

MAINE BUC
REEMPLOYME SYSTEM GUIDE
EMPLOYER PORTAL



Revision Log

Date Updated	Updated By	Update Made
09/15/2020	Tracy Palmer	Maksed PII
02/01/2021	Ann-Marie Wu	Content, Screen Shots, Formatting
05/06/2021	Brenda Lamb	Fixed Table of Contents
05/07/2021	Brenda Lamb	New - Section 8
05/07/2021	Brenda Lamb	Content, fixed screen shots & formatting
05/10/2021	Brenda Lamb	Removed Figures
07/07/2021	J. Christian	Auto ToC, Update Formatting
07/09/2021	Ann-Marie Wu	Various screen flow corrections and some additional content; additional formatting updates
08/13/2021	Ann-Marie Wu	Updated screens for UPAF; removed TPA section – moved to TPA Portal document
08/17/2021	C. Buckmore	Updated box colors
09/02/2022	Brenda Lamb	Updated and Fixed Formatting – All
09/02/2022	Brenda Lamb	Updated and Fixed ToC's and Revision Log
09/02/2022	Brenda Lamb	Removed SharePoint Instruction Page
11/08/2022	Brenda Lamb	Adding Section: How to Create an Employer Portal Account
11/08/2022	Brenda Lamb	Updated of ToC's
11/08/2022	Brenda Lamb	Updated and Fixed Module Formatting
8/29/2024	A.Sullivan	Added Sec. 5 Scenario 3 – DR payments

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Section 1: Create ReEmployME Employer Portal Account

After an employer has registered their organization/business with the Maine Department of Labor, Bureau of Unemployment Compensation, employers are encouraged to create a ReEmployME Portal Account.

This is a self-service account through the ReEmployME system for employers to make adjustments, submit Tax & Wage Report, make payments and basically manage their account. Employer and TPA users will:

- *be able to use reset password functionality.*
- *have Inquiry functions to review Tax & Wage Reports, Tax Payments, ability to upload Wage Files, and View Account Information.*
- *be able to update the “My User Profile” option.*
- *be able to complete a variety of Account Maintenance functions.*
- *have the ability to Update the Registration - BIA Information.*
- *be able to File Appeals.*
- *be able to make Online Payments.*
- *be able to review account balances.*
- *If under Audit, has ability to complete Questionnaire and Post Audit Response.*
- *be able to Maintain Bank Accounts.*

Pre-Condition:

The Employer must be registered and have an Employer Account Number (EAN).

Step 1: Navigate to ReEmployME website via www.maine.gov/reemployme → Select *Switch to*

Employer Portal

Step 2: Select *Create a Portal Account*

Step 3: “Employer Signup” screen displays → Enter all required information to create a User ID → Make note of User ID and Password → Select *Submit*

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Welcome SREG-200

Employer Signup
* Required Information

- * Employer Account Number (EAN)
- * FEIN
- * Create User ID
- * Create Password
- * Confirm Password
- * Information Submitted By
 - First Name
 - Middle Initial
 - Last Name
 - Phone Number
 - Email Address
 - Confirm Email Address

Must be 6-30 characters that you can remember

Passwords must be 14 to 21 characters. The first character must be a letter. The password must contain at least one uppercase letter, one lowercase letter, one number and two special characters. The special characters must be one of the following: (i.e., !@#\$*._)

Cancel Submit

Step 4: “Employer Signup” confirmation screen displays → The message will either be “Employer user signed up successfully” <OR> “Employer Account Number (EAN) provided does not exist in the system”

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Welcome SUC-002

Employer Signup

Employer user signed up successfully.

Login

Step 5: To verify the Self-Service Portal account is established → Navigate to ReEmployME website (www.maine.gov/reemployme) → Switch to Employer Portal (see Step 2 above) → Enter User ID and password → Select *Login*

Step 6: “Email Notification – Correspondence Sign-up/Password Reset” screen displays → Enter Email Address → Confirm Email Address → Select Application → Check-off “I Agree” Terms and Conditions → Select *Next*

User ID	Email Address*	Confirm Email Address*	Application*
m.appraisal	Employer Email Address	Confirm Email Address	<input type="checkbox"/> Unemployment Claim Correspondence <input checked="" type="checkbox"/> Tax Correspondence <input checked="" type="checkbox"/> Password Reset

Step 7: “Email Notification – Verification” screen displays → Review → Select *Back* if adjustments needed <OR> Select *Submit*

Welcome [Home](#) | [Log out](#)

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[Inquiry](#) [My User Profile](#) [Account Maintenance](#) [Employer Registration](#) [Tax & Wage Report](#) [File Appeal](#) [Annual Tax Rate](#) [Maintain Bank Accounts](#)

[Online Payment](#) [940 Certification Request](#) [Email SignUp](#) [Audit](#) [Verify E-mail](#) [Enter Abatement Request](#)

EMAIL-003

Email Notification - Verification

* Required Information

EAN

Employer Name

User ID	Email Address	Application	Verification Status
<input type="text" value="User ID"/>	<input type="text" value="Email Address"/>	Tax Correspondence Password Reset	Pending Verification

↓

[<Back](#) [Submit](#)

Step 8: “Email Notification Confirmation” screen displays → Message Confirmation: “Email notification information saved.”

Welcome [Home](#) | [Log out](#)

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[Inquiry](#) [My User Profile](#) [Account Maintenance](#) [Employer Registration](#) [Tax & Wage Report](#) [File Appeal](#) [Annual Tax Rate](#) [Maintain Bank Accounts](#)

[Online Payment](#) [940 Certification Request](#) [Email SignUp](#) [Audit](#) [Verify E-mail](#) [Enter Abatement Request](#)

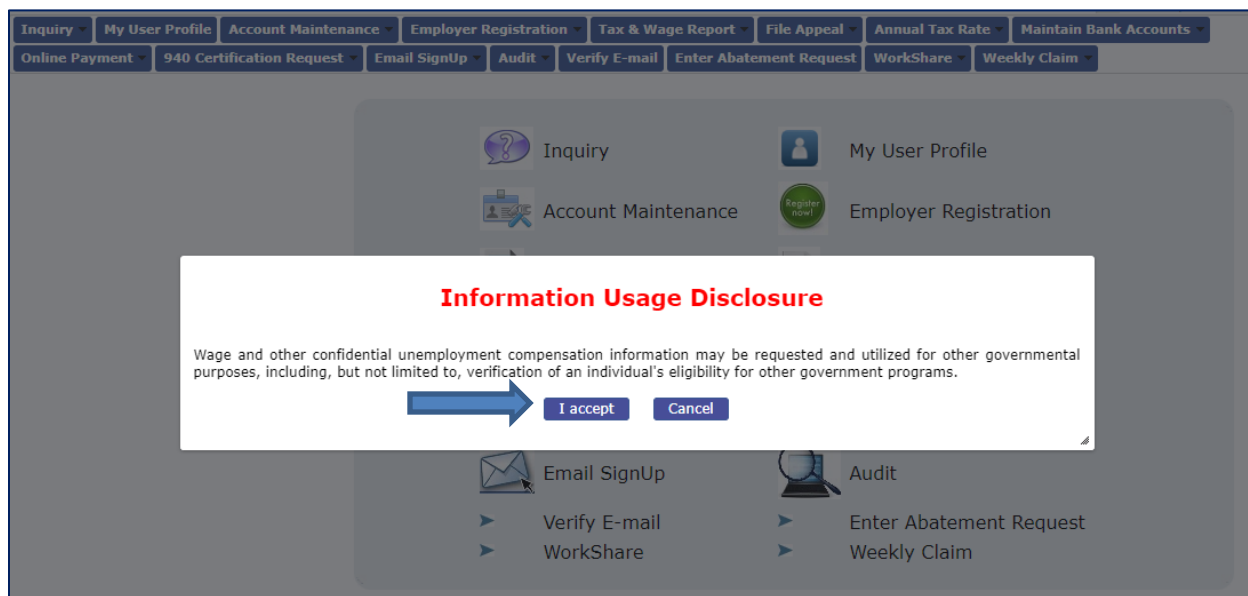
SUC-002

Email Notification Confirmation

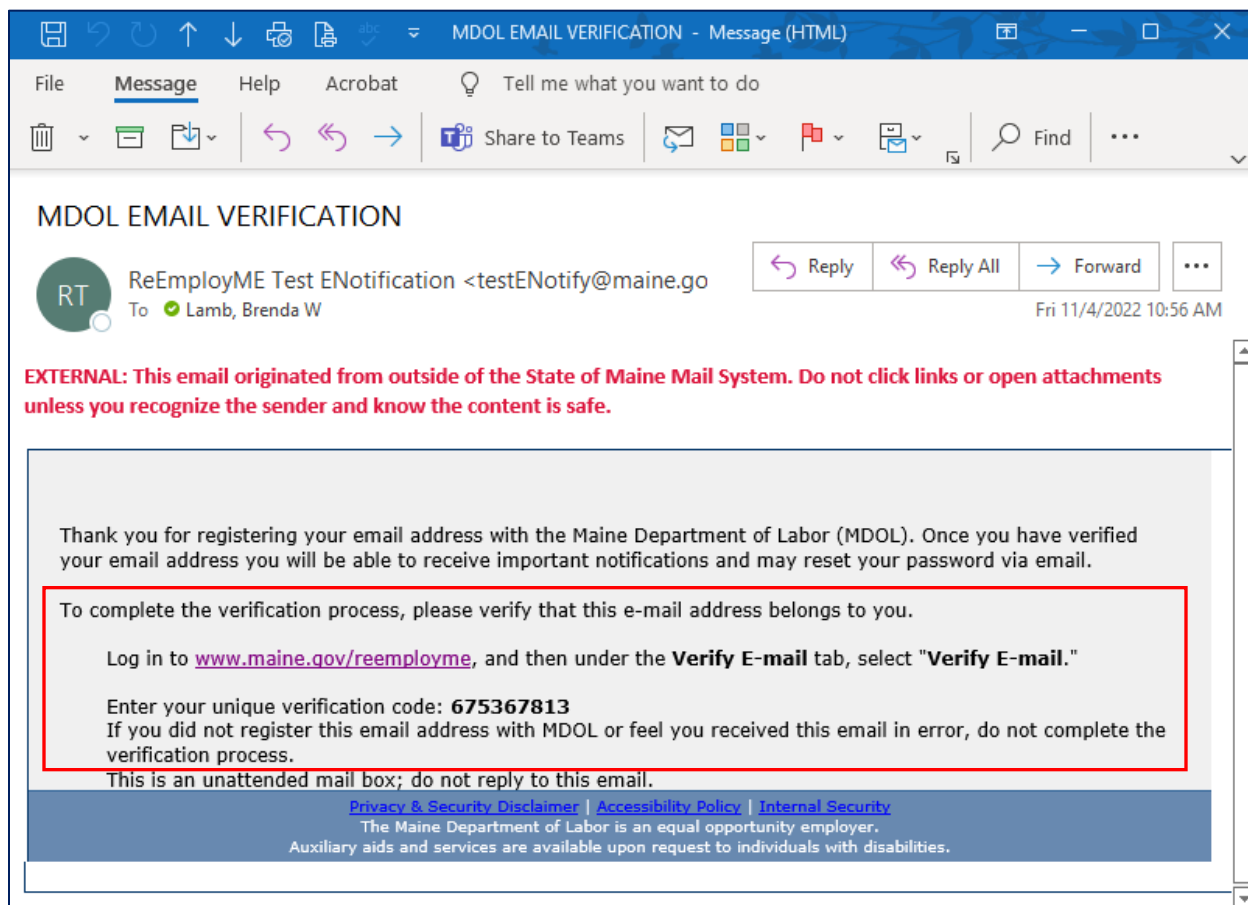
Email notification information saved.

[Home](#)

Step 9: “Information Usage Disclosure” popup screen displays → Select *I accept*



Step 10: Employer will receive system email notification “MDOL EMAIL VERIFICATION” → An example of this email notification follows:



Step 11: Navigate to ReEmployME website (www.maine.gov/reemployme) → Switch to Employer Portal (see Step 2 above) → Enter User ID and password → Select *Login*

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

Forgot user ID? Forgot Password?

OR

New user?

Need to register for an Employer Account Number?

Need someone to act on your behalf?

Want to enroll, activate, update PIN or maintain contact details?

Need to contact the Maine Department of Labor?

Want to update Missing Registration Information?

Undergoing an audit?

Missed updating Federal Identification Number (FEIN) during registration?

Are you a claimant?

Step 12: The employer ReEmployME Portal Account menu displays → To finish the MDOL Email Verification process → Select *Verify E-mail* via Main Menu page <OR> Tab hyperlink

Inquiry My User Profile Account Maintenance Employer Registration Tax & Wage Report File Appeal Annual Tax Rate Maintain Bank Accounts

Online Payment 940 Certification Request Email SignUp Audit **Verify E-mail** Enter Abatement Request WorkShare Enter Employer Refund Request

Inquiry My User Profile
Account Maintenance Employer Registration
Tax & Wage Report File Appeal

Information Usage Disclosure

Wage and other confidential unemployment compensation information may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual's eligibility for other government programs.

Step 13: “Email Verification” screen displays → Enter the unique ‘Verification Code’ from the automated email notification → Select **Next**

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Welcome Home | Log out

Inquiry My User Profile Account Maintenance Employer Registration Tax & Wage Report File Appeal Annual Tax Rate Maintain Bank Accounts
Online Payment 940 Certification Request Email SignUp Audit Verify E-mail Enter Abatement Request

EMAIL-001


Email Verification

* Required Information

Please enter the verification code from the email.

Verification Code

Didn't get the Code?
Make sure that:
- Your Email address is correct.
- Check your Email account junk/spam folder for email from enotification@maine.gov
- Add enotification@maine.gov as a trusted contact in your email account's contact list

Cancel  Next>

Step 14: “Email Verification” screen redisplay with a confirmation message → Select **Home** to return to the main menu

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Welcome Home | Log out

Inquiry My User Profile Account Maintenance Employer Registration Tax & Wage Report File Appeal Annual Tax Rate Maintain Bank Accounts
Online Payment 940 Certification Request Email SignUp Audit Verify E-mail Enter Abatement Request

SUC-002

Email Verification

Your email address has been verified. You may sign up to receive correspondence via email if not already done. You may also reset your password should you forget it, or need to change it, via our automated system. Please make sure you check your email regularly.

 Home

Section 2: Employer Login to ReEmployME

Step 1: Go to [Employer Landing Page \(maine.gov\)](#) → Enter your User ID and Password → Select Login

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

Forgot user ID? Forgot Password?

OR

New user?

Need to register for an Employer Account Number?

Need someone to act on your behalf?

Want to enroll, activate, update PIN or maintain contact details?

Need to contact the Maine Department of Labor?

Want to update Missing Registration information?

Undergoing an audit?

Missed updating Federal Identification Number (FEIN) during registration?

Are you a claimant?

Step 2: Select / accept

Inquiry My User Profile Account Maintenance Employer Registration Tax & Wage Report File Appeal Annual Tax Rate Maintain Bank Accounts

Online Payment 940 Certification Request Email SignUp Audit Verify E-mail Enter Abatement Request WorkShare Enter Employer Refund Request

Inquiry My User Profile

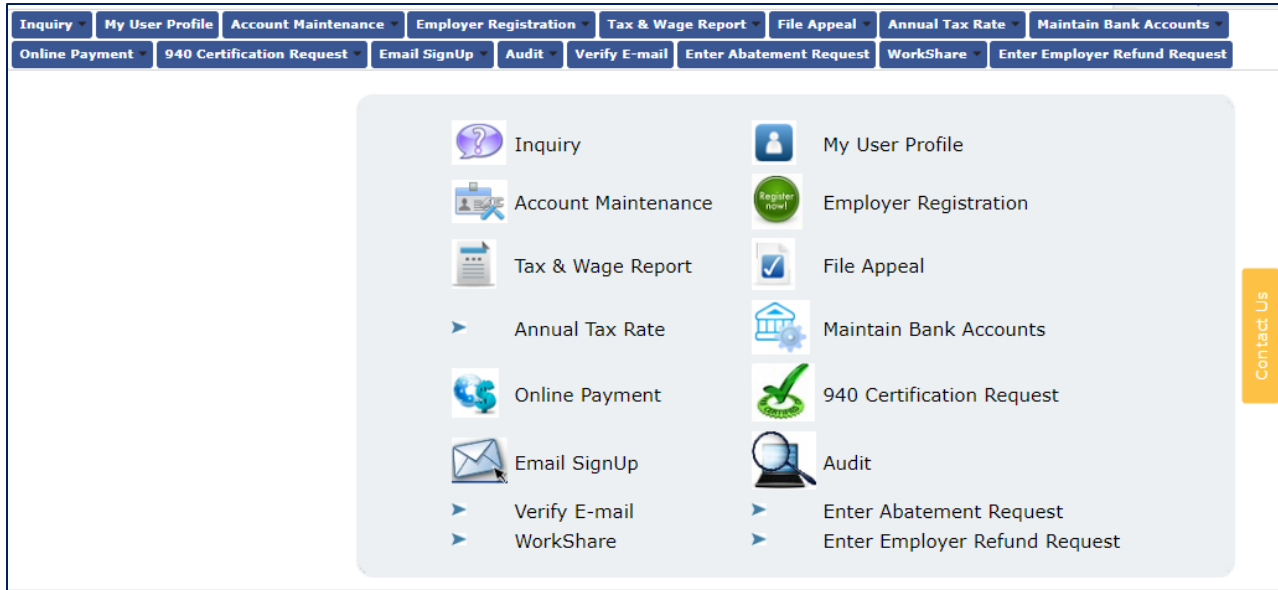
Account Maintenance Employer Registration

Tax & Wage Report File Appeal

Information Usage Disclosure

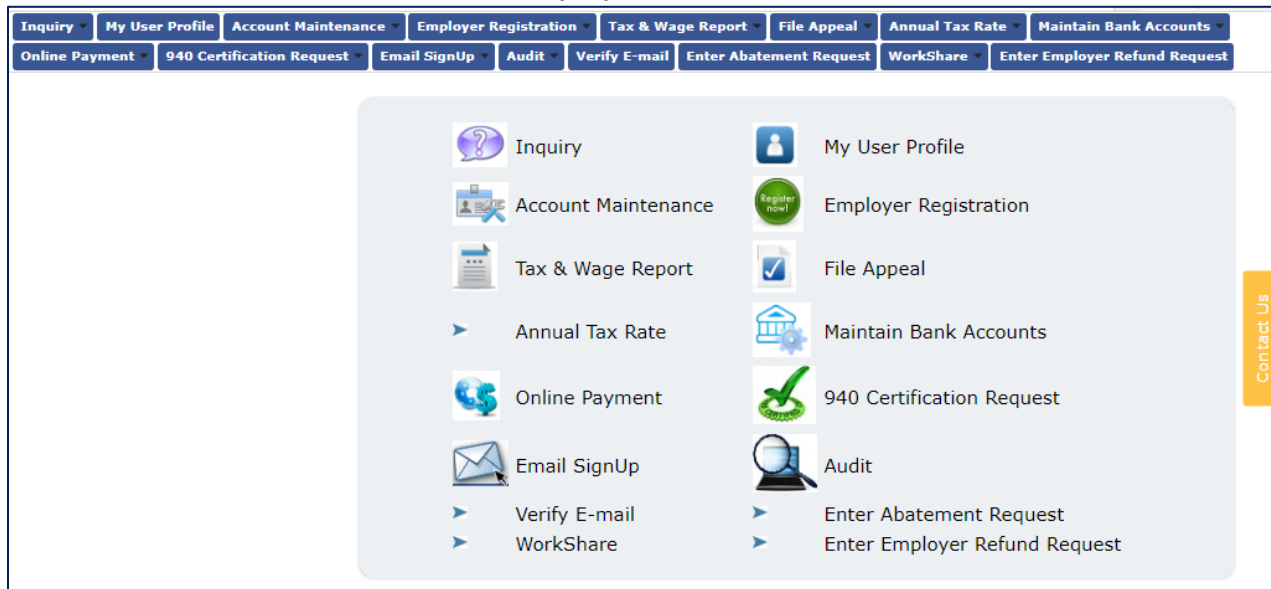
Wage and other confidential unemployment compensation information may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual's eligibility for other government programs.

Step 3: The employer's screen will display



Scenario 1: Tax Report Inquiry

Step 1: From the “Home” screen → Select *Inquiry*



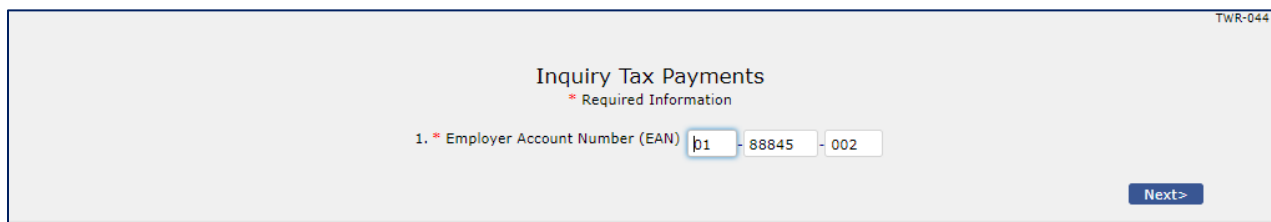
Step 2: Select *Tax Inquiry*



Step 3: Select *Employer Tax Reports*



Step 4: “Inquiry Tax Payments” screen displays → *Employer Account Number (EAN)* is pre-filled → Select *Next*



Step 5: The “Inquiry Tax Report Summary” screen displays → Click *Tax Reports* hyperlink → go to [k;k,

YBR-042

Inquiry Tax Report Summary

Employer Account Number (EAN)
Employer Name
Employer Entity Name
Account Status: Active
Status Effective Date: 09/01/1979

For debt accrued prior to 11/16/2018 the total debt may not reflect processing fees. Processing fees include but are not limited to: lien, sheriff and non-sufficient fund fees. If you have any questions concerning this matter, contact an Employer Services Representative at (207)621-5120.

	1/2020	2/2020	3/2020	4/2020	Total 2020
Rates (%)					
Total Rate	1.06%	1.06%	1.06%	1.06%	
UI Rate	1.00%	1.00%	1.00%	1.00%	
CSSF Rate	0.06%	0.06%	0.06%	0.06%	
UPAF Rate	0.00%	0.00%	0.00%	0.00%	
Wages (\$)					
Total Wages (\$)	300,062.34	309,029.51	280,539.69	313,858.63	1,203,490.17
Non-Taxable Wages (\$)	57,386.08	206,771.78	251,798.33	289,501.16	805,457.35
Taxable Wages (\$)	242,676.26	102,257.73	28,741.36	24,357.47	398,032.82
Due (\$)					
UI Contribution Due (\$)	2,426.76	1,022.58	287.41	243.57	3,980.32
CSSF Due (\$)	145.61	61.35	17.24	14.61	238.81
UPAF Due (\$)	0.00	0.00	0.00	0.00	0.00
Interest Due (\$)	0.00	0.00	0.00	0.00	0.00
Contribution Penalty Due(\$)	0.00	0.00	0.00	0.00	0.00
Payroll Penalty Due(\$)	0.00	0.00	0.00	0.00	0.00
Process Cost Due (\$)	0.00	0.00	0.00	0.00	0.00
Total Due (\$)	2,572.37	1,083.93	304.65	258.18	4,219.13
Applied (\$)					
UI Contribution Paid (\$)	2,426.76	1,022.54	287.41	243.57	3,980.28
CSSF Paid (\$)	145.61	61.35	17.24	14.61	238.81
UPAF Paid (\$)	0.00	0.00	0.00	0.00	0.00
Interest Paid (\$)	0.00	0.00	0.00	0.00	0.00
Contribution Penalty Paid(\$)	0.00	0.00	0.00	0.00	0.00
Payroll Penalty Paid(\$)	0.00	0.00	0.00	0.00	0.00
Process Cost Paid (\$)	0.00	0.00	0.00	0.00	0.00
Total Paid (\$)	2,572.37	1,083.89	304.65	258.18	4,219.09
Balance (\$)					
UI Taxes	0.00	0.04	0.00	0.00	0.04
CSSF Taxes	0.00	0.00	0.00	0.00	0.00
UPAF Taxes	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
Contribution Penalty	0.00	0.00	0.00	0.00	0.00
Payroll Penalty	0.00	0.00	0.00	0.00	0.00
Process Cost	0.00	0.00	0.00	0.00	0.00
Total Balance	0.00	0.04	0.00	0.00	0.04

Tax Reports	Tax Reports	Tax Reports	Tax Reports
Qtr Applied Payments	Qtr Applied Payments	Qtr Applied Payments	Qtr Applied Payments
Detailed Wages	Detailed Wages	Detailed Wages	Detailed Wages

NOTE: Select the Summary link to see any pending credit amounts.

[Summary](#) | [Payments](#) | [History Log](#)

← Back

Step 6: The “*Inquiry Tax Report Transactions*” screen displays

- a) Select *Qtr Applied Payments* to see details on payments, OR
- b) Select *Back* to return to previous screen

TWR-043

Inquiry Tax Report Transactions

Employer Account Number (EAN)
Employer Name
Employer Entity Name
Tax Rate 0.93%
Quarter/Year 1/2018
Current Balance \$ 0.00
Number of Employees
 12 January N/A
 12 February N/A
 12 March N/A
Comment N/A

Detail

Transaction Date	Date Posted	Type	Batch Identifier	Total Wages (\$)	Non-Taxable Wage	Taxable Wage
04/17/2018	04/17/2018	Normal Timely Report	19215 / 525	270,506.98	44,589.10	225,917.88

[Qtr Applied Payments](#)

[<Back](#)

Step 7: The “*Inquiry Payment Applied on Quarter History*” screen displays → continue to select *Back* to return to the “*Inquiry Tax Report Summary*” screen.

TWR-272

Inquiry Payment Applied on Quarter History

EAN
Employer Name
Quarter/Year 1/2020

Inquiry Payment Applied on Quarter

Payment Applied Date	Payment Number	Payment Date	UI Paid (\$)	CSSF Paid (\$)	UPAF Paid (\$)	Interest Paid (\$)	Contribution Penalty Paid (\$)	Payroll Penalty Paid (\$)	Process Cost Paid (\$)	Total Payment Applied (\$)	Remarks
10/29/2020	158	04/30/2020	2,426.76	145.61	0.00	0.00	0.00	0.00	0.00	2,572.37	Payment Reapplication.
Grand Total										2,572.37	

[<Back](#)

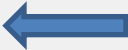
Step 8: The “*Inquiry Detailed Wages*” screen displays →


- a) To see wage changes, click [here](#) hyperlink, OR
- b) Select Back to return to the “*Inquiry Tax Report Summary*” screen

Inquiry Detailed Wages

Employer Account Number (EAN)
Employer Name
Quarter/Year
Original Mode
Updated By Tammy Dempster
Wage Report Total Wages \$94,868.91
Number of Employees 8

SSN	First Name	Middle Initial	Last Name	Total Wages (\$)
	L MICHAEL			27,879.29
	JEFFREY			7,637.90
	LORRI			0.00
	ROBERT			168.00
	J PATRICK			31,460.35
	DONALD			147.00
	LEO			12,461.52
	DAVID			15,114.85

To see changes on this Wage Report, Select [here](#) 



[<Back](#)

Step 9: The “*Inquiry Details Wage Changes*” screen displays → Select *Transaction Date* hyperlink to review details <OR> continue to click “Back” until returned to the *Inquiry Tax Report Summary* screen

Inquiry Detail Wage Changes

Employer Account Number (EAN)
Employer Name
Quarter/Year 1/2020
Batch Number N/A

Quarter/Year	Update Reason	Transaction Date	User Name	Comments
1/2020	Resolved Missing Wage	11/07/2020	Tammy Dempster	
1/2020	-Initial Version-	05/29/2020	Batch	


[<Back](#)

Scenario 2: Tax Payments Inquiry

** Follow Scenario 1: Steps 1-2: Inquiry → Tax Inquiry

Step 3: Select *Employer Tax Payments*

[▶ Employer Tax Reports](#) **▶ Employer Tax Payments** [▶ Account Information](#)

[<Back](#) [Home](#)

Step 4: Your *Employer Account Number (EAN)* is pre-filled → Select Next

TWR-044

Inquiry Tax Payments
* Required Information

1. * Employer Account Number (EAN) - -

[Next>](#)

Step 5: The “*Inquiry Online Payment Details*” screen displays → Review → Select Back <OR> Home

TWR-121

Inquiry Online Payment Details

Employer Account Number (EAN)
Employer Name

Tax Payments

Payment Number	Payment Date	Type of Payment	Confirmation Number	Total Paid (\$)	Status
154	10/16/2020	Checking Account Draft	14662066	4.73	Applied
153	09/08/2020	Checking Account Draft	14656758	30.83	Applied
152	06/12/2020	Checking Account Draft	14623405	59.63	Applied
151	01/09/2020	Checking Account Draft	14557670	0.38	Applied
150	10/29/2019	Checking Account Draft	14532930	0.03	Applied
149	07/16/2019	Checking Account Draft	14491042	6.29	Applied
148	04/16/2019	Checking Account Draft	14452986	12.24	Applied
147	01/22/2019	Checking Account Draft	14426764	25.30	Applied
136	10/31/2018	Migrated Payment	48788	2.44	Applied
135	07/17/2018	Migrated Payment	48787	9.88	Applied
134	04/20/2018	Migrated Payment	48785	38.75	Applied
133	01/29/2018	Migrated Payment	48784	3.94	Applied

[Display All](#)

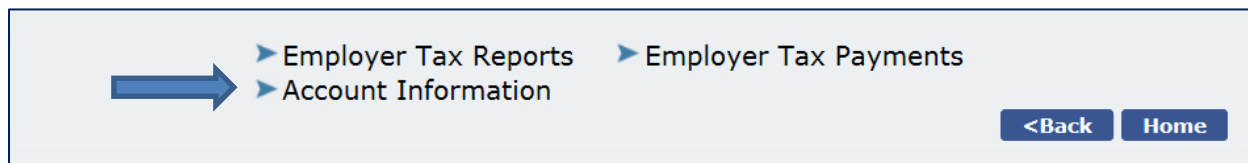
[Tax Report Summary](#)

[<Back](#)

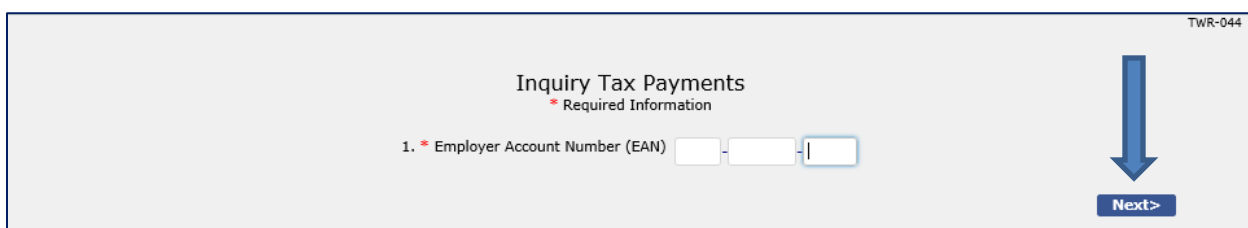
Scenario 3: Account Information Inquiry

** Follow [Scenario 1: Steps 1-2: Inquiry > Tax Inquiry](#)

Step 3: Select Account Information

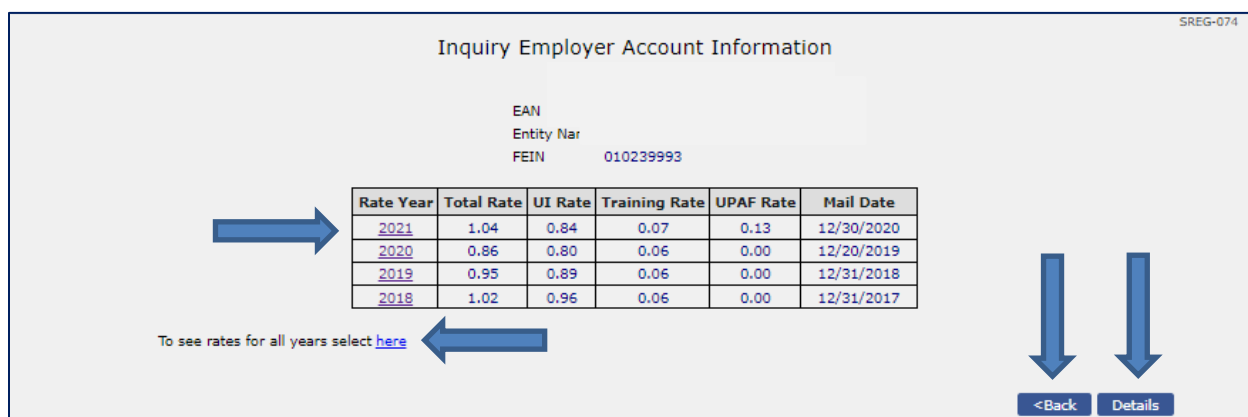


Step 4: Your Employer Account Number (EAN) is pre-filled → Select Next



Step 5: The “Inquiry Employer Account Information” screen displays → the last 4 years are initially displayed:

- a) click hyperlink “here” to see the rates for all years (go to Step 5a) OR,
- b) click a specific year hyperlink (go to Step 5b) OR,
- c) select Details to see further details (go to Step 5d) OR,
- d) select back to return to the Inquiry Employer Account screen



Step 5a: The “Inquiry Employer Account Rates” screen displays rate information for all years:


- a) select Year hyperlink ([go to Step 5b](#)) OR,
- b) select Back to return to the “Inquiry Employer Account Information” screen.

SREG-075

Inquiry Employer Account Rates

EAN
Entity Name

Rate Year	Total Rate	UI Rate	Training Rate	UPAF Rate	Mail Date
2020	0.06	0.00	0.06	0.00	12/20/2019
2019	0.06	0.00	0.06	0.00	12/31/2018
2018	0.06	0.00	0.06	0.00	12/31/2017
2017	0.55	0.49	0.06	0.00	12/31/2016
2016	0.63	0.57	0.06	0.00	12/31/2015
2015	0.80	0.74	0.06	0.00	12/31/2014
2014	0.79	0.73	0.06	0.00	12/31/2013
2013	0.95	0.89	0.06	0.00	12/31/2012
2012	0.94	0.88	0.06	0.00	12/31/2011
2011	0.92	0.86	0.06	0.00	12/31/2010
2010	0.84	0.78	0.06	0.00	12/31/2009
2009	0.49	0.44	0.05	0.00	12/31/2008
2008	0.47	0.42	0.05	0.00	12/31/2007
2007	0.54	0.54	0.00	0.00	12/31/2006
2006	0.53	0.53	0.00	0.00	12/31/2005
2005	0.52	0.52	0.00	0.00	12/31/2004
2004	0.44	0.44	0.00	0.00	12/31/2003
2003	0.55	0.55	0.00	0.00	12/31/2002
2002	0.79	0.79	0.00	0.00	12/31/2001
2001	1.31	1.31	0.00	0.00	12/31/2000
2000	1.25	1.25	0.00	0.00	12/31/1999
1999	2.80	2.80	0.00	0.00	12/31/1998
1998	2.80	2.80	0.00	0.00	12/31/1997
1997	2.30	2.30	0.00	0.00	12/31/1996
1996	2.80	2.80	0.00	0.00	12/31/1995
1995	2.80	2.80	0.00	0.00	12/31/1994
1994	3.20	3.20	0.00	0.00	12/31/1993
1993	3.10	3.10	0.00	0.00	12/31/1992
1992	2.40	2.40	0.00	0.00	12/31/1991
1991	1.70	1.70	0.00	0.00	12/31/1990
1990	1.60	1.60	0.00	0.00	12/31/1989
1989	1.70	1.70	0.00	0.00	12/31/1988
1988	1.80	1.80	0.00	0.00	12/31/1987
1987	1.90	1.90	0.00	0.00	12/31/1986
1986	1.90	1.90	0.00	0.00	12/31/1985
1985	2.40	2.40	0.00	0.00	12/31/1984
1984	3.00	3.00	0.00	0.00	12/31/1983



Step 5b: The “*Employer Charges and Wages for Annual Rate Calculation*” screen displays details on rate information by quarter for the specific year

- a) Select *Charges* hyperlink (go to Step 5c) OR,
- b) Continue to select “Back” to return to the “*Inquiry Employer Account Information*” screen

INQ-200

Employer Charges and Wages for Annual Rate Calculation

EAN
Employer Name
Rate Year 2020 ⓘ
Rate 0.06%

NOTE: The charges and wages listed below were used to calculate the employer’s annual rate. These charges and wages do not include any adjustments that were made after the annual rate was calculated.

Fiscal Year 2019 ⓘ

Qtr/Year ⓘ	Taxable Wages (\$)
2/2019	72,440.25
3/2018	0.00
4/2018	0.00
1/2019	612.20
TOTAL	73,052.45

Fiscal Year 2018 ⓘ

Qtr/Year ⓘ	Taxable Wages (\$)
3/2017	0.00
4/2017	317.84
1/2018	645.05
2/2018	72,804.68
TOTAL	73,767.57

Fiscal Year 2017 ⓘ

Qtr/Year ⓘ	Taxable Wages (\$)
3/2016	0.00
4/2016	80.00
1/2017	2,208.89
2/2017	72,287.83
TOTAL	74,576.72

Charges Monthly Break Down:

Month/Year	Benefit Charges	Month/Year	Benefit Charges	Month/Year	Benefit Charges	Total
7/2018	0.00	8/2018	0.00	9/2018	0.00	0.00
10/2018	0.00	11/2018	0.00	12/2018	0.00	0.00
1/2019	0.00	2/2019	0.00	3/2019	0.00	0.00
4/2019	0.00	5/2019	0.00	6/2019	0.00	0.00

<Back

Step 5c: The “*Employer Charge Details for Annual Rate Calculation by Month/Year*” screen displays details on a specific charge → Review as needed → continue to select “Back” to return to the “*Inquiry Employer Account Information*” screen

INQ-201

Employer Charge Details for Annual Rate Calculation By Month/Year

EAN	
Employer Name	
Rate Year	2020
Month/Year	7/2018
Rate	0.06%

No records were found that match the search criteria entered.

[<Back](#)

Step 5d: The “*Inquiry Employer Detail Information*” screen displays → Review employer details → If needed, select Contact/Address information “[here](#)” hyperlink <OR> Ownership information “[here](#)” hyperlink for more detail → Select “Back” to return to the *Inquiry Employer Account Information* screen

SREG-071

Inquiry Employer Detail Information

EAN		Entity Name		Trade Name		Leasing Employer FEIN	
Field Representative		Third Party Agent	Bangor Savings Bank				
County of Operation	PENOBSCOT	NAICS	323111				
User ID	armstrong						
Tax Correspondence Mode	USPS	Benefits Correspondence Mode	USPS				
Tax Verified Email Address	N/A	Benefits Verified Email Address	N/A				

To see contact/address information select [here](#)

To see ownership information select [here](#)

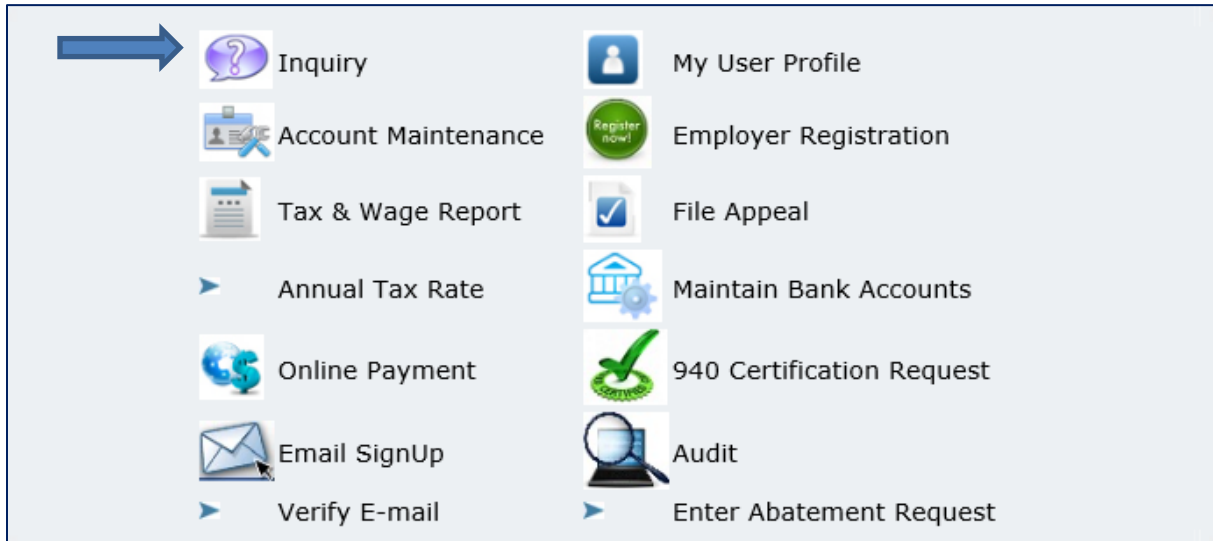
Transfer From

EAN	Date	Type	Reversed	Reverse Reason
	01/01/2001	Total Transfer, Direct Transfer	No	

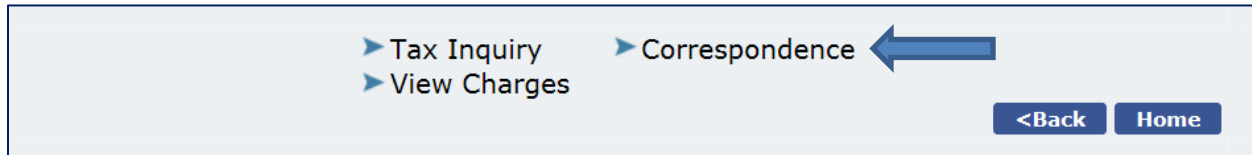
[<Back](#)

Scenario 4: Correspondence Inquiry

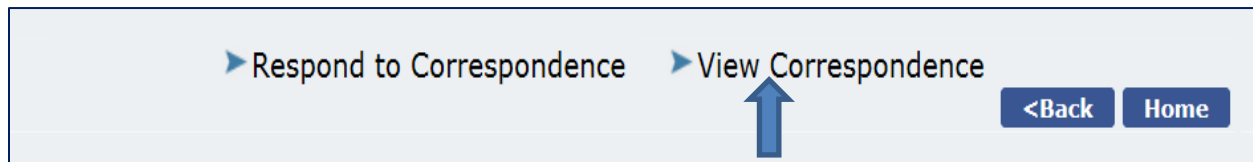
Step 1: From the “Home” screen, Select *Inquiry*



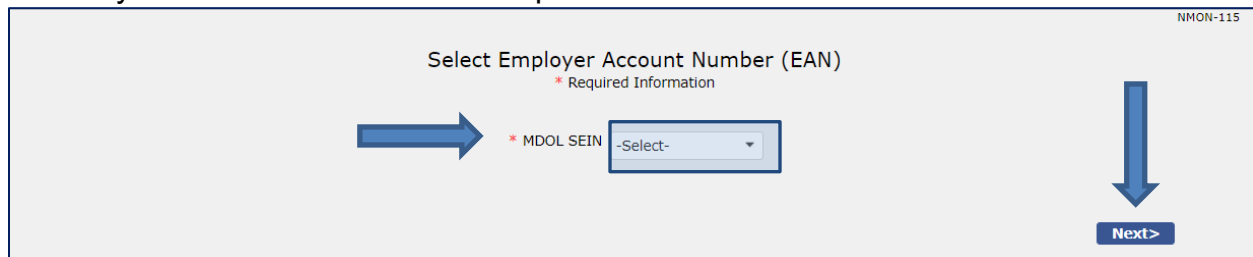
Step 2: Select *Correspondence*



Step 3: Select *View Correspondence*



Step 4: Select your *MDOL EAN* from the dropdown list → Select *Next*



Step 5: Enter *Correspondence Type* (Tax, Benefits or Appeals) from dropdown options → Claimant SSN is “optional” → Select *Correspondence Date Range* From / To (30 day period) → Select Search

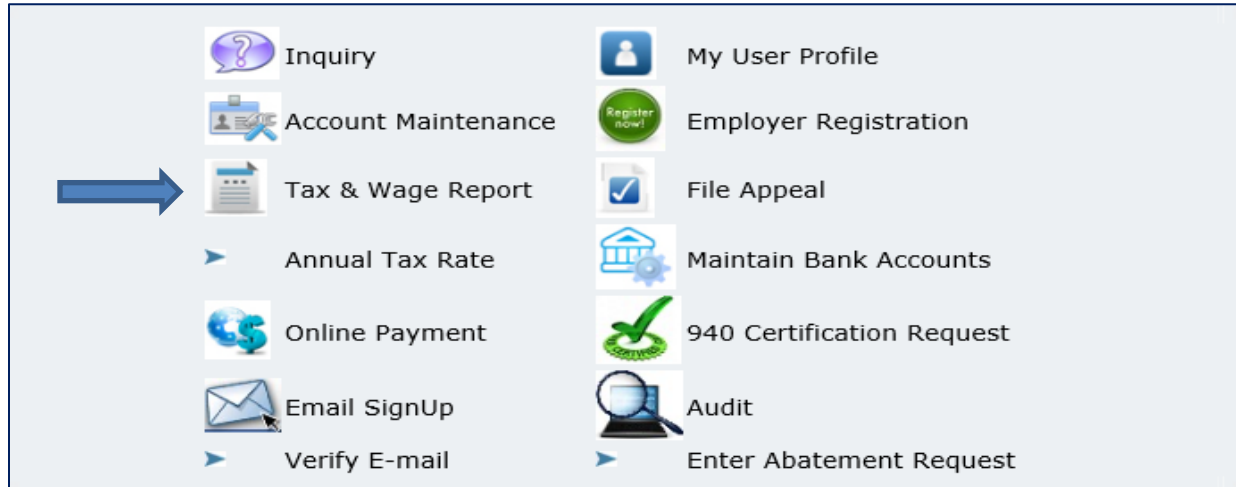
Step 6: Screen redisplays with Search results displayed at the bottom of the screen → Click on *Correspondence Type* hyperlink to see the actual correspondence → Select Home to return to the Home screen

Correspondence Type	SSN	Name	Correspondence Date	Correspondence Due Date
Notice to Sew Employer of Claim Filed	0		2018-02-21	03/07/2018
Notice to Sew Employer of Claim Filed	0		2018-02-21	03/07/2018
Notice of Fact finding - Employer	0		2018-02-21	03/07/2018

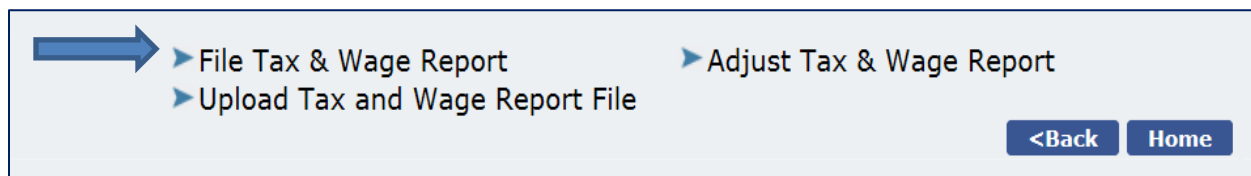
Section 4: Tax & Wage Report Filing

Scenario 1: File Tax & Wage Report

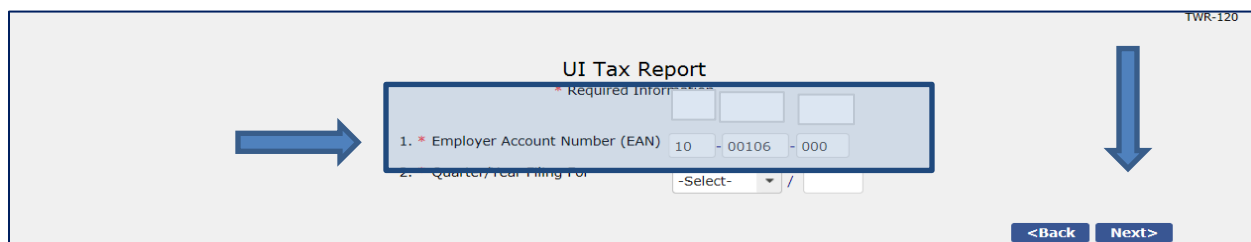
Step 1: Select *Tax & Wage Report*



Step 2: Select *File Tax & Wage Report*



Step 3: Your *Employer Account Number (EAN)* will prefill → From dropdown options, Select *Quarter* → Type in *Year* > Select *Next*



Step 4: The “*UI Tax Report – Information Submitted by*” screen displays → Enter the required information signified with a red * → Select *Next*

TWR-001

UI Tax Report - Information Submitted By
* Required Information

Employer Name
Employer Account Number (EAN)
Quarter/Year

1. * First Name


2. Middle Initial

3. * Last Name

4. * Job Title

5. * Contact Number - - Ext.

6. Email Address


[<Back](#) [Next>](#)



Step 5: The “*UI Tax Report – Verify Address Details*” screen displays → Verify the details: if not correct, select the *Modify* hyperlink to update as needed <OR> Select *Next* (go to Step 6)

TWR-002

UI Tax Report - Verify Address Details

Employer Name
EAN
Submitted By
Quarter/Year

Address Type	Address Details
Physical	45 COMMERCE DR, AUGUSTA, Maine 04330, United States
Tax Mailing	45 COMMERCE DR, AUGUSTA, Maine 04330, United States
Claims Mailing	45 COMMERCE DR, AUGUSTA, Maine 04330, United States
Payroll	45 COMMERCE DR, AUGUSTA, Maine 04330, United States

 [Modify](#)  [<Back](#) [Next>](#)

NOTE: If address details were updated, clicking Next will display the “UI Tax Report – Verify Address Details” screen again → From here, Select *Next*

Step 6: The “*UI Tax Report – Account Questions*” screen displays → Answer the required information signified with a red * as appropriate / applicable → Select Next

TWR-003

UI Tax Report - Account Questions
* Required Information

Employer Name
EAN
Submitted By
Quarter/Year 1/2017

1. * Did you pay wages to any employee(s) during the Quarter/Year, 1/2017? Yes No

2. * Do you anticipate having employees in the future? Yes No
a. If No, last day employment occurred? MM / DD / YYYY

3. * Have you sold your business? Yes No

4. * Has the business type changed (Incorporated, Merged etc.)? Yes No
a. If Yes, when? MM / DD / YYYY

<Back Next>

Step 7: The “*UI Tax Report – Number of Employees*” screen appears → Enter the required information signified with a red * → Select Next

Question 2: “Do you want to file the detailed employee wage report at this time?”

- a) If you select “No”, go to Step 9
- b) If you select “Yes”, to Go to Step 8

TWR-004

UI Tax Report - Number of Employees
* Required Information

Employer Name
EAN
Submitted By
Quarter/Year 1/2017

1. * Total number of employees on:
12th Jan 2017 12th Feb 2017 12th Mar 2017

A detailed employee wage report including Employee Name, SSN, and Quarterly Wage Amount is required. If a wage report is not filed, the employer is subject to a penalty of \$25 or 10% of the tax due, whichever is greater.

2. * Do you want to file the detailed employee wage report at this time? Yes No

<Back Next>

Step 8: The “UI Tax Report – Wage Reporting Methods” screen displays. You have two methods for reporting the detailed employee wages:

- a) Method A: Filing can be done by manually entering wage data (go to Step 8a), or
- b) Method B: Filing can be done by uploading a file using a pre-approved file format
 - **NOTE:** MDOL only accepts Excel file format (go to Step 8b). For more information, visit www.maine.gov/labor or you may contact Maine at 207-621-5120.

TWR-006

UI Tax Report - Wage Reporting Methods

Employer Name
EAN
Submitted By [Donna Duck](#)
Quarter/Year [1/2017](#)

We offer two online methods for reporting the detailed employee wages.

Method A: Enter your wage data online using this application.
-OR-
Method B: Upload a file using a pre-approved file format. [?](#)

To file employee details and wage amounts online, select one of the following methods

[<Back](#) [Method A](#) [Method B](#)

Step 8b: The “UI Tax Report – Upload Wages – Wage Report” Screen appears. Have the file you will be uploading saved on your computer to access.

- Select File Format from the drop down list and then select **+ Choose File** to go into your computer files to select the saved document to upload.
- Once you have selected the document and have uploaded it successfully select Submit.

UI Tax Report - Upload Wages - Wage Report
Required Information

Employer Name
EAN
Submitted By
Quarter/Year
Report Received Date 10 / 11 / 2018

1. Select File Format -Select-
2. Select File + Choose File

<Back Submit

- The Wage Report Confirmation Screen displays after you hit submit. You can opt to file another Tax Report by selecting the File Tax Report button or just select Home up in the Right hand corner of the screen to return to the Home Screen.

Wage Report Confirmation

You have successfully filed the Wage Report for the Quarter/Year 1/2017. Do not mail in a hard copy of the Wage Report. To file the Tax Report, select 'File Tax Report'

File Tax Report

Step 9: The “UI Tax Report – Total/Non-Taxable/Taxable Wages – Tax Report” screen displays. This should be pre-filled based on the information provided in the Wage report. If not (you opted not to submit the wage report in Step 7), you must enter *Total Wages* and calculate *Non-Taxable Wages* and *Taxable Wages*. Enter *Reported Received Date* > select Next.

TWR-005

UI Tax Report - Total/Non-Taxable/Taxable Wages - Tax Report

* Required Information

Employer Name
Employer Account Number (EAN) 22 00000 000
Submitted By Donald Duck
Quarter/Year 1/2017

Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

1. * Total Wages \$
2. * Non-Taxable Wages \$?
3. **Taxable Wages** \$?
4. * Report Received Date 10 / 11 / 2018
5. Comments
(Must not Exceed 512 characters)

[Home](#) [<Back](#) [Next>](#)

Step 10: The “UI Tax Report - Tax Report Verification” screen displays, review details. If corrections are needed, select Back, otherwise select Submit.

UI Tax Report - Tax Report Verification

Employer Name
Employer Account Number (EAN)
Quarter/Year 1/2021

Employees receiving pay or working on the 12th of the month:

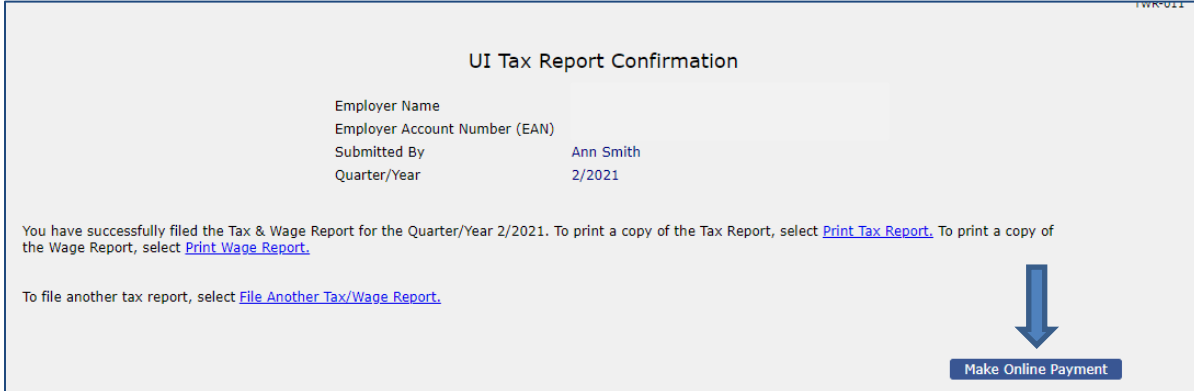
Jan 2021	Feb 2021	Mar 2021
1	1	1

Total Wages	\$24,000.00
Non-Taxable Wages	\$0.00
Taxable Wages	\$24,000.00
UI Tax Rate	2.11%
CSSF Tax Rate	0.07%
UPAF Tax Rate	0.13%
Total Tax Rate	2.31%
UI Tax Due	\$506.40
CSSF Tax Due	\$16.80
UPAF Tax Due	\$31.20
Total Tax Due	\$554.40
Interest	\$0.00
Contribution Penalty	\$0.00
Payroll Penalty	\$0.00
Process Cost	\$0.00 ?
Total Amount due for the reporting quarter	\$554.40

Comments

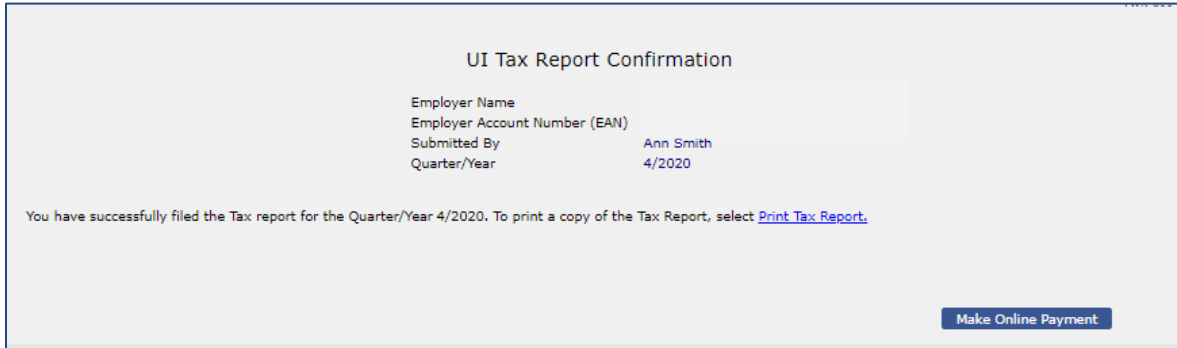
[<Back](#) [Submit](#)

Step 11: The “UI Tax Report Confirmation” screen displays with a hyperlink to Make Online Payment. There are also hyperlinks to print either the Wage or Tax report, as well as to file another Tax & Wage report.



The screenshot shows a confirmation screen titled "UI Tax Report Confirmation". It lists the following information: Employer Name, Employer Account Number (EAN), Submitted By (Ann Smith), and Quarter/Year (2/2021). Below this, it states: "You have successfully filed the Tax & Wage Report for the Quarter/Year 2/2021. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#)." It also includes a link: "To file another tax report, select [File Another Tax/Wage Report](#)." At the bottom right, there is a blue button labeled "Make Online Payment" with a large blue arrow pointing down towards it.

If the tax report was filed without a wage report, the confirmation screen will look like this.

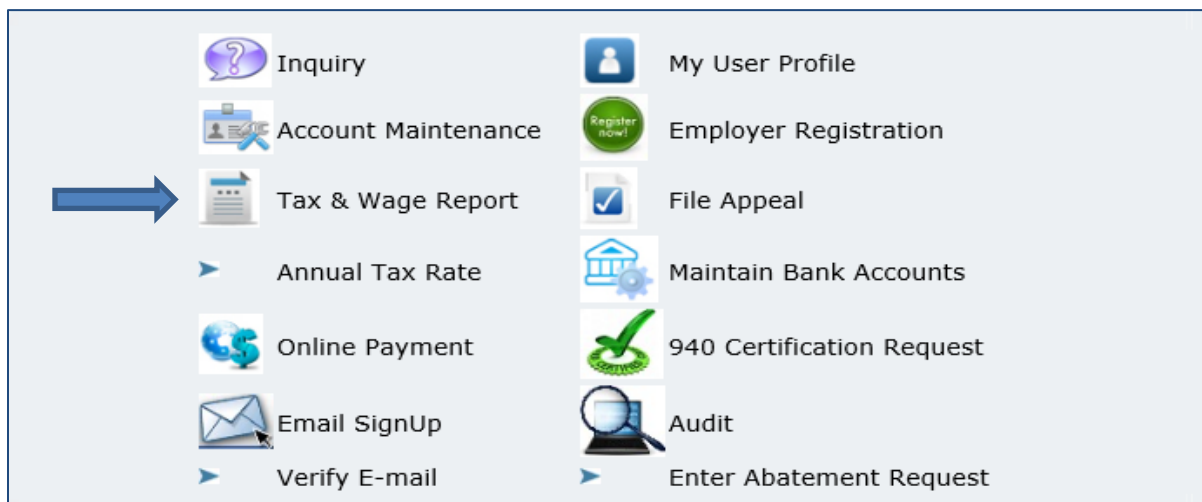


The screenshot shows a confirmation screen titled "UI Tax Report Confirmation". It lists the following information: Employer Name, Employer Account Number (EAN), Submitted By (Ann Smith), and Quarter/Year (4/2020). Below this, it states: "You have successfully filed the Tax report for the Quarter/Year 4/2020. To print a copy of the Tax Report, select [Print Tax Report](#)." At the bottom right, there is a blue button labeled "Make Online Payment".

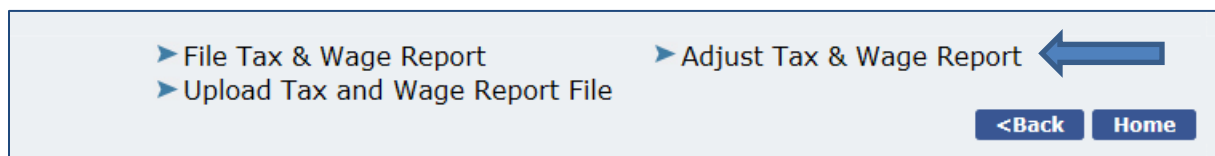
Step 12: If “Make Online Payment” is chosen, go to [Section 4, Scenario 1, Step 5](#).

Scenario 2: Correct a Tax and Wage Report

Step 1: Select Tax & Wage Report



Step 2: Select Adjust Tax & Wage Report



Step 3: The “File Tax and Wage Report Adjustment” screen appears. The *Employer Account Number (EAN)* will be pre-filled. Enter the required information signified with a red *.

- Select a Reason for Adjustment from the drop down,
- If you select “Other” you will need to add an explanation in the box labeled a.
- When ready, select Next.

Step 4: The “UI Tax Report – Information Submitted By” screen displays. Enter the required information signified with a red * and select Next.

UI Tax Report - Information Submitted By
* Required Information

Employer Name
Employer Account Number (EAN)
Quarter/Year 1/2017

1. * First Name
2. Middle Initial
3. * Last Name
4. * Job Title
5. * Contact Number Ext.
6. Email Address

<Back Next>

TWR-001

Step 5: The “Report and Adjustment Type” screen displays. Make the appropriate selections.

Report and Adjustment Type
* Required Information

Employer Name
EAN
Quarter/Year 1/2017
Submitted By

1. * Choose the report to adjust. ?
 Both Tax & Wage Reports
 Tax Report Only
 Wage Report Only

2. * Choose the type of adjustment. ?
 Correct the Existing Report
 Replace the Existing Report

<Back Next>

TWR-238

Question 1 & 2 Options:

- [Option 1: Both Tax & Wage Reports/Correct Existing Report](#)
- [Option 2: Both Tax & Wage Reports/Replace the Existing Report](#)
- [Option 3: Wage Report Only/Correct Existing Report](#)
- [Option 4: Wage Report Only/Replace Existing Report](#)
- [Option 5: Tax Report Only/Correct Existing Report](#)
- [Option 6: Tax Report Only/Replace Existing Report](#)

Option 1: Both Tax & Wage Reports/Correct Existing Report

Step 1: The “Update Wage Report – Provide Wage Details” screen appears with any data entered previously.

- Delete any employee by checking off the box in the Delete column and select Delete Selected Employees.
- Update the earnings in the Should Be (\$) column.
- If you need to add employees, Select Add Blank Rows.
- When ready, select Submit.

TWR-065

Update Wage Report - Provide Wage Details
* Required Information

Employer Name: _____
 EAN: _____
 Quarter/Year: 4/2018
 Keyed By: ProcessWageReportFile
 Batch Number: N/A

Sort By: -Select- Order: -Select- **Sort**

[Select All](#) [Delete Selected Employees](#) [Add Blank Rows](#)

	Delete	SSN*	Last Name*	First Name*	Middle Initial	Reported As (\$)	Should Be (\$)*
1	<input type="checkbox"/>		Info on File			2,706.20	2,706.20
2	<input type="checkbox"/>		Info on File			1,742.80	1,742.80
3	<input type="checkbox"/>	-----	JR			1,003.64	1,003.64

[Select All](#) [Delete Selected Employees](#) [Add Blank Rows](#)

Reason For Update: [Wages Reported under Predecessor / Successor Incorrectly](#)

<Back Submit

Step 2: The “Wage Report Confirmation” screen appears. Select Next to adjust the Tax Report.

TWR-014

Wage Report Confirmation

The Wage Report has been successfully corrected for Quarter/Year 2/2018.

Select **'Next'** to adjust the Tax Report.

↓
Next>

Step 3: The “Tax Report Adjustment” screen appears. Enter the corrected wage amounts in the *Should Be (\$)* fields and select Next

TWR-241

Tax Report Adjustment

* Required Information

Employer Name :
EAN :
Quarter/Year 4/2018
Submitted By Me myself

Report the Total, Non-Taxable, and Taxable quarterly wages for all employees, not just the employee(s) for which you have made a revision.
Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
Total Wages	298,262.07	<input type="text"/>
Non-Taxable Wages	268,974.67	<input type="text"/>
Taxable Wages	29,287.40	<input type="text"/>




Step 4: The “Verify Tax Report Adjustment” screen appears. If anything needs to be changed select Back, otherwise select Submit.

Verify Tax Report Adjustment

* Required Information

Employer Name
EAN :
Quarter/Year 4/2018
Submitted By Me myself

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	298,262.07	298,262.07	0.00
Non-Taxable Wages	268,974.67	268,974.67	0.00
Taxable Wages	29,287.40	29,287.40	0.00




Step 5: The “Tax & Wage Report Adjustment Confirmation” screen appears. You can select Print Tax Report or Print Wage Report to print a copy for your records. If you have not paid yet, there is a link to Make Online Payment

TWR-014

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax & Wage Report for the Quarter/Year 4/2020. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#).



Option 2: Both Tax & Wage Reports/Replace the Existing Report

Step 1: The “Wage Report Replacement Methods” screen displays. Select Method A or Method B.

TWRS11

Wage Report Replacement Methods

Employer Name
EAN
Submitted By **Jim Smith**
Quarter/Year **2/2021**

We offer two online methods for reporting the detailed employee wages previously reported .
If you are reporting more than 200 employees you must use **method B**.

Method A: Enter your wage data online using this application.
-OR-
Method B: Upload a file using a pre-approved file format. [?](#)

To replace previously reported employee details and wage amounts online, select one of the following methods

[<Back](#)
[Method A](#)
[Method B](#)

- If Method B is selected – the process would be the same as when filing the original Wage Report by uploaded a new wage report.
- If Method A is selected, the “Update Wage Report – Provide Wage Details” screen is displayed. Take note, no previous information is provided. All names, SSN’s and wage data must be entered. Click Submit.

Update Wage Report - Provide Wage Details

* Required Information

Employer Name
EAN
Quarter/Year **4/2020**
Keyed By **ProcessWageReportFile**
Batch Number **N/A**
Report Received Date **01/22/2021**

Sort By -Select- Order -Select- [Sort](#)

[Select All](#) [Delete Selected Employees](#) [Add Blank Rows](#)

	Delete	SSN*	Last Name*	First Name*	Middle Initial	Reported As (\$)	Should Be (\$)*
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
4	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
6	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
7	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Step 2: The “Wage Report Confirmation” screen appears to show the wage report was successfully replaced. Click Next to replace the Tax Report.

TWR-014

Wage Report Confirmation

The Wage Report has been successfully replaced for Quarter/Year 2/2021.

Select **'Next'** to adjust the Tax Report.

[Next>](#)

Step 3: The “Tax Report Adjustment screen appears. Enter in the Should be (\$) as necessary for the Total Wages, Non-Taxable Wages, and Taxable Wages and then Select Next.

TWR-241


Tax Report Adjustment
* Required Information

Employer Name
EAN
Quarter/Year 4/2018
Submitted By Me myself

Report the Total, Non-Taxable, and Taxable quarterly wages for all employees, not just the employee(s) for which you have made a revision.

Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
Total Wages	298,262.07	<input type="text"/>
Non-Taxable Wages	268,974.67	<input type="text"/>
Taxable Wages	29,287.40	<input type="text"/>


[Next>](#)

Step 4: The “Verify Tax Report Adjustment Screen” appears. Verify the differences have calculated accurately, if not select Back to re-enter, if correct select Submit.

TWR-242

Verify Tax Report Adjustment

* Required Information

Employer Name
EAN
Quarter/Year 2/2018
Submitted By

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	60,000.00	65,000.00	5,000.00
Non-Taxable Wages	40,000.00	42,000.00	2,000.00
Taxable Wages	20,000.00	23,000.00	3,000.00



[<Back](#) [Submit](#)

Step 5: The Tax & Wage Report Adjustment Confirmation Screen appears. You can print a copy of the Tax and/or Wage report for your records. There is a link to Make Online Payment

TWR-014

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax & Wage Report for the Quarter/Year 4/2020. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#).


[Make Online Payment](#)

Option 3: Wage Report Only/Correct Existing Report

Step 1: The “Update Wage Report – Provide Wage Details” screen displays.

- Delete any employee by checking off the box in the Delete column and select Delete Selected Employees.
- Update the earnings in the Should Be (\$) column.
- Select Add Blank Rows to add employees.
- Enter in a Reason for Update in the box below and then select Submit.

Update Wage Report - Provide Wage Details
* Required Information

Employer Name
EAN
Quarter/Year 2/2018
Keyed By
Batch Number N/A

Sort By -Select- Order -Select- **Sort**

	Delete	SSN*	Last Name*	First Name*	Middle Initial	Reported As (\$)	Should Be (\$)
1	<input type="checkbox"/>					1,546.47	1,546.47
2	<input type="checkbox"/>					837.87	837.87

Reason For Update Add Missing Wages
CSR Remarks

<Back **Submit**

Step 2: The “The Wage Report Confirmation” screen appears. Select [Print Wage Report](#) to print a copy of the Wage Report for your records or select [Home](#) to return to the Home Screen.

Wage Report Confirmation

Wage Report has been successfully corrected for the Quarter/Year 2/2018. To print a copy of the Wage Report, select [Print Wage Report](#).

Home

Option 4: Wage Report Only/Replace Existing Report

Step 1: The “Wage Report Replacement Methods” screen displays. You have two methods for reporting the detailed employee wages:

- c) Method A: Filing can be done by manually entering wage data (go to Step 9a) or
- d) Method B: Filing can be done by uploading a file using a pre-approved file format MDOL only accepts Excel file format (go to Step 9b). For more information visit www.maine.gov/labor or you may contact Maine at 207-621-5120.)

TWR-006

UI Tax Report - Wage Reporting Methods

Employer Name
EAN
Submitted By Donald Duck
Quarter/Year 1/2017

We offer two online methods for reporting the detailed employee wages.

Method A: Enter your wage data online using this application.
-OR-
Method B: Upload a file using a pre-approved file format. ?

To file employee details and wage amounts online, select one of the following methods

<Back Method A Method B

Step 2: Follow [Scenario 1: Step 8](#) for remaining steps. They are the same as when Filing the original wage report.

Option 5: Tax Report Only/Correct Existing Report

Step 1: The “Tax Report Adjustment” screen appears. Enter Total Wages, Non-Taxable Wages, and Taxable Wages in the Should Be column and then Select Next.

TWR-241

Tax Report Adjustment

* Required Information

Employer Name
EAN
Quarter/Year 4/2018
Submitted By Me myself

Report the Total, Non-Taxable, and Taxable quarterly wages for all employees, not just the employee(s) for which you have made a revision.
Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
Total Wages	298,262.07	
Non-Taxable Wages	268,974.67	
Taxable Wages	29,287.40	


[Next>](#)

Step 2: The “Verify Tax Report Adjustment Screen” appears. Verify the differences have calculated accurately, if not select Back to re-enter, if correct select Submit.


TWR-242

Verify Tax Report Adjustment

* Required Information

Employer Name
EAN
Quarter/Year 2/2018
Submitted By

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	60,000.00	65,000.00	5,000.00
Non-Taxable Wages	40,000.00	42,000.00	2,000.00
Taxable Wages	20,000.00	23,000.00	3,000.00


[<Back](#) [Submit](#)

Step 3: The “Tax & Wage Report Adjustment Confirmation” Screen appears. You can print a copy of the Tax report for your records by selecting Print Tax Report <OR> select Home. If you have not paid yet, there will be a link to Make Online Payment

TWR-014

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax report for the Quarter/Year 4/2020. To print a copy of the Tax Report, select [Print Tax Report](#).


[Make Online Payment](#)

Option 6: Tax Report Only/Replace Existing Report

Step 1: The “Tax Report Adjustment screen” appears. Enter Total Wages, Non-Taxable Wages, and Taxable Wages in the Should Be column and then Select Next


TWR-241

Tax Report Adjustment
* Required Information

Employer Name
EAN
Quarter/Year
Submitted By **Me myself**

Report the Total, Non-Taxable, and Taxable quarterly wages for all employees, not just the employee(s) for which you have made a revision.
Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
Total Wages	298,262.07	<input type="text"/>
Non-Taxable Wages	268,974.67	<input type="text"/>
Taxable Wages	29,287.40	<input type="text"/>


Next>

Step 2: The “Verify Tax Report Adjustment Screen” appears. Verify the differences have calculated accurately, if not select Back to re-enter, if correct select Submit

TWR-242

Verify Tax Report Adjustment
* Required Information

Employer Name
EAN
Quarter/Year **2/2018**
Submitted By

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	60,000.00	65,000.00	5,000.00
Non-Taxable Wages	40,000.00	42,000.00	2,000.00
Taxable Wages	20,000.00	23,000.00	3,000.00


<Back **Submit**

Step 3: The “Tax & Wage Report Adjustment Confirmation” Screen appears. You can print a copy of the Tax report for your records by selecting Print Tax Report or select Home. If you have not paid yet, there will be a link to Make Online Payment

TWR-014

Tax & Wage Report Adjustment Confirmation

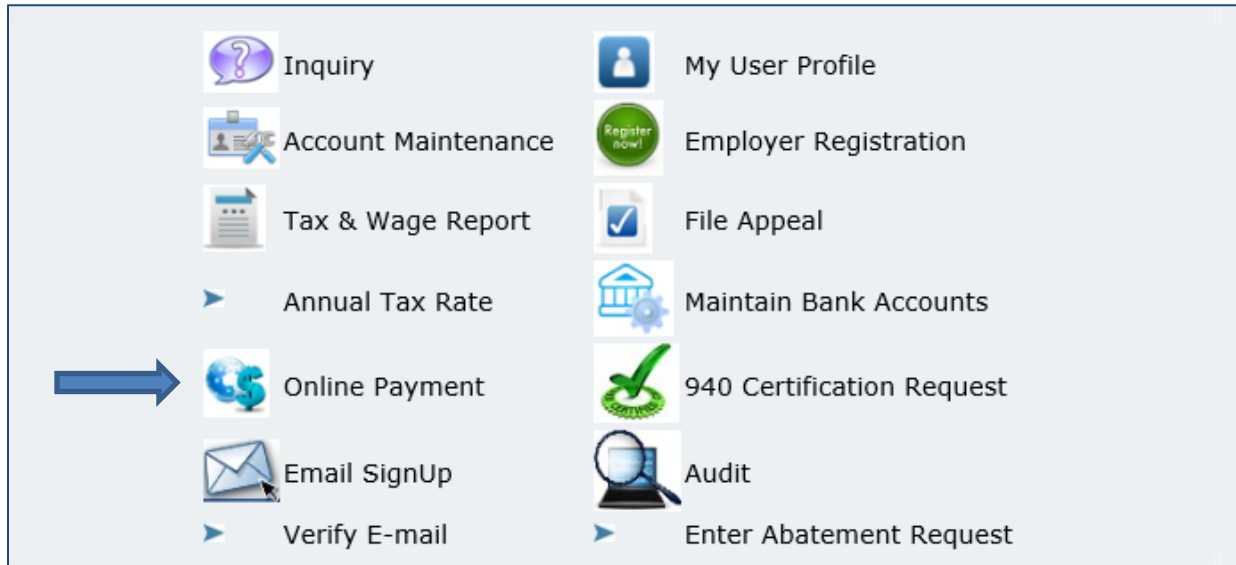
You have successfully corrected/replaced the Tax report for the Quarter/Year 4/2020. To print a copy of the Tax Report, select [Print Tax Report](#).


Make Online Payment

Section 5: Online Payments

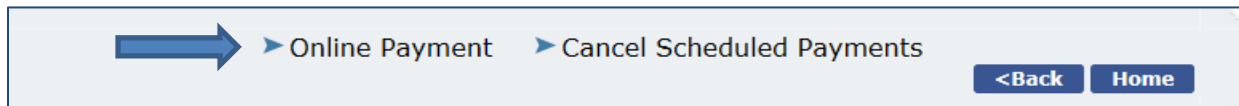
Scenario 1: Make an Online Payment

Step 1: Select *Online Payment*



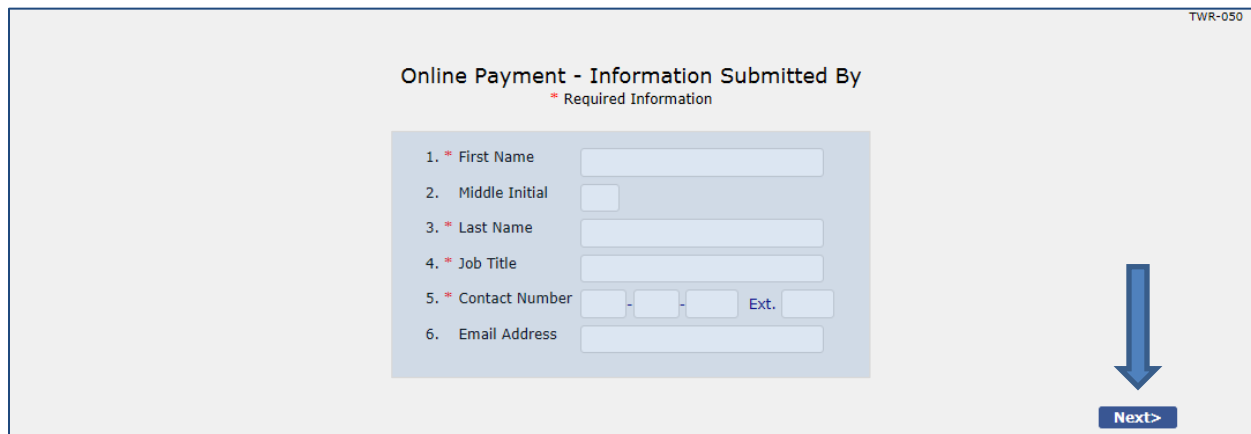
The screenshot shows a grid of menu items. A blue arrow points to the 'Online Payment' option, which is represented by a globe icon with a dollar sign. Other menu items include Inquiry, Account Maintenance, Tax & Wage Report, Annual Tax Rate, Email SignUp, Verify E-mail, My User Profile, Employer Registration, File Appeal, Maintain Bank Accounts, 940 Certification Request, Audit, and Enter Abatement Request.

Step 2: Select *Online Payment*



The screenshot shows a navigation bar with a blue arrow pointing to the 'Online Payment' link. Other links include 'Cancel Scheduled Payments', '<Back', and 'Home'.

Step 3: The “Online Payment – Information Submitted by” screen appears. Enter the required information signified with a red * and then select Next



The screenshot shows a form titled 'Online Payment - Information Submitted By' with a sub-header '* Required Information'. The form contains six fields: 1. * First Name, 2. Middle Initial, 3. * Last Name, 4. * Job Title, 5. * Contact Number (with a hyphen and 'Ext.' label), and 6. Email Address. A blue arrow points to the 'Next>' button at the bottom right. The text 'TWR-050' is visible in the top right corner of the form area.

Step 4: The “UI Tax Report – Verify Address Details” screen displays. Verify the details. If changes are needed, select the Modify button. Otherwise, select Next

TWR-002

UI Tax Report - Verify Address Details

Employer Name
EAN
Submitted By

Address Type	Address Details
Physical	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States
Tax Mailing	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States
Claims Mailing	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States
Payroll	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States

Step 5: The “Tax Reporting – Payment” screen appears.

- Select the quarters for payment
- Select method of payment from the selections: Savings Account, Checking Account, or Payment by Mail. If Payment by Mail, go to [Step 10](#).
- Once you have made your selections then select Next.
- If Checking or Savings is selected and an account is already in the system, Go to Step 7, otherwise go to Step 6.

TWR-027

Tax Reporting - Payment

Employer Account Number (EAN)
Employer Name

For debt accrued prior to 05/12/2018 the total debt may not reflect processing fees. Processing fees include but are not limited to: lien, sheriff and non-sufficient fund fees. If you have any questions concerning this matter, contact an Employer Services Representative at (207)621-5120.

The following table displays the outstanding balances due. Any payment made within the last 3 business days may not be reflected here.

Pay	Quarter/Year	Contributions Due (\$)	CSSF Due (\$)	Interest Due (\$)	Contribution Penalty (\$)	Payroll Penalty (\$)	Processing Costs (\$)	Total (\$)
	2/2017	849.60	28.80	0.00	131.85	0.00	0.00	1,010.25
							Credit (\$) ?	0.00
<input type="checkbox"/>	Select all quarters for Payment						Total	1,010.25

Select your method of payment below

- Checking Account Draft
- Savings Account Draft
- Payment by mail** -- If payments are not postmarked by the due date, interest will accrue at 1.0% per month or portion of a month until balance is paid. In addition, penalties may be applied according to MDOL law. **If you choose not to make online payment you will receive a debit memo.**

To discontinue the payment process, select 'Exit'.

Step 6: The “Bank Account Information” screen displays. Enter the required information signified with a red * and then select Next

TWR-202


Bank Account Information

* Required Information

EAN
Employer Name

Enter the details for the bank account from which you are making a payment. The bank account information will be saved in ACCESS ME in order to make a payment from a bank account. You may save up to three (3) checking accounts and three (3) savings accounts.

1. * Routing Transit Number ?
2. * Re-enter Routing Transit Number
3. * Bank Account Number ?
4. * Re-enter Bank Account Number
5. * Checking Account Type Personal Corporate



Step 7: The “Bank Account and Payment Information” screen displays.

- Select the account you wish to use.
- Enter in the Payment amount you are looking to pay and payment/draft date. The payment/draft date cannot be in the future when paying for a previous quarter.
- You can choose to select another bank account by selecting “Add Another Bank Account” (go to Step 7)
- Select Next (go to Step 8)


TWR-204


Bank Account and Payment Information

* Required Information

EAN
Employer Name
Balance Due on Selected Quarters \$1,010.25

Select the bank account(s) and enter the payment amount(s). If the bank account you wish to use is not displayed, select 'New Account' to enter the bank account information.

Select *	Account Number	Account Type	Payment (\$)	Payment/Draft Date	Pending Payment
<input type="checkbox"/>		Checking	<input type="text"/>	MM / DD / YYYY 	N/A
Total			\$0.00		



Step 8: The “Verify Payment Details” screen appears. Make sure all details are correct, if not select back, otherwise select Submit.

****Be sure to only select Submit one time or you may be charged for multiple payment.****

TWR-032

Verify Payment Details

Employer Name
EAN

Verify the payment details below. The total amount displayed below will be charged to your account when you select 'Submit'.

	Account 1
Routing Transit Number	
Bank Account Number	
Account Type	Corporate - Checking
Payment Date	10/17/2018
Total Paid for Selected Qtrs (\$)	200.00
Total Amount Charged (\$)	200.00

Select 'Submit' only one time or you may be charged for multiple payments.

Step 9: The “Payment Confirmation” screen displays. You can print a receipt for your records by selecting Print. Select Exit.

TWR-033

Payment Confirmation

Employer Name
EAN

This Payment Authorization was successful. Your confirmation number(s) is listed below. This transaction should appear on your bank statement. You are encouraged to [Print](#) this page for your records.

	Account 1
Routing Transit Number	
Bank Account Number	
Account Type	Corporate - Checking
Payment Date	10/17/2018
Confirmation Number	3688651
Total Paid for Selected Qtrs (\$)	200.00
Total Amount Charged (\$)	200.00

Step 10: The “Instructions for Mailing a Payment” screen is displayed with a link to print the voucher. Click Exit.

1WR-034

Instructions for Mailing a Payment

Print these vouchers to be submitted with your payment. Remember to note your MDOL Employer account number on your check/money order.

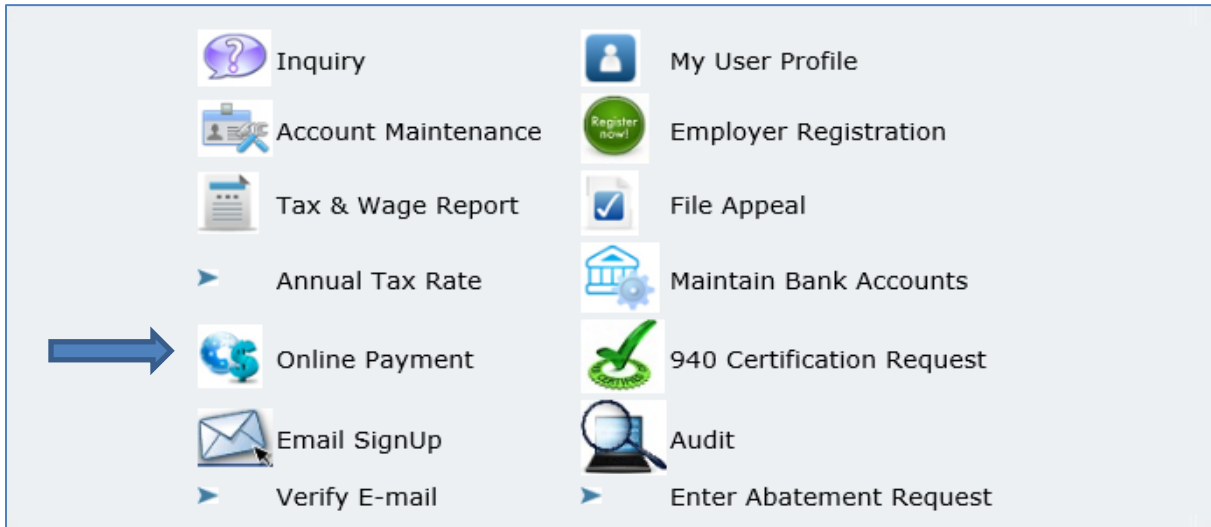
[Print Voucher for 1/2021](#)

NOTE: If payments are not postmarked by the last day of the current month interest will accrue at 1.0% per month or portion of a month until balance is paid. In addition, penalties may be applied according to MDOL law.

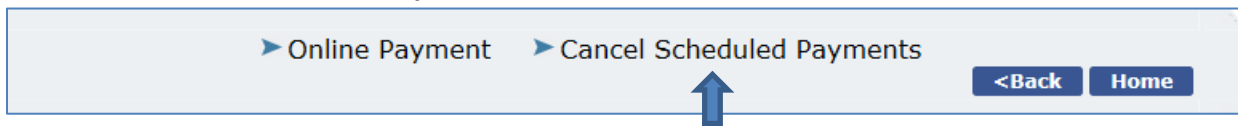
[<Back](#) [Exit](#)

Scenario 2: Cancel a Scheduled Payment(s)

Step 1: Select *Online Payment*



Step 2: Select *Cancel Scheduled Payments*



Step 3: The Information Submitted By screen displays. Enter the required information signified with a red * and then select Next

A screenshot of the 'Information Submitted By' form. The form title is 'Information Submitted By' with a sub-note '* Required Information'. The form contains the following fields:
Employer Name
Employer Account Number (EAN)
Quarter/Year 4/2018
1. * First Name
2. Middle Initial
3. * Last Name
4. * Job Title
5. * Contact Number (with hyphen and 'Ext.' fields)
6. Email Address
At the bottom right of the form are two buttons: '<Back' and 'Next>'. A blue arrow points down to the 'Next>' button.

Step 4: The “Cancel Scheduled Payment” screen appears. Select the payment date you are looking to cancel and then select Cancel Payment.

Cancel Scheduled Payment TWR-261

Employer Account Number (EAN)
Employer Name
Submitted By TEST KING

Select	Account Number	Payment (\$)	Payment Date
<input checked="" type="radio"/>	*****6336	36.00	06/29/2018

[<Back](#) [Cancel Payment](#)

Step 5: A Pop-up window will ask if the payment should be cancelled. Click “OK”

reme-training.me.mdes.ms.gov:9114 says

You have selected to cancel a payment. Select 'OK' to cancel the payment. To return to the previous screen, select 'Cancel'.

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

Step 6: The “Cancel Scheduled Payment Confirmation” screen appears. Select Home to return to the Home Screen

Cancel Scheduled Payment Confirmation SUC-002

The payment in the amount of \$36.00 from the Account Number ending with 6336 has been cancelled.

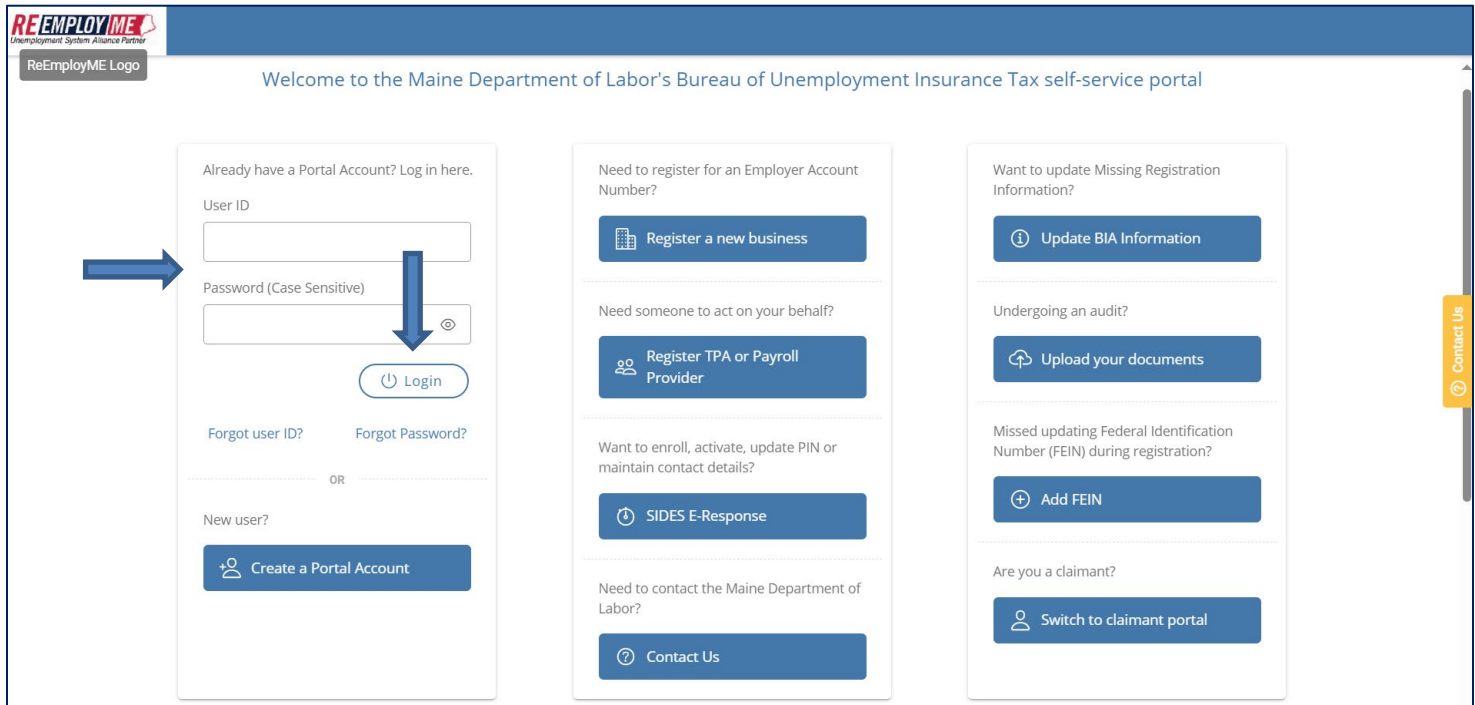
[Home](#)

Scenario 3: Direct Reimbursable Online Payment

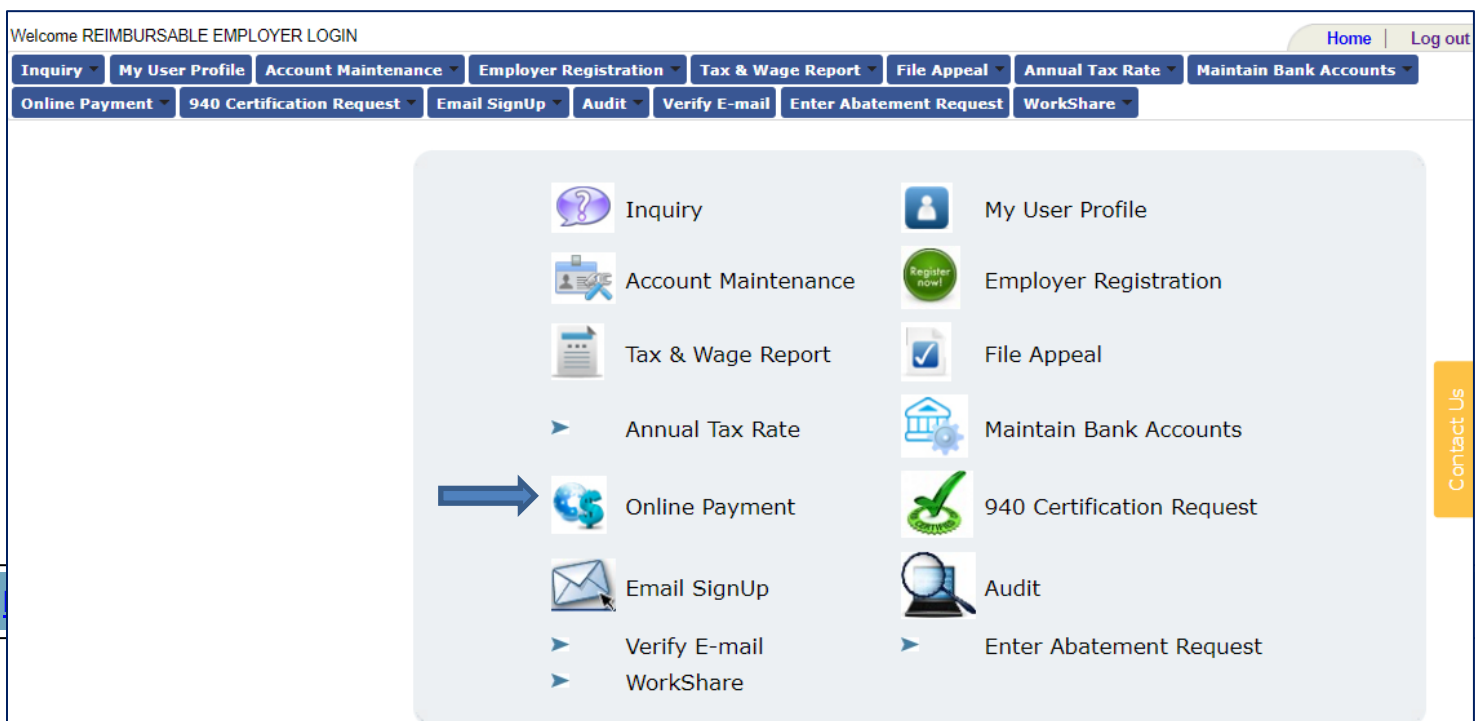
This section demonstrates how a direct reimbursable employer makes an online payment. If a transfer needs to happen between a Reimbursable employer account and a Rated (taxable) employer account, then the payment needs to be cancelled and reapplied to the correct account.

Once a payment error has been determined and reported by a Reimbursable employer, or through an internal identification process by Employer Services staff, the error(s) will be adjusted in the system by designated staff.

Step 1: Employer logs in → Enter User ID and Password → Select Login



Step 2: Employer screen displays → Select Online Payment



Step 3: Select *Online Payment*

Step 4: “Online Payment – Information Submitted By” screen displays → Enter required information → Select *Next*

Step 5: “UI Tax Report – Verify Address Details” screen displays → Review address → Select *Next*

Address Type	Address Details
Physical	. United States
Tax Mailing	United States
Claims Mailing	United States
Payroll	149 TROY RD, BURNHAM, Maine 04922, United States

Step 6: "Payment of Benefit Charges" screen displays → Select the payment → Select *Next*

REM-328

Payment of Benefit Charges

Employer Account (EAN) _____
Employer Name _____

The following table displays the outstanding balances due. Any payment made within the last 3 business days may not be reflected here.

Pay	Month/Year	Charges Due (\$)	Interest Due (\$)	Contribution Penalty (\$)	Processing Costs (\$)	Total (\$)
	8/2023	876.51	90.70	121.03	0.00	1,088.24
	9/2023	1,719.00	108.41	137.52	0.00	1,964.93
	10/2023	3,438.00	195.76	240.66	0.00	3,874.42
	1/2024	3,680.05	123.70	147.20	0.00	3,950.95
	2/2024	2,239.44	56.23	67.17	0.00	2,362.84
	3/2024	1,125.78	18.76	22.52	0.00	1,167.06
					Credit(\$) ?	0.00
<input checked="" type="checkbox"/>	Select all Month for Payment				Grand Total	14,408.44

Select your method of payment below.

Checking Account Draft
 Savings Account Draft

To discontinue the payment process, select 'Exit'.

Exit <Back **Next>**

Step 7: "Bank Account Information" screen displays → Enter account information → Select *Next*

REM-343

Bank Account Information

* Required Information

EAN _____
Employer Name _____

Enter the details for the bank account from which you are making a payment. The bank account information will be saved in ReEmploy ME in order to make a payment from a bank account. You may save up to three (3) checking accounts and three (3) savings accounts.

- * Routing Transit Number ?
- * Re-enter Routing Transit Number ←
- * Bank Account Number ?
- * Re-enter Bank Account Number
- * e-Check Account Type
 Personal Corporate

<Back **Next>**

Step 8: “Bank Account and Payment Information” screen displays → Review and enter payment and date → Select *Next*

REM-344

Bank Account and Payment Information

* Required Information

EAN _____
 Employer Name _____
 Balance Due on Selected Months \$14,408.44

Select the bank account(s) and enter the payment amount(s). If the bank account you wish to use is not displayed, select '**New Account**' to enter the bank account information.

Select *	Account Number	Account Type	Payment (\$)	Payment/Draft Date	Pending Payment
<input checked="" type="checkbox"/>	_____	Checking	14,408.44	06 / 06 / 2024	N/A
		Total	14,408.44		

[Add Another Bank Account](#)

[<Back](#) [Next>](#)

Step 9: “Verify Payment Details” screen displays → Review, and if correct, select *Submit* → If alterations need to be made, select *Back* to return to the previous screen

REM-345

Verify Payment Details

Employer Name _____
 EAN _____

Verify the payment details below. The total amount displayed below will be charged to your account when you select '**Submit**'.

	Account 1
Routing Transit Number	_____
Bank Account Number	_____
Account Type	Corporate - Checking
Payment Date	06/06/2024
Total Paid for Selected Qtrs (\$)	14,408.44
Total Amount Charged (\$)	14,408.44

Select '**Submit**' only one time or you may be charged for multiple payments.

[<Back](#) [Submit](#)

Step 10: "Payment Confirmation" screen displays

REM-346

Payment Confirmation

Employer Name _____
EAN _____

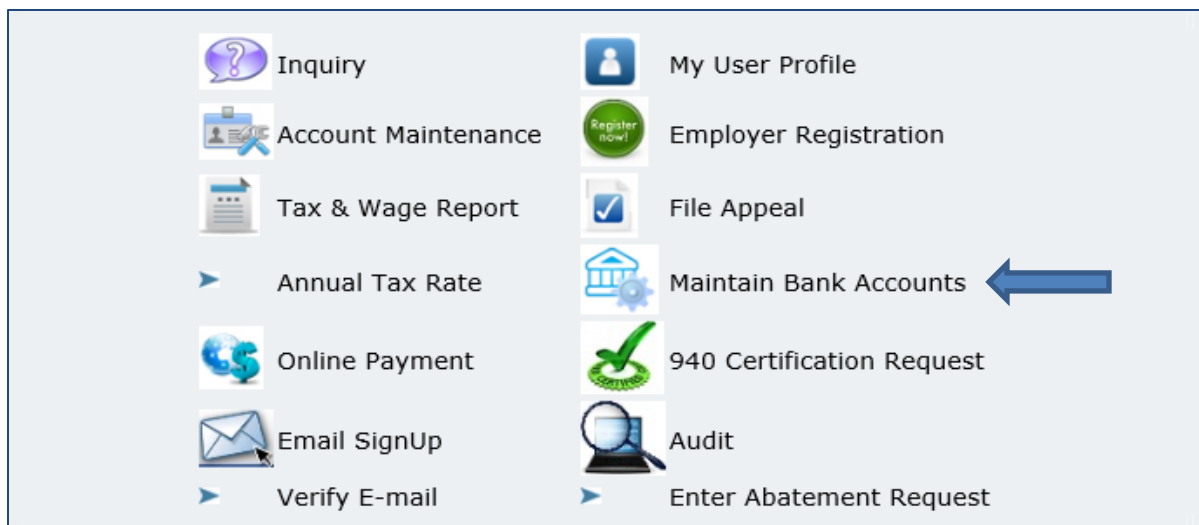
This Payment Authorization was successful. Your confirmation number(s) is listed below. This transaction should appear on your bank statement. You are encouraged to [Print](#) this page for your records.

	Account 1
Routing Transit Number	_____
Bank Account Number	_____
Account Type	Corporate - Checking
Payment Date	06/06/2024
Confirmation Number	15194449
Total Paid for Selected Qtrs (\$)	14,408.44
Total Amount Charged (\$)	14,408.44

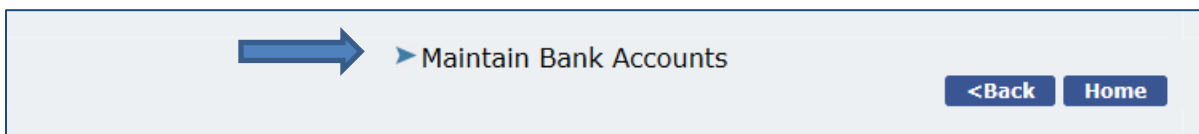
[Exit](#)

Section 6: Bank Account Maintenance

Step 1: Select *Maintain Bank Accounts*



Step 2: Select *Maintain Bank Accounts*



Step 3: The “Maintain Bank Accounts” screen appears. You can add a checking/savings account, or delete an account currently on file.

TWR-233

Maintain Bank Accounts

Employer Account Number (EAN)
Employer Name

To modify an existing account, you must first delete the account record and select '**Add Checking**' or '**Add Savings**' upon returning to this screen.

Account Number	Routing Number	Account Type	Action
*****7890	211	Checking	Delete

Add Checking
Add Savings

- If you select Add Checking or Add Savings, go to [Step 4](#)
- If you select Delete, go to [Step 7](#).

Step 4: The “Add Bank Account Details” screen displays. Enter the required information signified with a red * and then select Next.

Add Bank Account Details
* Required Information

Employer Account Number (EAN)
Employer Name

For security purposes and your protection, your bank account information is stored in an encrypted format.

1. * Routing Transit Number
2. * Re-enter Routing Transit Number
3. * Bank Account Number
4. * Re-enter Bank Account Number
5. * Checking Account Type Personal Corporate

<Back Next>

TWR-234

Step 5: The Verify Bank Account Information screen appears. Verify the details and select Back to correct them or Submit.

Verify Bank Account Information

Employer Account Number (EAN)
Employer Name

The following bank account will be added to ACCESS ME.

Account Number	Routing Number	Account Type
*****7890	211	Personal - Checking

<Back Submit

TWR-256

Step 6: The “Bank Account Confirmation” screen appears. Select Home to return to the Home Screen.

Maintain Bank Account Confirmation

The bank account information has been successfully saved.

Home

SUC-002

Step 7: The verify bank account information screen would appear. To complete the deletion select Delete

TWR-256


Verify Bank Account Information

Employer Account Number (EAN)
Employer Name

The following bank account will be deleted from ACCESS ME.

Account Number	Routing Number	Account Type
*****7890	211	Corporate - Checking

Select "Delete" to delete the account.



[<Back](#) [Delete](#)

Step 8: The Maintain Bank Account Confirmation screen displays. Select Home to return to the Home Screen.

SUC-002

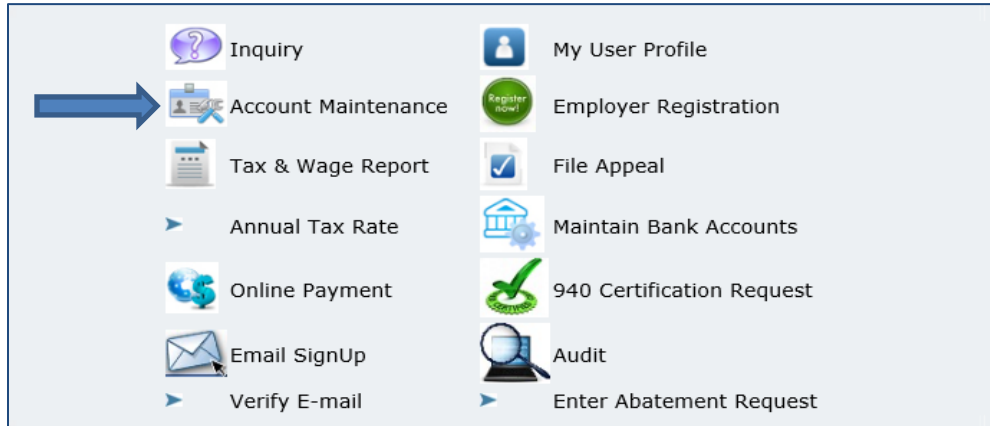
Maintain Bank Account Confirmation

The bank account has been successfully deleted.

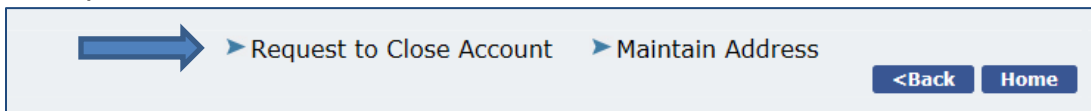
[Home](#) 

Section 7: Close Account

Step 1: Select Account Maintenance



Step 2: Select Request to Close Account



Step 3: The "Request to Close Account(s)" screen displays

- If there are multiple units, the screen will look like this. All units or only a single unit may be closed.

A screenshot of the 'Request to Close Account(s)' screen. The title is 'Request to Close Account(s)' with 'SREG-052' in the top right corner. A yellow box highlights the question 'Would you like to close ALL the accounts?' with radio buttons for 'Yes' and 'No'. Below this is the instruction 'If no, Select the account that you would like to close.' and a table with two rows of account information. 'Cancel' and 'Next>' buttons are at the bottom.

Select	Employer Account Number (EAN)	Employer Name
<input type="radio"/>		BRIDGESTONE AMERICAS TIRE OPERATIONS
<input type="radio"/>		BRIDGESTONE AMERICAS TIRE OPERATIONS

- If there is only one unit, the screen will look like this:

A screenshot of the 'Request to Close Account(s)' screen for a single unit. The title is 'Request to Close Account(s)'. It shows a table with one row of account information. Below the table is the question 'Would you like to close this account?' with radio buttons for 'Yes' and 'No'. 'Cancel' and 'Next>' buttons are at the bottom.

Employer Account Number (EAN)	Employer Name
	DONALD'S

- Select "Yes" or "No" to would you like to close this account (or a single unit) and then select Next

Step 4: The “Information Submitted By” screen displays. Enter the required information signified with a red * and then select Next

Step 5: The “Account Closure Details” screen displays. Enter the required information signified with a red * and then select Next.

Step 6: The “Corporate Officer Details” screen displays. You can select “Edit” or “Delete” or “Add Another Corporate Officer”. If no changes are needed, select Next

SREG-005

EAN
Employer Name

ENTITY NAME

First Name	MI	Last Name	SSN	Job Title	Address	Action
				Owner	3 MAIN RD GU	Edit Delete

[Add Another Corporate Officer](#)

[<Back](#) [Next>](#)

Step 7: The “Person Having Custody of Books and Records Details” screen displays. Enter the required information signified with a red * and then select Submit

SREG-037

Person Having Custody of Books and Records Details
* Required Information

EAN
Employer Account Number (EAN)
Employer Name

ENTITY NAME

1. * Person Having Custody of Books and Records

a. First Name

b. Middle Initial

c. Last Name

d. Custodian Address

Address Line 1

Address Line 2

City

State

ZIP Code

Country

e. Telephone - - Ext.

[Cancel](#) [<Back](#) [Submit](#)

Step 8: The “Request to Close Account Confirmation” screen displays. Select Home to return to the Home Screen

SUC-002

Request to Close Account Confirmation

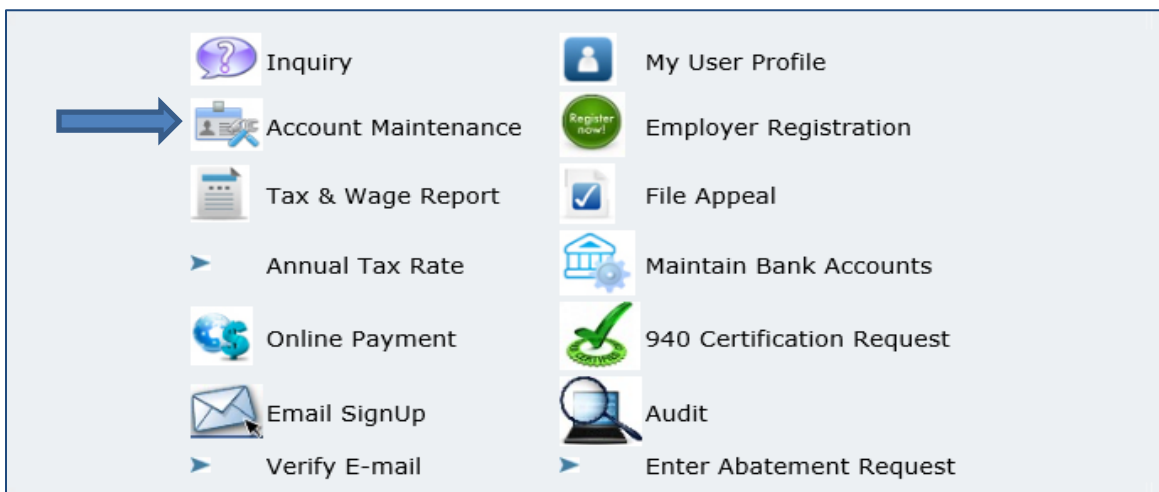
The request to close the account has been submitted.

[Home](#)

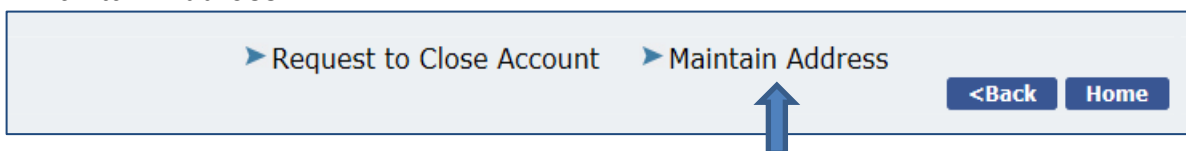
*** A Decision to close the account will be made by MDOL and will be mailed to the address on file once rendered.***

Section 8: Maintain Address Information

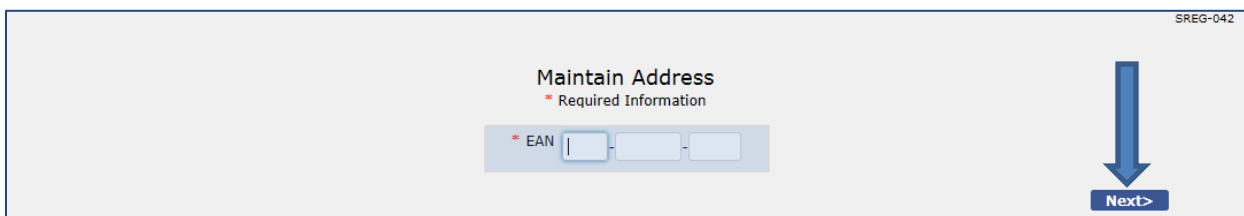
Step 1: Select *Account Maintenance*



Step 2: Select *Maintain Address*



Step 3: The “Maintain Address” screen displays. Your *EAN* will prepopulate. Verify the number is correct and select Next.



Step 4: The “Employer Contact Details” screen displays. Enter the required information signified with a red * and then select Submit

BREG-004

Employer Contact Details

* Required Information

EAN
Employer Name

1. * Employer's Physical Address

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP Code:

Country:

If business is located in Maine, select Town:

2. * Unemployment Tax Mailing Address is

Same as Physical Address
 Different

3. If Different, provide details below

Attention:

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP Code:

Country:

4. * Unemployment Claims Mailing Address is

Same as Physical Address
 Same as Unemployment Tax Mailing Address
 Different

5. If Different, provide details below

Attention:

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP Code:

Country:

Telephone Number:

Fax Number:

6. * Address where Payroll Records are maintained is

Same as Unemployment Tax Mailing Address
 Same as Unemployment Claim Mailing Address
 Different

7. If Different, provide details below

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP Code:

Country:

Telephone Number: - - Ext.

Fax Number:

8. * Contact Person for Unemployment Tax

a. First Name:

b. Middle Initial:

c. Last Name:

d. Job Title:

e. Telephone Number: - - Ext.

f. Email Address:

Step 5: The “Employer Verify Contact Details” screen displays. Verify all information.

- Click “Back” to make any necessary changes OR
- Click “Next”

SREG-021

Employer Verify Contact Details

Verify the mailing address you have created. To modify the address, select **Back**.

Type	Address
Unemployment Physical Mailing	1 MAIN ST SUITE 101 PORTLAND, ME 04104-1086, PORTLAND-04104
Unemployment Tax Mailing	1 MAIN ST SUITE 101 PORTLAND, ME 04104-1086
Unemployment Claims Mailing	PO BOX 958 PORTLAND, ME 04104-1086
Unemployment Payroll Mailing	1 MAIN ST SUITE 101 PORTLAND, ME 04104-1086



Step 6: The “Employer Contact Details” confirmation screen displays. Select Home to return to the Home Screen.

SUC-002

Employer Contact Details

Employer Contact Details are successfully saved.

