

# LOOKING FOR YOUR QUARTERLY REPORT?

LOOK NO FURTHER THAN YOUR COMPUTER

Follow these easy steps to access your unemployment insurance tax report online.

- **Go to [labor.idaho.gov/EmployerPortal](http://labor.idaho.gov/EmployerPortal)**
- **Click on “New User Registration.”**

Accountants and other users outside of the business are required to complete the “Employer Portal Authorization” form located at the website above, under the <Forms> tab, prior to being set up as a user. Fax the form to (208) 334-6301 or email it to the Idaho Department of Labor.

- **Enter your company information.**

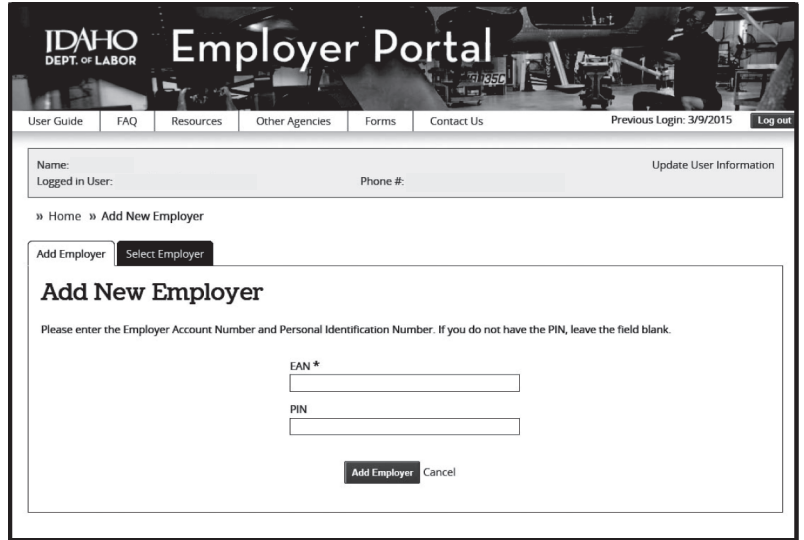
If you enter in your email address and receive a note stating this email address is already on file with us, click “forgot password.” An email will be sent to you so you can reset your password following these steps:

1. Open your email account and find the verification email.
2. Click on the verification link.
3. Change your password.

*\* If you do not click on the verification link and set your account up within 24 hours of receiving the email, you will be required to start the process over.*

- **Click: Add or Select Employer.**
- **Enter the Employer Account Number (EAN) and PIN.**

A PIN was mailed to you at the time your Idaho Business Registration form was set up. For accounts set up as of March 2014, the contact name you provided on the Idaho Business Registration form is set up as your administrator. If you do not have a record of your PIN, contact the Idaho Department of Labor.



- **Set up your HR and Accounting team so they can help manage your account.**

Set up your employees with the specific roles they need to accomplish their duties. If you do not specify their roles in this step, they will default to the role of an administrator.

- **Manage your account.**

Simply click on any of the following green tiles: Add or Select Employer, Secure Messaging, UI Tax Reporting and Payments, New Hire Reporting, UI Benefit Claims, Addresses and Contacts, Administrator and Sides & E-Responses.

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An Employer Portal User Guide is available on the employer portal. If you have problems with our Employer Portal, give us a call at (208) 332-3576 or use the portal's secure message feature to contact us.