



EMPLOYER SERVICES PORTAL

Quick Reference Guide



WELCOME

Michigan New Hires Operation Center Users!

Previous Users

If you have reported new hires online within the last year

- Enter your email into the User ID field and click Login; your email will be your User ID
- Enter your email address in the pop-up
- You will receive a validation code at the email you provided
- Enter the code and create a new password
- You will see the home page
- You may now log in with your User ID (your email address) and new password
- Click I Accept on the Approved Usage page
- You will see your Employer Dashboard

New Users

Click "Sign me up" to get started

- On the Create User Account page, enter your first and last name, a new password and your email address; your email address will become your User ID
- Click Create Account; check your email for the validation code we send you
- Enter the code and click Validate Account
- You will see the home page where you can enter your User ID (your email) and password to log in
- Select I Accept on the Approved Usage page; you will be directed to FEIN registration
- If this is the first time you are reporting new hires online, enter and confirm your company's FEIN
 - » **If your FEIN is not yet in the system**, enter your company information to complete your registration
 - » **If your FEIN is already in our system and connected** to your email account, confirm the company information
 - » **If the FEIN is already in our system but not connected** to your email, call us at 800-524-9846
- After registering your FEIN, you will see your Employer Dashboard

*You can make changes to your account at any time in the Employer Profile link.
You can list different contacts for new hire, IWO and NMSN.*

*Now you can report your employees using the +New Hires
or Upload File options on the left menu.*

To report new hires

Click on **Electronic Reporting** and follow the instructions



You can choose a reporting method from three options:

Manual Reporting



Secure File Transfer



Upload a File



To upload a file, click **Upload File**.

- Select the file you want to upload from your computer. You can upload Excel files or text files. Helpful templates and file layout guides are available for your convenience.
- Files validate for accuracy as soon as you upload them.
- If the upload was not successful, you'll see a list of errors. You can adjust your file and upload again.
- A message confirms your report uploaded successfully.

***If you have questions or need assistance, click [Contact Us](#).
You can also call us at 800-524-9846. We're here to help.***

Thank you for reporting your new hires!