-mail Address

Sign in

[Forgot Online Business ID?](#)

[Cancel](#)

## CREATE ONLINE PROFILE

Already have a Hawaii Unemployment Insurance (UI) account number? Click "Create Online Profile".

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

Weekends and Holidays  
6:30 a.m. to 11:00 p.m. HST

Create Online Profile

## REGISTER FOR UI ACCOUNT NUMBER

Register your business for a UI account number or reactivate your account.

**Only owners, partners/members, and officers of the business can register.**

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.

Register for UI Account Number

The newly added sub-user must obtain the Online Business ID from the Administrator in order to create their Online Profile.

# Employer User Management Edit Users

Home / User Management / Edit User

## Edit User

\* Indicates required field

Last Name *	First Name *	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title/Position *	Phone Number *	
<input type="text" value="CONTROLLER"/>	<input type="text"/>	
Email Address *	<input type="text"/>	

### Rights \*

- Select All
- Account Inquiry - View tax reports, account balance, rate information, and notices.
- Enter Quarterly Wage Data - Create/Enter employee data: SSN, employee name, and wages.
- Submit Quarterly Wage Data - Submit the wage and tax information.
- Payment - Make online payments.
- Forms - Submit various employer forms.
- File Weekly Report of Low Earnings - Enter and submit claimant's weekly low earnings reports.
- Appeals - File or view an appeal.
- E-Response - Respond to online request for separation information.
- Request Credit Refunds - Request employer refund.
- Notifications - View notices

Cancel and Exit

Save User

Reset Password

Set as Administrator

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.

# Employer User Management Edit Users Reset Password

\* Indicates required field

Last Name \*

First Name \*

Middle Initial

Title/Position \*

Phone Number \*

Email Address \*

Rights \*

- Select All
- Account Inquiry - View tax reports, account balance, rate information, and notices.
- Enter Quarterly Wage Data - Create/Enter employee data: SSN, employee name, and wages.
- Submit Quarterly Wage Data - Submit the wage and tax information.
- Payment - Make online payments.
- Forms - Submit various employer forms.
- File Weekly Report of Low Earnings - Enter and submit claimant's weekly low earnings reports.
- Appeals - File or view an appeal.
- E-Response - Respond to online request for separation information.
- Request Credit Refunds - Request employer refund.
- Notifications - View notices

Cancel and Exit

Save User

Reset Password

Set as Administrator

The Administrator has the ability to reset passwords.

# Employer User Management Edit Users Reset Password

\* Indicates required field

Last Name \*

VON SCHWEETZ

First Name \*

VANELLOPE

Middle Initial

Title/Position \*

PRESIDENT

Phone Number \*

(808) 586-9795

Email Address \*

briterainbow99@gmail.com

Rights \*

- Select All
- Account Inquiry - View tax reports,
- Enter Quarterly Wage Data - Create
- Submit Quarterly Wage Data - Sub
- Payment - Make online payments.
- Forms - Submit various employer f
- File Weekly Report of Low Earning
- Appeals - File or view an appeal.
- E-Response - Respond to online re
- Request Credit Refunds - Request employer refund.
- Notifications - View notices

Cancel and Exit

Save User

Reset Password

Set as Administrator



## Reset Password?

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

OK

Cancel

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

# Employer User Management Set A New Administrator

Home / User Management / Edit User

## Edit User

\* Indicates required field

Last Name \*

FLUGGERBUTTER

First Name \*

Middle Initial

Title/Position \*

CONTROLLER

Email Address \*

pdceestest2016@yahoo.com

Rights ^

- Select All
- Account Inquiry - *View tax reports,*
- Enter Quarterly Wage Data - *Create*
- Submit Quarterly Wage Data - *Sub*
- Payment - *Make online payments.*
- Forms - *Submit various employer forms.*
- File Weekly Report of Low Earnings - *Enter and submit claimant's weekly low earnings reports.*
- Appeals - *File or view an appeal.*
- E-Response - *Respond to online request for separation information.*
- Request Credit Refunds - *Request employer refund.*
- Notifications - *View notices*

Cancel and Exit

Save User

Reset Password

Set as Administrator



### Set User as Administrator?

Are you sure you want to set this user as the Administrator?  
You will lose your Administrator rights and will no longer have access to this page.

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.



Welcome,

Thursday, December 6th, 2018

All Administrator rights have been removed from the previous Administrator. The "new" Administrator will have to assign rights to previous Administrator.

## ACCOUNT SETTINGS

 [Edit Profile](#)

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

# Employer User Management New Administrator's Dashboard

Welcome,

Thursday, December 6th, 2018

ⓘ You have a missing report. [Click Here →](#)

ⓘ Your account is delinquent. [Click Here →](#)

## 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.

## 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.

The "new" Administrator will now has these functions available.

# Employer User Management Administrator's Landing Page Edit Users - Inactivate Users

Home / User Management

## User Management

Manage users associated with this account

Filter Results:

Show Inactive Users

Add User

Show 10 Entries

Name	Email Address	Role	Title/Position	Actions	
		Administrator	PRESIDENT	<a href="#">Edit</a>	
		Sub User	CONTROLLER	<a href="#">Edit</a>	<a href="#">Inactivate</a>
		Sub User	VICE PRESIDENT	<a href="#">Edit</a>	<a href="#">Inactivate</a>

« Previous 1 Next »

Cancel and Exit

The Administrator has the ability to inactivate a sub-user at any time.

# Employer User Management Inactivate a User

Home / User Management


## User Management

Manage users associated with this account

Filter Results:

[Add User](#) Show  Entries

Name	Actions
p	<a href="#">Edit</a>
p	<a href="#">Edit</a>
b	<a href="#">Edit</a> <a href="#">Inactivate</a>



### Inactivate User?

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

[OK](#) [Cancel](#)

A pop-up will display if the admin user clicks "inactivate".

# Employer User Management Inactivate a User

Home / User Management

## User Management

Manage users associated with this account

The administrator will receive confirmation that a sub-user's profile has been inactivated.

Filter Results:



Show Inactive Users

Add User

Show

10

Entries

Name	Email Address	Role	Title/Position	Actions
		Administrator	CONTROLLER	<a href="#">Edit</a>
		Sub User	VICE PRESIDENT	<a href="#">Activate</a>
		Sub User	PRESIDENT	<a href="#">Edit</a> <a href="#">Inactivate</a>

« Previous **1** Next »

Cancel and Exit

# Employer- User Management Service Company

Home / User Management

## User Management

Manage users associated with this account

Employer can edit rights, inactivate the current service company, or approve another service company. Approving a different service company will inactivate current one.

Filter Results:

Show Inactive Users

Add User

Show  Entries

Name	Email Address	Role	Title/Position	Actions	
		Administrator		<a href="#">✎ Edit</a>	
		Service Company		<a href="#">✎ Edit</a>	<a href="#">⊖ Inactivate</a>
		Service Company		<a href="#">⊕ Approve</a>	<a href="#">⊖ Deny</a>
		Service Company		<a href="#">⊕ Approve</a>	<a href="#">⊖ Deny</a>
		Service Company		<a href="#">⊕ Approve</a>	<a href="#">⊖ Deny</a>
		Sub User		<a href="#">✎ Edit</a>	<a href="#">⊖ Inactivate</a>

Cancel and Exit

« Previous **1** Next »

# Account Inquiry

Welcome,

Wednesday, December 12th, 2018

🔔 You have a missing report. [Click Here →](#)

🔔 Your account is delinquent. [Click Here →](#)

## 🔔 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.

## 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.

## Alerts:

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

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

Subuser:  
Only can Edit Profile



# Employer's Dashboard

## 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.

## E-Response

Register for E-Response

## Professional Employer Organization (PEO)

Maintain client list for my PEO

## Forms

Electronic Unemployment Insurance Forms and Employer Forms.

## Notifications

Check email. alerts. and notifications sent from Department of Labor and Industrial

## ACCOUNT SETTINGS

### Edit Profile

Change your password, security questions(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, update email addresses, ability to add, delete, and manage user access.

The employer will also be able to manage their ELERs, Appeals, E-Response, PEO, Forms, and Notifications.

# Account Inquiry - Employer Information and Account Summary

Home / Account Inquiry

## Account Inquiry

### EMPLOYER INFORMATION

Account Number:

Federal ID Number:

Registered Name:

DBA:

Mailing Address:

Phone:

Liable Date:

Status:

Employer Information:  
UI Account No, FEIN,  
Registered Name,  
DBA, Address, Liable  
Date, and Account  
Status.

01/01/2016

Active

Quarterly Report

Rate

Report Year:

2018

Report Quarter:

QTR 4

### ACCOUNT SUMMARY

2017

2018

2018

Schedule:

C

Taxable Wage Base:

\$45,900.00

Contribution Rate:

2.400%

E & T Assessment Rate:

0.010%

Current Balance Due:

\$3,580.32

YTD Benefits Charged:

\$0.00

\* Does not include current quarter.

### 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

# Account Inquiry - Quarterly Report

Quarterly Report	Rate
Report Year:	2018
Report Quarter:	QTR 4
<i>(It may take 24-48 hours for any reports and payments to display.)</i>	
Quarterly Report Received Date:	11/14/2018
Wage Source:	Employer Reported
Contribution Rate:	2.400%
E & T Assessment Rate:	0.010%
Total Wages:	\$3.00
Excess Wages:	\$0.00
Taxable Wages:	\$3.00
Contribution Assessed:	\$0.07
E & T Assessed:	\$0.00
<input type="checkbox"/> P & I Assessed:	<b>\$0.00</b>
Paid:	\$0.00
Adjusted:	\$0.07
Balance Due:	\$0.00
<b>Benefit Charges *:</b>	<b>\$0.00</b>

\* Amount shown is for this quarter only.

## 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

Quarterly Report

Rate

Report Year:

2018

Schedule:

C

Contribution Rate:

2.400%

E & T Assessment Rate:

0.010%

☞ **Three Years of Taxable Payroll:**

\$0.00

Average Annual Taxable Payroll:

\$0.00

☞ **Total Reserve Balance (12/31/2017):**

\$0.00

Total Reserve Balance = (Reserve Balance + Contributions - Benefits Charged)

Reserve Ratio:

0.0000

(Total Reserve Balance / Average Annual Taxable Payroll)

Rate:

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

# Account Inquiry - Rate

Quarterly Report

Rate

Report Year:

2018

Schedule:

C

Contribution Rate:

2.400%

E & T Assessment Rate:

0.010%

Three Years of Taxable Payroll:

\$0.00

2015:

\$0.00

2016:

\$0.00

2017:

\$0.00

Average Annual Taxable Payroll:

\$0.00

Total Reserve Balance (12/31/2017):

\$0.00

Reserve Balance (12/31/2016):

\$0.00

Contributions:

\$0.00

Benefits Charged (2017):

\$0.00

# Account Inquiry - Reimbursable Account Employer Information and Account Summary

[Home](#) / [Account Inquiry](#)

## Account Inquiry

### EMPLOYER INFORMATION

Account Number: -----  
Federal ID Number:  
Registered Name:  
DBA:  
Mailing Address:  
  
Phone:  
Liable Date: 01/01/2017  
Status: Active

[Monthly Report](#)

### ACCOUNT SUMMARY

	2017	2018
2018		
Current Balance Due:		\$10,475.55
YTD Benefits Charged:		<b>\$0.00</b>
* Does not include current month.		

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

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

## Account Inquiry - Reimbursable Account Monthly Report

**Monthly Report**

---

**Report Year:** 2017 

**Report Month:** Jan 

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

**Quarterly Report Received Date:** No Report Received

<b>Quarter Total Wages:</b>	\$0.00
<b>Paid:</b>	\$0.00
<b>Adjusted:</b>	\$0.00
<b>Balance Due:</b>	\$0.00
<b>Benefit Charges *:</b>	\$0.00

\* Amount shown is for this month only.

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.

# Quarterly Wage Reporting and Payment for Employer and Service Companies



# Submitting Quarterly Wage as an Employer

## EMPLOYER LOGIN

### Online Business ID

### E-mail Address

Sign in

[Forgot Online Business ID?](#)

[Cancel](#)

## CREATE ONLINE PROFILE

Already have a Hawaii Unemployment Insurance (UI) account number? Click "Create Online Profile".

### 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

### Weekends and Holidays

6:30 a.m. to 11:00 p.m. HST

Create Online Profile

## REGISTER FOR UI ACCOUNT NUMBER

Register your business for a UI account number or reactivate your account.

**Only owners, partners/members, and officers of the business can register.**

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.

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 - 6:30 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

## 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.

# Employer's Quarterly Wage Landing Page

### 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:

Select Quarter:

### PAYMENT

**Outstanding Balance:**

**Pending Amount:**

**Total Amount Due:**

Select Year:

Select Quarter:

### Quarterly Wage History

Show  Entries

Type	Year	Quarter	Amount	Status	Updated By	Updated Date	Action
							<a href="#">View</a>

« Previous **1** Next »

Select a Year and Quarter to file or amend a quarterly wage report or to make payment.

## Employer's Quarterly Wage Detail

2018 Quarter 1 -

1. Enter Quarterly Wage

2. Review & Submit

3. Payment & Confirmation

Employers are required to submit this report **no later than the last day of the month following the close of each quarter**. Non-profit employers approved to participate in the self-financing program are required to report their quarterly wages. Penalty and interest will be assessed for failing to file timely or sufficient reports, and/or failing to submit payment. In addition, employers failing to submit any report shall receive the maximum contribution tax rate allowable by law for the entire year(s).

\* indicates a required field

Do you have employees to report? \*

YES  NO

Form selections will dynamically appear based on whether the user selects "YES" or "NO"

# Employer's Quarterly Wage - NO Employees to report

Home / Quarterly Wage / Detail

## 2018 Quarter 1 -

1. Enter Quarterly Wage      2. Review & Submit      3. Payment & Confirmation

Employers are required to submit this report **no later than the last day of the month following the close of each quarter**. Non-profit employers approved to participate in the self-financing program are required to report their quarterly wages. Penalty and interest will be assessed for failing to file timely or sufficient reports, and/or failing to submit payment. In addition, employers failing to submit any report shall receive the maximum contribution tax rate allowable by law for the entire year(s).

\* indicates a required field

Do you have employees to report? \*     YES     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.

[Return Home](#)      [Review Quarterly Wage](#)

“You have stated that you have no wages earned by your employees. In order to be compliant with the Unemployment Insurance Quarterly Wage reporting requirements you must still review and submit this form before the due date in order to avoid penalties.”

# Employer's Quarterly Wage - NO Employees to Report Review Page

Home / Quarterly Wage / Review

2018 Quarter 1 -

1. Enter Quarterly Wage

2. Review & Submit

3. Payment & Confirmation

Please review the following information. If correct, click on 'Submit Wages'. To make changes, click 'Revise Information'.

\*\*\* NO WAGES FOR EMPLOYEES THIS QUARTER \*\*\*

I am duly authorized to submit this application. I certify the above statements to be correct to the best of my knowledge and belief.

Return Home

Revise Information

Submit Wages

You must certify the information entered prior to submitting the report.

La Logout

Home / Quarterly Wage / Confirmation

## 2018 Quarter 1 - MAILING ADDRESS

1. Enter Quarterly Wage    **2. Review & Submit**    3. Payment & Confirmation

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 \*\*\*

[Return Home](#)

Confirmation page for a submitted report.



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

2018 Quarter 1 -

1. Enter Quarterly Wage      2. Review & Submit      3. Payment & Confirmation

Employers are required to submit this report **no later than the last day of the month following the close of each quarter**. Non-profit employers approved to participate in the self-financing program are required to report their quarterly wages. Penalty and interest will be assessed for failing to file timely or sufficient reports, and/or failing to submit payment. In addition, employers failing to submit any report shall receive the maximum contribution tax rate allowable by law for the entire year(s).

\* indicates a required field

Do you have employees to report? \*  YES  NO

LOAD FROM PREVIOUS QUARTER >      IMPORT FROM FILE >

Quarterly Wage Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
999-99-999				0.00				Save Clear
TOTAL:				\$0.00	\$0.00	\$0.00*	\$0.00*	
Contribution ( 2.40%)							\$0.00*	
E & T Amount ( 0.01%)							\$0.00*	
Q1/2018 Tax							\$0.00*	
Employee Count							0*	

Enter the number of covered workers in the pay period that includes the 12th day of the month.

1/12/2018	2/12/2018	3/12/2018

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

## 2018 Quarter 1 - MAILING ADDRESS

1. Enter Quarterly Wage

2. Review & Submit

3. Payment & Confirmation

Employers are required to submit this report **no later than the last day of the month following the close of each quarter**. Non-profit employers approved to participate in the self-financing program are required to report their quarterly wages. Penalty and interest will be assessed for failing to file timely or sufficient reports, and/or failing to submit payment. In addition, employers failing to submit any report shall receive the maximum contribution tax rate allowable by law for the entire year(s).

\* indicates a required field

Do you have employees to report? \*  YES  NO

LOAD FROM PREVIOUS QUARTER



IMPORT FROM FILE



### Quarterly Wage Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
999-99-9999				0.00	<input type="checkbox"/>			<a href="#">Save</a> <a href="#">Clear</a>
TOTAL:				\$0.00	\$0.00	\$0.00*	\$0.00*	
Contribution ( 2.40%)							\$0.00*	
E & T Amount ( 0.01%)							\$0.00*	
Q1/2018 Tax							\$0.00*	
Employee Count							0*	

Enter the number of covered workers in the pay period that includes the 12th day of the month.

1/12/2018	2/12/2018	3/12/2018

Check Yes, click on LOAD FROM PREVIOUS QUARTER bar.

# Employer's Quarterly Wage - YES Employees to Report - LOAD FROM PREVIOUS QUARTER

**LOAD FROM PREVIOUS QUARTER** ▼

Please select a previous year and quarter that you would like to prefill this form with.

Select Year:  2018 ▼

Select Quarter:  QTR 1 ▼

Prefill from previous quarter

**IMPORT FROM FILE** ▶

Quarterly Wage Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
<input type="text" value="999-99-999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	-			<a href="#">Save</a> <a href="#">Clear</a>
<b>TOTAL:</b>				\$0.00	\$0.00	\$0.00*	\$0.00*	
							Contribution ( 2.40%)	\$0.00*
							E & T Amount ( 0.01%)	\$0.00*
							Q1/2018 Tax	\$0.00*
							Employee Count	0*

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.

# Employer's Quarterly Wage - YES Employees to Report - LOAD FROM PREVIOUS QUARTER

Home / Quarterly Wage / Detail

2018 Quarter 3 -

1. Enter Quarterly Wage

2. Review & Submit

3. Payment & Confirmation

Employers are required to submit this report **no later than the last day of the month following the close of each quarter**. Non-profit employers approved to participate in the self-financing program are required to report their quarterly wages. Penalty and interest will be assessed for failing to file timely or sufficient reports, and/or failing to submit payment. In addition, employers failing to submit any report shall receive the maximum contribution tax rate allowable by law for the entire year(s).

\* Indicates a required field

Do you have employees to report? \*  YES  NO

LOAD FROM PREVIOUS QUARTER >

IMPORT FROM FILE >

Quarterly Wage, Contribution and E&T Assessment Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
<input checked="" type="checkbox"/> xxx-xx-1111				Amt Required		\$0.00	\$0.00	<input type="checkbox"/> Remove
<input checked="" type="checkbox"/> xxx-xx-2222				Amt Required		\$0.00	\$0.00	<input type="checkbox"/> Remove
<input checked="" type="checkbox"/> xxx-xx-3333				Amt Required		\$0.00	\$0.00	<input type="checkbox"/> Remove
<input type="text" value="999-99-9999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>			<input type="checkbox"/> Save <input type="checkbox"/> Clear

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.

Employer's Quarterly Wage - YES Employees to Report - LOAD FROM PREVIOUS QUARTER

Quarterly Wage, Contribution and E&T Assessment Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
xxx-xx-1111				\$1,234.50	<input type="checkbox"/>	\$0.00	\$0.00	<a href="#">Update</a> <a href="#">Cancel</a>

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.

# Employer's Quarterly Wage - YES Employees to Report - IMPORT FROM FILE

LOAD FROM PREVIOUS QUARTER >

IMPORT FROM FILE ▾

Use IMPORT FROM FILE to import a .CSV file directly to the quarterly wage report.

**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

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

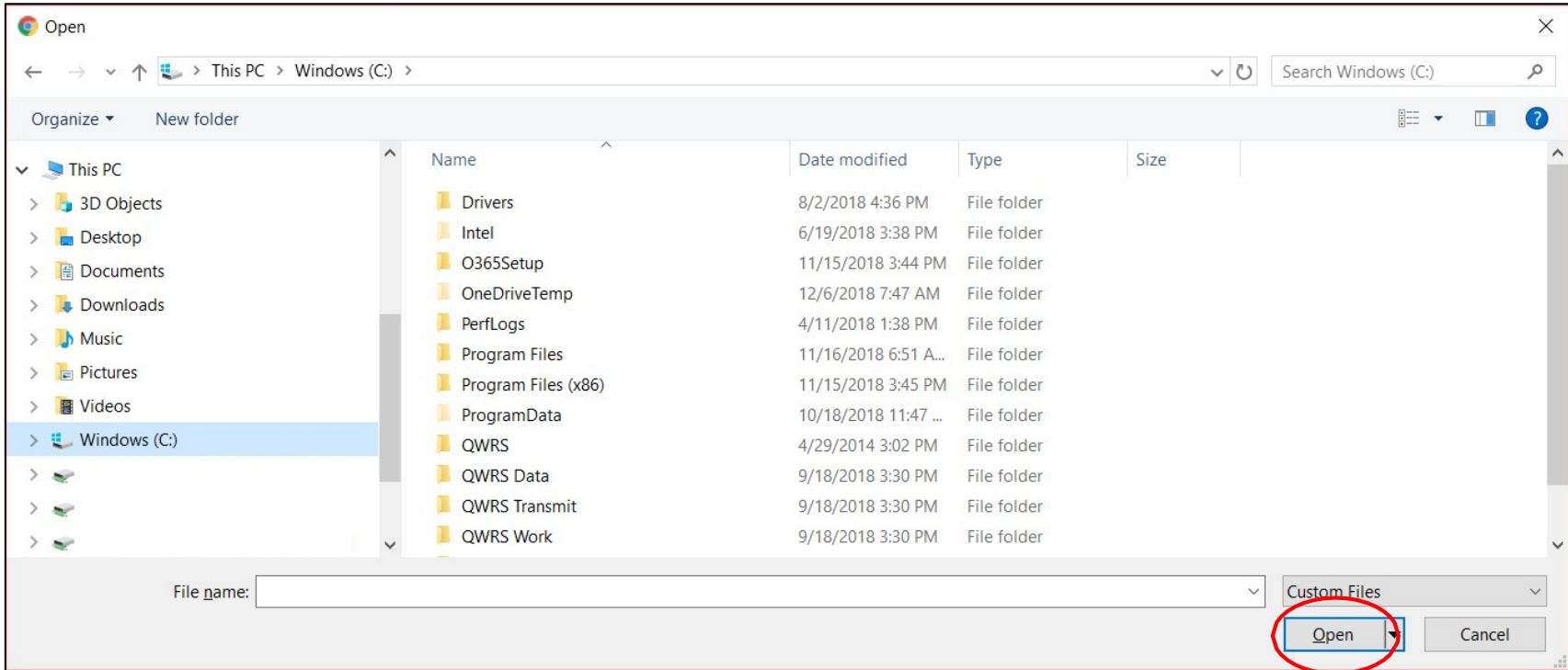
SSN, Last name, First name, Middle initial, Quarter wages, Out-of-state wages, and State

J0100001	LAST1	FIRST1		15000.1		
J0100002	LAST2	FIRST2	M2	5000.2	10000	CA
J0100003	LAST3	FIRST3	M3	15000.3		

Quarterly Wage, Contribution and E&T Assessment Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
999-99-9999				0.00				Save Clear
<b>TOTAL:</b>				\$0.00	\$0.00	\$0.00	\$0.00	
							Contribution ( 2.40%)	\$0.00
							E & T Amount ( 0.01%)	\$0.00
							Q3/2018 Tax	\$0.00

## Employer's Quarterly Wage - YES Employees to Report - IMPORT FROM FILE



Selects the .CSV file and click Open.



# Employer's Quarterly Wage - YES Employees to Report - IMPORT FROM FILE

LOAD FROM PREVIOUS QUARTER > IMPORT FROM FILE v

## Your submission is currently processing.

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

[Import from CSV file](#)

Quarterly Wage, Contribution and E&T Assessment Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action	
<input type="text" value="999-99-9999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>			<a href="#">Save</a> <a href="#">Clear</a>	
<b>TOTAL:</b>				\$0.00	\$0.00	\$0.00	\$0.00		
							Contribution ( 2.40%)	\$0.00	
							E & T Amount ( 0.01%)	\$0.00	
							Q3/2018 Tax	\$0.00	

A pop-up will display while the file is uploading.

# Employer's Quarterly Wage - YES Employees to Report - IMPORT FROM FILE

LOAD FROM PREVIOUS QUARTER >

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

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
<input type="text" value="999-99-9999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	☐			<a href="#">📄 Save</a> <a href="#">🗑️ Clear</a>
<b>TOTAL:</b>				\$0.00	\$0.00	\$0.00	\$0.00	

Employer's Quarterly Wage - YES Employees to Report - IMPORT FROM FILE - sample excel errors

	A	B	C	D	E	F	G
1	999-00-00000	LAST0	FIRST0	444	28849.39	2222	
2	999-00-0001	LAST1	FIRST1	H	2148.86	21002.23	CA
3	999-00-0002	LAST2	FIRST2	D	6222.93		
4	999-00-0003	LAST3	FIRST3	E	5105.81		
5	999-00-0004	LAST4	FIRST4	TE	9468.17		
6	999-00-0005	LAST5	FIRST5	A	19052.88		
7							

**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

## Employer's Quarterly Wage - YES Employees to Report - IMPORT FROM FILE

Field	Count	Field Type	Notes
SSN	9	Numeric	If edited, user will need retype the whole SSN to re-populate field.
Last Name	30	Alpha/Num	
First Name	30	Alpha/Num	
Middle Initial	2	Alpha/Num	
Total Gross Qtr. Wages	10	Numeric	Max. 10 including decimal. (NNNNNNN.NN) Example: 1 thousand should be 1000.00
Out of State	N/A	Checkbox	If Out of State is checked, the Out of state wages row is revealed for that employee. Uncheck Out of State to remove row.
Excess	N/A	Read-Only	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.
Taxable Wage	N/A	Read-Only	Calculation: Total Gross Qtr. Wages Paid - Excess
Out-of-state wages	9	Numeric	Gross out-of-state quarterly wages up to the taxable amount.
State	N/A	Dropdown	Only one state can be selected. If employee worked in more than one state, use the state that they earned the most.

# Employer's Quarterly Wage Report - Out-of-State Wages

Quarterly Wage, Contribution and E&T Assessment Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action
xxx-xx-1111				\$1,234.50	<input checked="" type="checkbox"/>	\$0.00	\$0.00	
Out of state wages				Amount *:	<input type="text"/>	State *	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
				Amt Required		\$0.00	\$0.00	<input type="button" value="Remove"/>
				Amt Required		\$0.00	\$0.00	<input type="button" value="Remove"/>
999-99-9999				0.00	<input type="checkbox"/>			<input type="button" value="Save"/> <input type="button" value="Clear"/>

- Please Select–
- AL
  - AK
  - AZ
  - AR
  - CA
  - CO
  - CT
  - DE
  - DC
  - FL
  - GA
  - ID
  - IL
  - IN
  - IA
  - KS
  - KY
  - LA
  - ME

Click on Out of State box and the row will open, enter wages, and select the State. Click on "Update" when you have finished.

## Employer's Quarterly Wage - Actions

Quarterly Wage Report								
SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$44,000.00)	Taxable Wage	Action
				\$55,000.00	<input checked="" type="checkbox"/>	\$15,000.00	\$40,000.00	
Out of state wages				Amount *:	\$4,000.00	State *:	AL	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$55,845"/>	<input type="checkbox"/>	\$11,845.00	\$44,000.00	Update Cancel
<input type="text" value="999-99-9999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>			Save Clear

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.

# Employer's Quarterly Wage - Covered Worker Count

\* Indicates a required field

Do you have employees to report? \*  YES  NO

LOAD FROM PREVIOUS QUARTER >

IMPORT FROM FILE >

### Quarterly Wage, Contribution and E&T Assessment Report

SSN *	Last Name *	First Name *	Middle Initial	Total Gross Qtr. Wages Paid *	Out of State	Excess (\$45,900.00)	Taxable Wage	Action	
<input type="text" value="xxx-xx-1111"/>	<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text"/>	\$100.00	<input type="checkbox"/>	\$0.00	\$100.00	<a href="#">Remove</a>	
<input type="text" value="999-99-9999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>			<a href="#">Save</a> <a href="#">Clear</a>	
<b>TOTAL:</b>				\$100.00	\$0.00	\$0.00	\$100.00		
							<b>Contribution ( 2.40%)</b>	\$2.40	
							<b>E &amp; T Amount ( 0.01%)</b>	\$0.01	
							<b>Q3/2018 Tax</b>	\$2.41	
							<b>Employee Count</b>	1	

Enter the number of covered workers in the pay period that includes the 12th day of the month.

Covered Worker Count on 7/12/2018 *	Covered Worker Count on 8/12/2018 *	Covered Worker Count on 9/12/2018 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
required	required	required

Save and Return Home

Review Quarterly Wage

Covered worker count is required to be entered.

## Employer's Quarterly Wage - Covered Worker Count

Enter the number of covered workers in the pay period that includes the 12th day of the month.

Covered Worker Count on 7/12/2018 *	Covered Worker Count on 8/12/2018 *	Covered Worker Count on 9/12/2018 *
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
Must be less than or equal to the number of employees reporting	Must be less than or equal to the number of employees reporting	Must be less than or equal to the number of employees reporting

Save and Return Home

Review Quarterly Wage

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."



# Employer's Quarterly Wage - Review and Submit Wages

2018 Quarter 1 -

1. Enter Quarterly Wage

2. Review & Submit

3. Payment & Confirmation

Please review the following information. If correct, click on 'Submit Wages'. To make changes, click 'Revise Information'.

SSN	Last Name	First Name	Middle Initial	Quarter Wage	Out of State	Excess	Taxable Wage
				809808.00		763908.00	45900.00
				23453.00		0.00	23453.00
TOTAL [2]:				833261.00		763908.00	69353.00
Contribution ( 2.40% )							1664.47
E & T Amount ( 0.01% )							6.94
Q1/2018 Tax							1071.41

Covered Worker Count

1/12/2018	2/12/2018	3/12/2018
1	1	1

I am duly authorized to submit this application. I certify the above statements to be correct to the best of my knowledge and belief.

Return Home

Revise Information

Submit Wages

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

## Employer's Quarterly Wage - Confirmation page

Home / Quarterly Wage / Confirmation

### 2018 Quarter 3 -

1. Enter Quarterly Wage    **2. Review & Submit**    3. Payment & Confirmation

You have submitted your quarterly wage report for 2018 Quarter 3 on 12/06/2018 13:23:12 HST. Your transaction ID is: 9c187448-e609-4b7a-99df-f4c5cb238665.

To complete the filing process, please submit your payment. If no balance is due, click Exit (Pay Later).

Amount Due	\$1,707.43
Penalties & Interest	\$192.71
Credit Amount	-\$1,900.14
<b>Total Due</b>	<b>\$0.00</b>

[Continue to Payment](#)

Successful submission of quarterly wage report. If a payment is due, Continue to Payment button will be enabled.

# Payment

# Employer's Quarterly Wage - Payment

**2014 Quarter 1 - KILL BILL**

1. Enter Quarterly Wage    **2. Review & Submit**    3. Payment & Confirmation

You have submitted your quarterly wage report for 2014 Quarter 1 on 11/25/2018 23:29:50 HST. Your transaction ID is: a3dd0678-2efc-48d1-b07a-309187791309.

To complete the filing process, please submit your payment. If no balance is due, click Exit (Pay Later).

Amount Due	\$34.20
Penalties & Interest	\$25.95
Outstanding Balance	\$3,257.84
<b>Total Due</b>	<b>\$3,317.99</b>

**Continue to Payment**

Do not report wages for employment of family (parents, spouse, or children under 21 years of age in the employ of the child's father or mother).

SSN	Last Name	First Name	Middle Initial	Quarter Wage	Out of State	Excess	Taxable Wage
				\$1.00		0.00	\$1.00
				\$1.00		0.00	\$1.00
				\$1,000.00		0.00	\$1,000.00
				\$1.00		0.00	\$1.00
			<b>TOTAL [4]:</b>	\$1,003.00		\$0.00	\$1,003.00
						<b>Contribution ( 3.40% )</b>	\$34.10
						<b>E &amp; T Amount ( 0.01% )</b>	\$0.10
						<b>Q1/2014 Tax</b>	\$34.20

Covered Worker Count

1/12/2014	2/12/2014	3/12/2014
0		0

**Exit (Pay Later)**    **Continue to Payment**

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

Select "Continue to Payment" when prompted to move to the next section of the Quarterly Wage.

Or Exit (Pay Later)

# Employer's Quarterly Wage - Payment

2018 Quarter 4 -

1. Enter Quarterly Wage      2. Review & Submit      3. Payment & Confirmation

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

Amount Due	\$5,529.73
Penalties & Interest	\$0.00
Credit Amount	-\$3,629.63
<b>Total Due</b>	<b>\$1,900.10</b>

REMITTANCE AMOUNT \*      \$1,900.10

PAYMENT TYPE \*      e-Check

Account Type \*      --Please Select--

Routing Number \*      [Empty]

Account Number \*      [Empty]

Financial Institution      [Empty]

Re-enter Routing Number \*      [Empty]

Re-enter Account Number \*      [Empty]

Exit (Pay Later)      Continue

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

1. Enter Quarterly Wage

2. Review & Submit

3. Payment & Confirmation

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

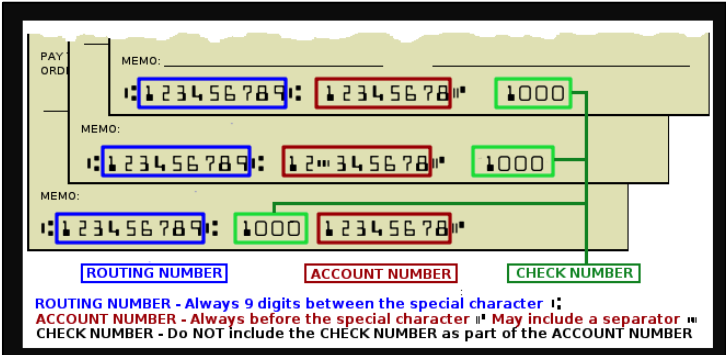
Amount Due	\$1,707.43
Penalties & Interest	\$195.00
Outstanding Balance	\$0.00
<b>Total Due</b>	<b>\$1,902.43</b>

**Total amount due for quarter and outstanding balance or credit amount.**

# Employer's Quarterly Wage - Enter Payment Information

REMITTANCE AMOUNT *	<input type="text" value="\$1,902.43"/>
PAYMENT TYPE *	<input type="text" value="e-Check"/>
Account Type ? *	<input type="text" value="--Please Select--"/>
Routing Number ? *	<input type="text"/>
Account Number ? *	<input type="text"/>
Financial Institution	<input type="text"/>
Re-enter Routing Number *	<input type="text"/>
Re-enter Account Number *	<input type="text"/>

Account Type: Savings or Checking



# Employer's Quarterly Wage - Enter Payment Information

2018 Quarter 4 -

1. Enter Quarterly Wage

2. Review & Submit

3. Payment & Confirmation

Please carefully review the information provided. Incorrect routing and account numbers could result in a bounced check fee.

Employer Number	
Contribution Due	\$5,506.79
E & T	\$22.94
Penalties & Interest	\$0.00
Adjustment	-\$3,629.63
Total Due	\$1,900.10
Payment Type	eCheck
Payment Amount	\$1,900.10
Account Type	Checking
Routing Number	
Account Number	
Financial Institution	

By clicking on Submit Payment, I certify that I am authorized to debit this account and I authorize the State of Hawaii, Department of Labor and Industrial Relations, Unemployment Insurance Division to debit this account in the amount of \$1900.10. This payment is non-refundable.

Exit (Pay Later)

Revise Information

Submit Payment

1. Review.
2. Check "I agree" checkbox.
3. Submit Payment or Revise Information or Exit (Pay Later)



# Employer's Quarterly Wage - Payment Confirmation

## 2018 Quarter 4 -

1. Enter Quarterly Wage

2. Review & Submit

3. 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.

Successful submission of payment!

Employer Number	
Contribution Due	\$5,506.79
E & T	\$22.94
Penalties & Interest	\$0.00
Adjustment	-\$3,629.63
Total Due	\$1,900.10
Payment Type	eCheck
Payment Amount	\$1,900.10
Account Type	Checking
Routing Number	
Account Number	
Financial Institution	

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

Exit

# 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:

Select Quarter:

 File / Amend

## PAYMENT

Total Amount Due:

Select Year:

Select Quarter:

 Make Payment

## Quarterly Wage History

Show  Entries

Type	Year	Quarter	Amount	Status	Updated By	Updated Date	Action
Amendment	2018	4		Draft		11/23/2018 08:19:47 HST	<a href="#">View</a>
Amendment	2018	4	\$3.00	Report Submitted		11/14/2018 14:14:38 HST	<a href="#">View</a>
Amendment	2018	3		Draft		11/26/2018 11:40:19 HST	<a href="#">View</a>
Amendment	2018	3	\$153,110.04	Report Submitted		11/26/2018 09:12:46 HST	<a href="#">View</a>
UI Amended	2018	3	\$10,146,536.00	Report Submitted		11/23/2018 09:09:17 HST	<a href="#">View</a>

## 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

Thursday, December 6th, 2018

## 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

Home / Manage My Employers

## Employers Management

Manage Employers associated with this Service Company Account

Filter Results:  Show  Entries

UI Acc Num	Name	Email Address	Employer Rights Granted	Sub Users with Access	Actions
			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		 <b>Manage Employer</b>

« Previous **1** Next »

Rights granted by the Employer Administrator

Employer Rights Granted

Manage Employer

# Service Company - Manage Employers

new (on behalf of AAABBBCCDDDEEEFFFGGG) Logout

Welcome, AAABBBCCDDDEEEFFFGGG! [\(Back to Service Company\)](#) Thursday, December 6th, 2018

**You have a missing report.** [Click Here](#) →

**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.

**E-Response**

Return to Service Company's dashboard

To file quarterly wage reports, follow the same steps as employer reporting and payment.



# Submitting Quarterly Wage in Bulk as a Service Company

# Service Company - Quarterly Wage Reports - Bulk File

Welcome, new cpa!  
Service Company

Thursday, December 6th, 2018

Click to file a bulk report for several employers.

## 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.

Home / Quarterly Wage

## Quarterly Wage

Submit wages and make Payments on Employers Behalf

Click for a sample of the import file or the Import File documentation.

### 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 ▼

 Import CSV file

Quarterly Wage Submissions

Show 50 ▼ Entries

# Service Company - Quarterly Wage Reports - Bulk File

Home / 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

**Step 2:** Update the sample template with employer quarterly


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

Quarterly Wage Submissions

Type	Year	Quarter	Status	
------	------	---------	--------	--



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

# Service Company - Quarterly Wage Reports - Bulk File

Home / Quarterly Wage

## Quarterly Wage

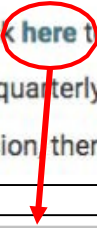
Submit wages and make Payments on Employers Behalf

### Instructions to Import a Quarterly Wage File:

**Step 1:** Generate a correctly **formatted** CSV file. Click **here** to download

**Step 2:** Update the sample template with employer quarterly wages. I

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



A	B	C	D	E	F	G	H	I	J	K	L	M
2018	4	7110006	LAST0	FIRST0	E	999-00-0003	5105.81			Y	N	N
2018	4	7110006	LAST1	FIRST1	TE	999-00-0004	9468.17			Y	Y	Y
2018	4	7110006	LAST2	FIRST2	A	999-00-0005	19052.88			Y	Y	Y
2018	4	7109601								N	N	N
2018	4	7109849								N	N	N
2018	4	9900041796								N	N	N

[Home](#) / 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:

2018 ▼

1 ▼

 Import CSV file

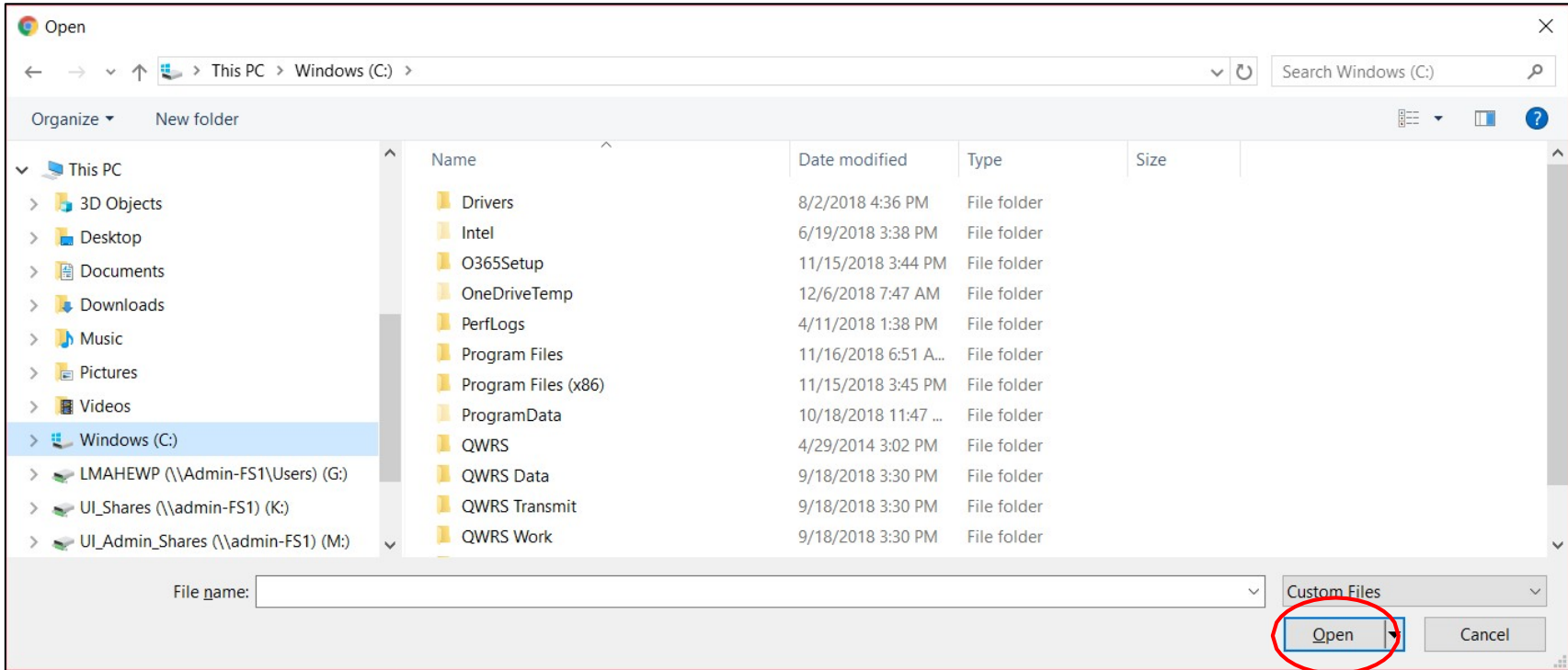
Click Import CSV file.



Quarterly Wage Submissions

Show 50 ▼ Entries

# Service Company - Bulk File



Select the .CSV file to upload and clicks Open.

## Service Company - Bulk File

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

Type	Year	Quarter	Related Date	Actions

Show  Entries

« Previous Next »

Cancel and Exit

**Your submission is currently processing.** 

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

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:

### Quarterly Wage Submissions

Show  Entries

Type	Year	Quarter	Status	Last Updated By	Last Updated Date	Actions
UC-B6	2018	1	Draft		12/04/2018 10:36:42 HST	 <b>Review and Submit</b>

« Previous  Next »

Cancel and Exit

## Quarterly Wage Submission Detail

Review and submit the quarterly wage import

2018 Quarter 1

Employers for Service Company											Covered Worker Counts			
UI Account Number	Taxpayers Reported	Total Wages	Excess Wages	Taxable Wages	Cont Rate	Contributions	E&T Rate	E&T Assessment	P&I	Credit Adjustment	Amount Due	M1	M2	M3
		\$70,848.04	\$0.00	\$70,848.04	0.024	\$1,700.35	0.0001	\$7.08	\$257.40	-\$1,964.83	\$0.00	5	4	5
Total Reported Taxpayers		Total Wages	Excess Wages	Taxable Wages		Contributions		E&T Assessment	P&I	Credit Adjustment	Amount Due			
1		\$70,848.04	\$0.00	\$70,848.04		\$1,700.35		\$7.08	\$257.40	-\$1,964.83	\$0.00			

Cancel and Exit

Submit Quarterly Wage Report

All employers on the .CSV file will be displayed.

## Quarterly Wage Submission Detail

Review and submit the quarterly wage import

If there is a credit available, the payment due will adjust accordingly.

2018 Quarter 1

### Employers for Service Company

UI Account Number	Taxpayers Reported	Total Wages	Excess Wages	Taxable Wages	Cont Rate	Contributions	E&T Rate	E&T Assessment	P&I	Credit Adjustment	Amount Due	Covered Worker Counts		
												M1	M2	M3
		\$70,848.04	\$0.00	\$70,848.04	0.024	\$1,700.35	0.0001	\$7.08	\$257.40	-\$1,964.83	\$0.00	5	4	5
Total Reported Taxpayers		Total Wages	Excess Wages	Taxable Wages		Contributions		E&T Assessment	P&I	Credit Adjustment	Amount Due			
1		\$70,848.04	\$0.00	\$70,848.04		\$1,700.35		\$7.08	\$257.40	-\$1,964.83	\$0.00			

Cancel and Exit

Submit Quarterly Wage Report

## Quarterly Wage Submission Detail

Review and submit the quarterly wage import

You have submitted your quarterly wage report for 2018 Quarter 1 on 12/04/2018 10:43:46 HST. Your transaction ID is: 5AA12E09-0CCC-4AAA-A19A-E1EC6FD6720D. No payment is due at this time.

Cancel and Exit

Continue to Payment

### Processed Employees Covered Worker Counts

UI Account Number	Taxpayers Reported	Total Wages	Excess Wages	Taxable Wages	Cont Rate	Contributions	E&T Rate	E&T Assessment	P&I	Credit Adjustment	Amount Due	M1	M2	M3
		\$70,848.04	\$0.00	\$70,848.04	2.40%	\$1,700.35	0.01%	\$7.08	\$257.40	-\$1,964.83	\$0.00	5	4	5
Total Reported Taxpayers		Total Wages	Excess Wages	Taxable Wages	Contributions	E&T Assessment	P&I	Credit Adjustment	Total Due					
1		\$70,848.04	\$0.00	\$70,848.04	\$1,700.35	\$7.08	\$257.40	-\$1,964.83	\$0.00					

## Quarterly Wage Submission Detail

Review and submit the quarterly wage import

If there is a balance due, button is enabled.

You have submitted your quarterly wage report for 2018 Quarter 1 on 12/04/2018 10:43:46 HST. Your transaction ID is: 5AA12E09-0CCC-4AAA-A19A-E1EC6FD6720D. No payment is due at this time.

Brings you back to Quarterly Wage Landing page.

Cancel and Exit

Continue to Payment

### Processed Employees Covered Worker Counts

UI Account Number	Taxpayers Reported	Total Wages	Excess Wages	Taxable Wages	Cont Rate	Contributions	E&T Rate	E&T Assessment	P&I	Credit Adjustment	Amount Due	M1	M2	M3
		\$70,848.04	\$0.00	\$70,848.04	2.40%	\$1,700.35	0.01%	\$7.08	\$257.40	-\$1,964.83	\$0.00	5	4	5
Total Reported Taxpayers		Total Wages	Excess Wages	Taxable Wages	Contributions	E&T Assessment	P&I	Credit Adjustment	Total Due					
1		\$70,848.04	\$0.00	\$70,848.04	\$1,700.35	\$7.08	\$257.40	-\$1,964.83	\$0.00					

## Quarterly Wage Submission Detail

Review and submit the quarterly wage import

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:

Cancel and Exit

Continue to Payment

### Processed Employees Covered Worker Counts

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

Home / Quarterly Wage / Detail

## Quarterly Wage Payment Detail

Review page.

Make payments on the quarterly wage import

### Employers for Service Company

Select for Payment	UI Account Number	Taxpayers Reported	Total Wages	Excess Wages	Taxable Wages	Cont Rate	Contributions	E&T Rate	E&T Assessment	P&I	Credit Adjustment	Amount Due
<input checked="" type="checkbox"/>			\$0.00	\$0.00	\$0.00	0.024	\$0.00	0.0001	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>			\$0.00	\$0.00	\$0.00	0.024	\$0.00	0.0001	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>			\$33,626.86	\$0.00	\$33,626.86	0.024	\$807.04	0.0001	\$3.36	\$86.62	\$0.00	\$897.02
Total Reported Taxpayers			Total Wages	Excess Wages	Taxable Wages		Contributions		E&T Assessment	P&I	Credit Adjustment	Amount Due
3			\$33,626.86	\$0.00	\$33,626.86		\$807.04		\$3.36	\$86.62	\$0.00	\$897.02

Cancel and Exit

Total Selected for Payment:

\$897.02

Continue to Payment

Home / Quarterly Wage / Detail

## Quarterly Wage Payment

Make payments on the quarterly wage import

\* Indicates required field

Amount Due	\$897.02
PAYMENT TYPE *	<input type="text"/>

Cancel and Exit

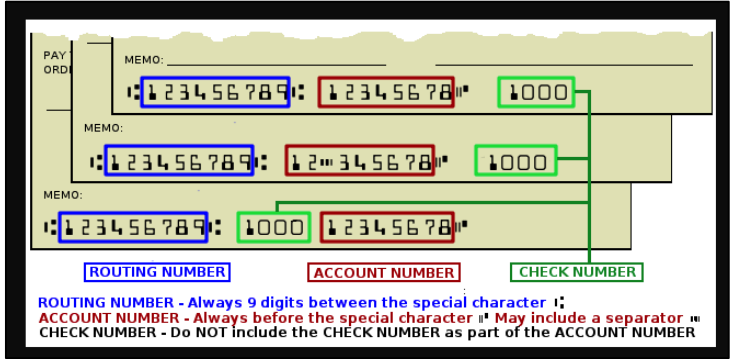


# Service Company - Bulk File - Payment

Amount Due	\$897.02
PAYMENT TYPE *	e-Check
Account Type ? *	-Please Select-
Routing Number ? *	
Account Number ? *	
Financial Institution	
Re-enter Routing Number *	
Re-enter Account Number *	

Cancel and Exit      Continue to Payment

Currently, E-check is the only option.



# Service Company - Bulk File - Payment

Amount Due	\$897.02
PAYMENT TYPE *	<input type="text" value="e-Check"/>
Account Type ? *	<input type="text" value="Checking"/>
Routing Number ? *	<input type="text"/>
Account Number ? *	<input type="text"/>
Financial Institution	FIRST HAWAIIAN BANK
Re-enter Routing Number *	<input type="text"/>
Re-enter Account Number *	<input type="text"/>
<input type="button" value="Cancel and Exit"/>	<input type="button" value="Continue to Payment"/>

# Service Company - Bulk File - Payment

## Quarterly Wage Payment

Make payments on the quarterly wage import

### Payment Summary

UI Account Number	Taxpayers Reported	Total Wages	Excess Wages	Taxable Wages	Cont Rate	Contributions	E&T Rate	E&T Assessment	P&I	Credit Adjustment	Amount Due
		\$0.00	\$0.00	\$0.00	0.024	\$0.00	0.0001	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	0.024	\$0.00	0.0001	\$0.00	\$0.00	\$0.00	\$0.00
		\$33,626.86	\$0.00	\$33,626.86	0.024	\$807.04	0.0001	\$3.36	\$86.62	\$0.00	\$897.02
<b>Total Reported Tax Payers</b>		<b>Total Wages</b>	<b>Excess Wages</b>	<b>Taxable Wages</b>		<b>Contributions</b>		<b>E&amp;T Assessment</b>	<b>P&amp;I</b>	<b>Credit Adjustment</b>	<b>Amount Due</b>
	3	\$33,626.86	\$0.00	\$33,626.86		\$807.04		\$3.36	\$86.62	\$0.00	\$897.02

Amount Due	\$897.02
PAYMENT TYPE	e-Check
Account Type	checking
Routing Number	
Account Number	
Financial Institution	FIRST HAWAIIAN BANK

Please carefully review the information provided. Incorrect routing and account numbers could result in a bounced check fee.

By clicking on Submit Payment, I certify that I am authorized to debit this account and I authorize the State of Hawaii, Department of Labor and Industrial Relations, Unemployment Insurance Division to debit this account in the amount of \$897.02. This payment is non-refundable.

Cancel and Exit

Submit Payment

1. Review
2. Check "I certify" checkbox
3. Submit Payment or Cancel and Exit

[Home](#) / [Quarterly Wage](#) / Detail

## Quarterly Wage Payment

Make payments on the quarterly wage import

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

UI Account Number	Taxpayers Reported	Total Wages	Excess Wages	Taxable Wages	Contributions	E&T Assessment	P&I	Credit Adjustment	Amount Due
		\$5,277,210.00	\$33,050.00	\$5,244,160.00	\$125,859.84	\$524.42	\$0.00	\$0.00	\$126,384.26
Total Reported Taxpayers		Total Wages	Excess Wages	Taxable Wages	Contributions	E&T Assessment	P&I	Adjustment	Total Due
	1	\$5,277,210.00	\$33,050.00	\$5,244,160.00	\$125,859.84	\$524.42	\$0.00	\$0.00	\$126,384.26

[Return to Quarterly Wage](#)

# Service Company - Bulk File - Rejected File

Home / Quarterly Wage

## Quarterly Wage

Submit wages and make Payments on Employers Behalf

### Instructions to Import a Quarterly Wage File:

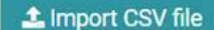
**Step 1:** Generate a correctly **formatted** CSV file. Click [here](#) to download a sample template you can use.

**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:

2018

4

 Import CSV file

### Quarterly Wage Submissions

Show  Entries

Type	Year	Quarter	Status	Last Updated By	Last Updated Date	Actions
UC-B6	2018	4	Rejected		12/07/2018 13:22:19 HST	 View
Payment	2018	4	Paid		11/23/2018 08:53:13 HST	 View
UC-B6	2018	4	Report Submitted		11/23/2018 08:28:29 HST	 View
UC-B6	2018	4	Rejected		11/23/2018 08:25:54 HST	 View

## Quarterly Wage Submission Detail

Review and submit the quarterly wage import

- Errors listed by UI Account Number and line number.
- Lists the first 20 errors at a time.

2018 Quarter 4

### Errors

UI Account Number	Line Number	Description
	0	File not processed due to errors, please resubmit a new file.
	1	Column A: Year and/or Column B: Quarter does not match submission.
	2	Column A: Year and/or Column B: Quarter does not match submission.
	3	Column A: Year and/or Column B: Quarter does not match submission.
	4	Column A: Year and/or Column B: Quarter does not match submission.
	5	Column A: Year and/or Column B: Quarter does not match submission.

Cancel and Exit

Submit Quarterly Wage Report

## Service Company - Bulk File - Error Messages

COLUMN	ERROR DESCRIPTION	REASON
	This date is before your liable date.	Date is not valid because quarter that is being submitted is prior to the employer's liable date
A, B	Year and/or Column B: Quarter does not match submission.	Year/Quarter reporting does not match the selected dropdown box.
C	Column C: Account number is invalid, or you do not have access.	Do not have access to the employer's account number or it's an invalid account number.
D	Column D: Employee last name must be between 0 and 30 characters.	Last name is beyond 30 characters.
E	Column E: Employee first name must be between 0 and 30 characters.	First name is beyond 30 characters.
F	Column F: Employee middle initial must be between 0 and 2 characters	Middle initial is over 2 characters long.
G	Column G: SSN is invalid.	SSN is not a full 9-digits
G	Column G: Duplicate SSN.	SSN used more than once for an employer.
H	Column H: Wages must be greater than 0.	Negative wage entered, or zero wages entered.
H	Column H: Wage must be a number.	The wage is an alpha character.
I	Column I: Out of state wage must be a number or blank.	The out of state wage is not a number or has an alpha character.
J	Column J: Out of State abbreviation must be 2 characters.	The out of state is less than 2 characters or greater than 2 characters.
K	Column K: Covered worker count must be either Y or N.	The covered worker count is blank or another character than Y or N.
L	Column L: Covered worker count must be either Y or N.	The covered worker count is blank or another character than Y or N
M	Column M: Covered worker count must be either Y or N.	The covered worker count is blank or another character than Y or N.

## Service Company - Bulk File - History

UC-B6	2018	4	Cancelled		11/14/2018 10:51:26 HST	
UC-B6	2018	4	Rejected		11/14/2018 10:50:29 HST	<a href="#">View</a>
UC-B6	2018	4	Rejected		11/14/2018 10:48:17 HST	<a href="#">View</a>
UC-B6	2018	4	Rejected		11/05/2018 15:34:14 HST	<a href="#">View</a>
UC-B6	2018	3	Report Submitted		11/19/2018 15:52:10 HST	<a href="#">View</a>
UC-B6	2018	3	Rejected		11/19/2018 15:41:50 HST	<a href="#">View</a>
UC-B6	2018	3	Rejected		11/19/2018 15:40:27 HST	<a href="#">View</a>
UC-B6	2018	3	Rejected		11/19/2018 14:23:42 HST	<a href="#">View</a>
UC-B6	2018	3	Cancelled		11/14/2018 10:48:13 HST	



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

# Create Service Company Profile - Claimant/Employer/Service Company Landing Page

FOR CLAIMANTS	FOR EMPLOYERS	 Claimant Services
<ul style="list-style-type: none"><li>• Create Account/Login</li><li>• Apply for Benefits</li><li>• Reactivate an Existing Claim</li><li>• File a Claim Certification</li><li>• Check Claim or Payment Status</li><li>• File or View Appeals</li><li>• Update Personal Information</li><li>• Direct Deposit</li></ul> <p><a href="#">➔ Get started</a></p>	<ul style="list-style-type: none"><li>• Create Online User/Login</li><li>• Register a New Business</li><li>• Reactivate a UI Account</li><li>• View Account Data</li><li>• Authorize a Service Company</li><li>• File Low Earning Report</li><li>• File or View Appeals</li></ul> <p><a href="#">➔ Get started</a></p>	 Employer Services
	FOR SERVICE COMPANY	 Service Company
	<ul style="list-style-type: none"><li>• Check Tax Rates</li><li>• Create Online Profile/Login</li><li>• Submit Bulk Contribution and Quarterly Wages report</li><li>• Pay Taxes Online</li></ul> <p><a href="#">➔ Get started</a></p>	 Contact

You may select either of these options.

SERVICE COMPANY LOGIN	CREATE ONLINE PROFILE FOR SERVICE COMPANY
<p><b>Online Business ID</b></p> <input data-bbox="222 338 927 398" type="text" value="Business ID"/>	<p>Create Online Profile for a Service Company. After creating a profile, you can request access to Employers, and act upon their behalf.</p> <p><a data-bbox="994 442 1700 502" href="#">Create Online Profile for a Service Company</a></p>
<p><b>Email Address</b></p> <input data-bbox="222 464 927 524" type="text" value="Email Address"/>	
<p><a data-bbox="222 573 927 627" href="#">Sign in</a></p>	
<p><a data-bbox="241 693 550 720" href="#">Forgot Online Business ID?</a></p>	
<p><a data-bbox="801 693 917 720" href="#">Cancel</a></p>	

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.

Continue

Cancel

## Create Online Profile for a Service Company

Verify UI account doesn't already exist.

*\* Indicates required field*

Are you a Business Organization?  YES  NO

Federal Employer Identification Number (FEIN) \*

Business Name \*

Continue

Cancel

Questions will appear dynamically based on answers to previous questions.

**FEIN** and **Business Name** are required for a Business Organization to create an online profile as a Service Company

Welcome,  
Service Company

Friday, December 7th, 2018

## 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 - Request Employer Access

Home / Request Employer Access

## Request Employer Access

Requesting access to an Employers Account as a CPA/TPA

Enter in one or more Unemployment Insurance Employer Account numbers. Click "Submit Access Request" when done. The Employer(s) will be notified of your request via email.

Enter UI Account numbers to request for access.



# Service Company- Request Employer Access

Home / Request Employer Access

## Request Employer Access

Requesting access to an Employers Account as a CPA/TPA

Enter in one or more Unemployment Insurance Employer Account numbers. Once Submit request, the Employer(s) will be notified of your request via email.

Messages will appear, indicating:

- 1) Request was Successful.
- 2) Request has already been sent.
- 3) No employer with this UI account number.

Request Successfully Sent

Request For this Employer previously Sent

No Employer matching UI Account Number

UI Account Number

UI Account Number

UI Account Number

UI Account Number

UI Account Number

UI Account Number

UI Account Number

UI Account Number

UI Account Number

Cancel and Exit

Clear Form

Submit Access Request

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

# Service Company - User Management

Welcome,  
Service Company

Friday, December 7th, 2018

## 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.

## Service Company - Create a Subuser

Home / User Management

### User Management

Manage users associated with this account

Filter Results:



Show Inactive Users

Add User

Show

10

Entries

Name	Email Address	Role	Title/Position	Actions
		Administrator		<a href="#">Edit</a>

Cancel and Exit

« Previous

1

Next »

To add sub-users to the account, click on this button.

Home / Add User

## 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 that 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 that 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.

Home / Add User

## Add User

Service Company Administrator must enter the sub-user's information.

*\* Indicates required field*

Last Name \*

First Name \*

Middle Initial

Title/Position \*

Phone Number \*

Email Address \*

Employers on Account

UI Acc Num	Name	Email Address	Employer Rights Granted	Sub User Access
------------	------	---------------	-------------------------	-----------------

« Previous Next »

Cancel and Exit

Save User

## Service Company - Create a Subuser

Home / User Management

### User Management

Manage users associated with this account

User Successfully Created! ✖

Filter Results:



Show Inactive Users

Add User

Show

10

Entries

Name	Email Address	Role	Title/Position	Actions	
		Administrator		<a href="#">Edit</a>	
	<input type="text"/>	Sub User		<a href="#">Edit</a>	<a href="#">Inactivate</a>

Cancel and Exit

« Previous **1** Next »

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

Home / User Management

## User Management

Manage users associated with this account

User Successfully Created! 🎉

Filter Results:

Show Inactive Users

Add User

Show 10 Entries

Name	Email Address	Role	Title/Position	Actions	
		Administrator		<a href="#">✎ Edit</a>	
		Sub User		<a href="#">✎ Edit</a>	<a href="#">⊙ Inactivate</a>

Cancel and Exit

« Previous **1** Next »

Click on Edit to assign a sub-user to manage an employer account.

# Service Company- Assign a Sub-user to Access Employer Account

Home / Edit User

## Edit User

\* Indicates required field

Last Name \*

First Name \*

Middle Initial

Title/Position \*

Phone Number \*

Email Address \*

Employers on Account

UI Acc Num	Name	Email Address	Employer Rights Granted	Sub User Access
------------	------	---------------	-------------------------	-----------------

« Previous Next »

Cancel and Exit

Set as Administrator

Reset Password

Save User

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

Friday, December 7th, 2018

## 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

Home / Manage My Employers

## Employers Management

Manage Employers associated with this Service Company Account

Filter Results:

Rights assigned by the employer.

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

UI Acc Num	Name	Email Address	Employer Rights Granted	Actions
	TESTING ADVISEMENT EMAIL		Account Inquiry, Enter Quarterly Wage Data, Submit Quarterly Wage Data, Payment, Forms, File Weekly Report of Low Earnings, Appeals, E-Response, Request Credit Refunds, Alerts, Notifications	<a href="#">Manage Employer</a>
	TEK		Pending Approval	

Show 10 Entries

Cancel and Exit

« Previous 1 Next »

Pending approval from employer

# Service Company - Assigns Sub-users to Access an Employer Account

Home / Edit User

## Edit User

\* Indicates required field

Last Name \*  First Name \*  Middle Initial

Title/Position \*  Phone Number \*

Email Address \*

### Employers on Account

UI Acc Num	Name	Email Address	Employer Rights Granted	Sub User Access
	TESTING ADVISEMENT EMAIL			<input type="checkbox"/>
	TEK		Pending Approval	<input type="checkbox"/>

Administrator has not approved a sub-user to access the Employer's account.

« Previous 1 Next »

Cancel and Exit

Set as Administrator

Reset Password

Save User

# Service Company - Assigns Sub-users to Access an Employer Account

Home / Edit User

## Edit User

\* Indicates required field

Last Name \*

First Name \*

Middle Initial

Title/Position \*

Phone Number \*

Email Address \*

### Employers on Account

UI Acc Num	Name	Email Address	Employer Rights Granted	Sub User Access
	TESTING ADVISEMENT EMAIL			<input checked="" type="checkbox"/>
	TEK		Pending Approval	<input type="checkbox"/>

Cancel and Exit

Set as Administrator

Reset Password

Save User

« Previous 1 Next »

Click the button to allow a sub-user to access an Employer's account.

(Service Company)

Logout

Welcome,

esday, April 24th, 2018

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.

## Manage My Employers

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

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.

## ACCOUNT SETTINGS

 [Edit Profile](#)

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