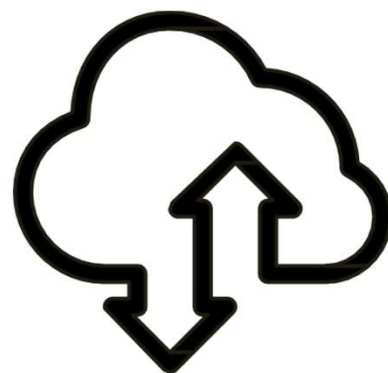




EMPLOYER SERVICES PORTAL

Quick Reference Guide



REGISTERING YOUR ACCOUNT

01

Click on Sign Me Up.

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

02

- Check your email to get the code.
- Enter the code and click Validate Account.
- Log in with your User ID, which is your email address, and new password.
- Select “I Accept” on the Approved Usage page. You will be directed to FEIN registration

03

- Follow the on-screen instructions to set up your FEIN. Provide your company information to complete registration
- After registering your FEIN, you will be sent to your Employer Dashboard, your home base for reporting.