

eServices for employers-

Apply for SharedWork

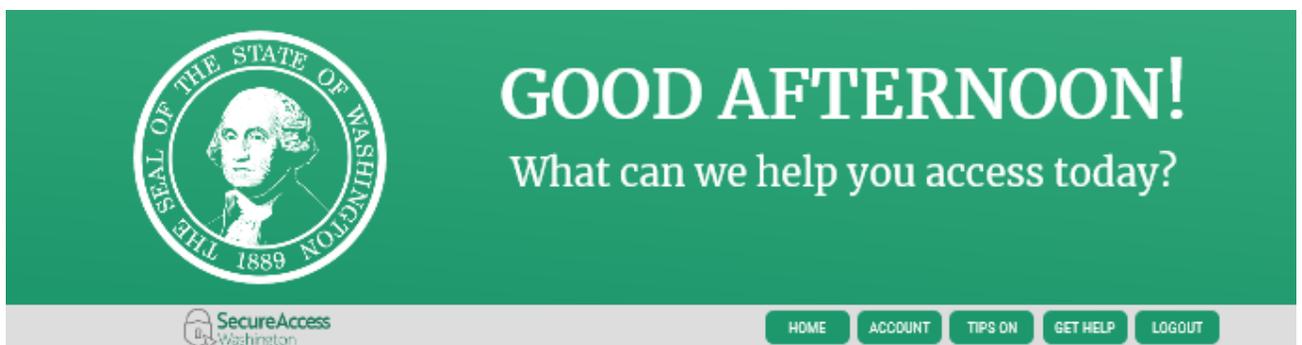
eServices is the Employment Security Department's secure website for employers and employees.

Create an account

You'll need to complete three steps, but you might already have completed one or more of them:

1. Create a SecureAccess Washington (SAW) account if you don't have one yet. SAW gives you access to EAMS (for paying taxes and filing wage reports), other Employment Security online services and services from other Washington state agencies.

You might already have a SAW account if you or your third-party representative use EAMS, if you have managed your employees' unemployment claims online or if you use other employer services at the state departments of Labor & Industries, Revenue or Licensing. You can add eServices and **Shared Work** to you SAW menu by entering the code BEEP at the Add A New Service page.



ADD A NEW SERVICE

ENTER YOUR CODE

SUBMIT

I would like to browse a list of services.

2. Request access to locked services within EAMS. [Instructions](#).
Note: If you want to use eServices only to apply for the Work Opportunity Tax Credit, you don't need to complete this step.
3. Go to esd.wa.gov and select *Sign in* or *Create new account*.

Sign in

1. Sign-in to eServices. Follow the three steps below. If you already have a SAW account, sign in using your SAW username and password.

**Employment Security Department**
WASHINGTON STATE

[Español](#)

Sign in for eServices

Individuals

- Apply for unemployment benefits
- Submit a weekly claim
- Manage your unemployment benefits claim
- Restart a current claim
- Pay a benefit overpayment
- Look up your past wages

Employers

- Pay taxes
- Apply for SharedWork
- Apply for the Work Opportunity Tax Credit
- Manage your employees' unemployment claims
 - Send a secure message
 - View and respond to correspondence
 - File an appeal

SecureAccess Washington (SAW)

Use your SecureAccess Washington (SAW) username and password
[What is SAW?](#)

Employers: If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

Username:
Check to see if you have a SAW account

Password:

[Sign in](#)

[Trouble signing in?](#)

Need an account?

If you haven't already, you must create and activate a SecureAccess Washington (SAW) account to use our online services. [What is SAW?](#)

Check to see if you have a SAW account

[Create new account](#)

We use SecureAccess Washington to protect your personal information



2. Confirm the computer or mobile device you are using by entering your telephone number and email address. Then select and answer three challenge questions.

The screenshot shows the top of the Employment Security Department website with the logo and 'WASHINGTON STATE' text. A 'Sign Out' link is in the top right. The main heading is 'Select and answer three challenge questions'. Below this, there is explanatory text: 'In the future, when you sign in using an unrecognized device, we will ask you to answer a challenge question to verify your identity. Your answers should be 30 characters or under and include no symbols. You might want to record your answers in a safe place for future reference.' There are three challenge questions, each with a dropdown menu and an answer text box. The first dropdown is selected with the text 'What is your best friend's first name?'. A 'Continue' button is at the bottom left.

3. Next, select *for an employer* and the *Continue* button.

The screenshot shows the 'eServices' section of the Employment Security Department website. The top header includes the logo, 'WASHINGTON STATE', and a 'Español' link. A 'Sign out' link is in the top right. The main heading is 'eServices' with the sub-heading 'You're almost there!'. Below this is the text 'Are you signing in for yourself or for an employer? Please select one.' There are two main options: '► For yourself' (highlighted in orange) and '▼ For an employer' (highlighted in blue). Below the 'For an employer' option, there is a text box containing 'If you're an employer or a representative authorized to act on an employer's behalf -' and a 'Continue' button. On the right side, there is a 'SAW SecureAccess WASHINGTON' logo and text: 'Update your SAW profile and access services from other government offices by visiting SecureAccess Washington'.

Apply for the SharedWork Program

Select *Apply for SharedWork*.

For an employer

[eServices: Full service management of your employees' unemployment claims](#)

- Check the status of claims
- View and respond to correspondence about an employee's claim, including job separation information
- File an appeal
- Report a refusal of work
- Send a secure message about a claim or employee
- Request standby for an employee or a group of employees
- Apply for SharedWork

[Apply for SharedWork](#)

- [What's SharedWork?](#)
- Manage your SharedWork plan
- Add or remove employees
- Access plan documents and letters

[Apply for the WOTC \(Work Opportunity Tax Credit\)](#)

- Submit applications and documentation
- Check the status of applications
- Print certifications

[Manage your tax account with EAMS \(Employer Account Management Services\)](#)

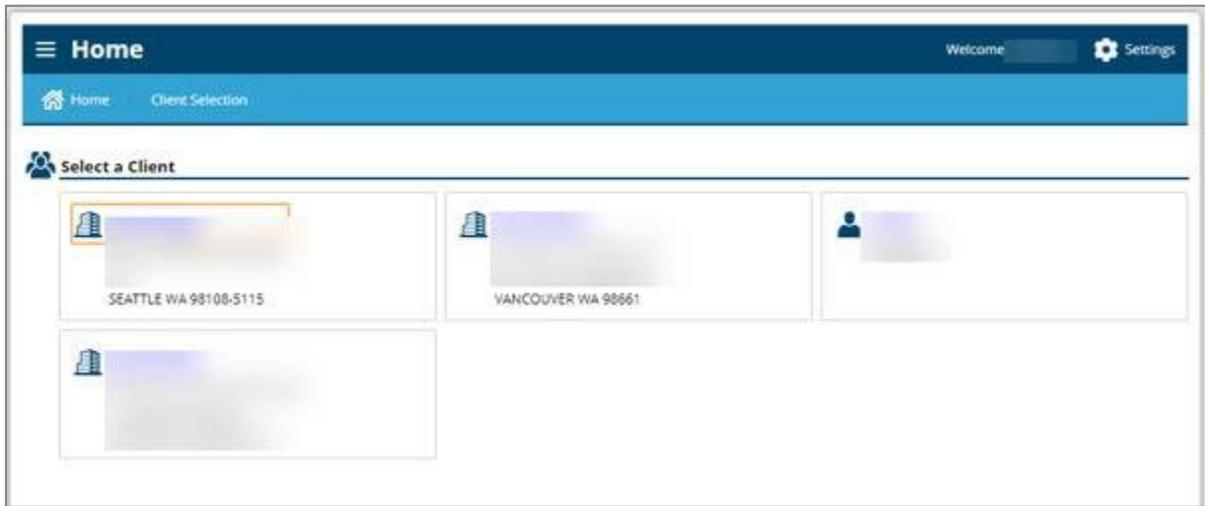
- Pay taxes
- Submit wage reports

[SIDES eResponse](#)

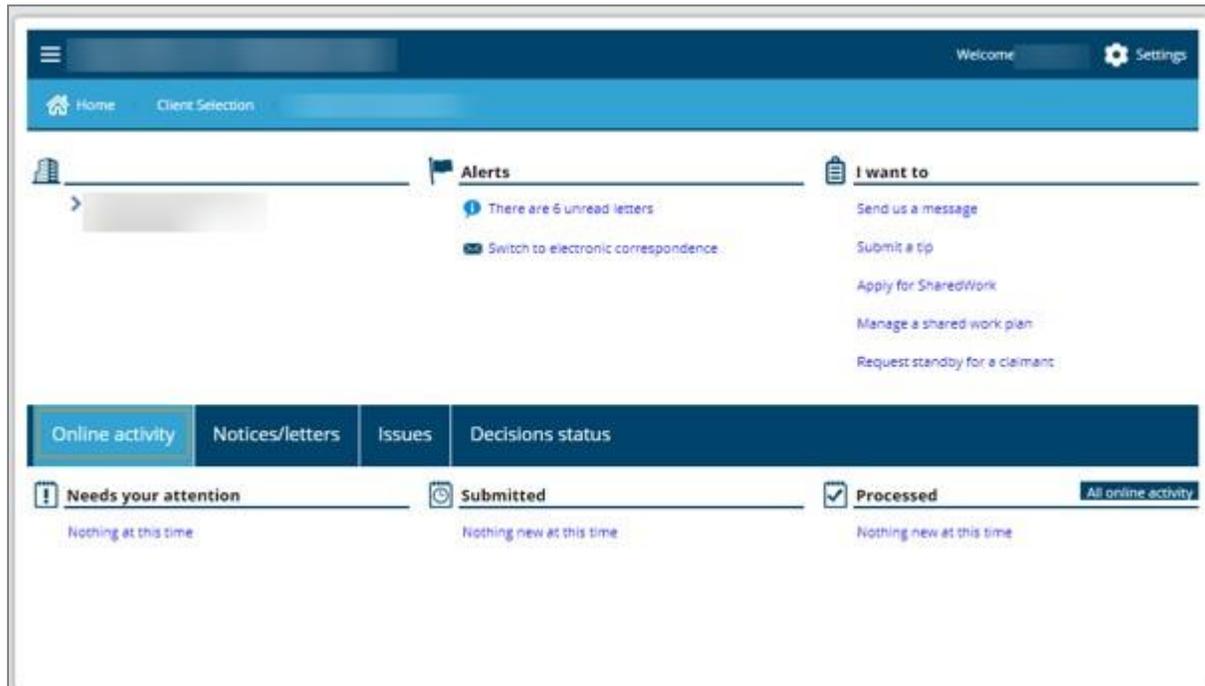
- If you are already signed up for eServices, you do not have to sign up for SIDES eResponse.
- eResponse is limited to responding to separations (quit, fired, laid off, suspended) only. You cannot manage any other account information.
- If you sign up for SIDES eResponse, you will no longer get job separation documents via eServices or US postal mail.

The screenshot displays the 'Employer eServices' dashboard. At the top, there is a navigation bar with a hamburger menu, the text 'Employer eServices', a 'Welcome' message, and a 'Settings' gear icon. Below this is a 'Home' button. The main content area is divided into three sections: 'Alerts', 'I want to', and a client selection grid. The 'Alerts' section contains three items: 'There are 10 unread messages', 'There are 102 unread letters', and 'Switch to electronic correspondence'. The 'I want to' section contains two items: 'Send us a message' and 'Apply for SharedWork'. Below these sections are three tabs: 'Clients', 'Online activity', and 'Notices/letters'. The 'Clients' tab is active, showing a 'Select a Client' section with a grid of client cards. The visible cards are for 'SEATTLE WA 98108-5115', 'VANCOUVER WA 98661', and 'WEB JOIST'. A fourth card for 'CHEHALIS WA 98532-8714' is partially visible at the bottom left.

If you are an employer representative of several businesses, you will see all your clients displayed on the employer home screen. If you are an employer acting on your own behalf, you will see only your business displayed. Select *Apply for SharedWork* under *I want to*. Select the client for whom you want to apply.



On your client's home page, again select *Apply for SharedWork* under *I want to*.



Enter all pertinent information about the employer.

The screenshot shows the 'Register for Shared Work' web application. The top navigation bar includes a hamburger menu, the title 'Register for Shared Work', a 'Welcome' message, and a 'Settings' gear icon. Below the navigation bar, there are three tabs: 'Home', 'Client Selection', and 'Register for Shared Work'. The main content area is titled 'Shared Work Employer Registration' and has a sub-section 'Registration'. On the left, there are two sub-sections: 'Registration' (highlighted) and 'Employer Information'. The 'Employer Information' section contains the following fields: 'Employment Security Department Number' (with a 'Required' label), 'Business Name', 'Mailing Address' (with a 'Check address' checkbox), 'Street', 'Street2', 'UnitType', 'Unit #', 'City', 'WASHINGTON' (state dropdown), 'Zip', 'County', and 'Attention'. At the bottom of the form, there is a question: 'Do you have a physical address that is different than your mailing address?' with 'Yes' and 'No' buttons. Navigation buttons at the bottom include 'Cancel', 'Previous', and 'Next'.

Choose a company representative who will be a liaison between the company employees and the SharedWork Unit for everything related to the company's SharedWork plan. Enter information about that person on the screen below. You also may name an additional representative.

The screenshot shows the 'Register for Shared Work' web application. The top navigation bar includes a hamburger menu, the title 'Register for Shared Work', a 'Welcome' message, and a 'Settings' gear icon. Below the navigation bar, there are three tabs: 'Home', 'Client Selection', and 'Register for Shared Work'. The main content area is titled 'Shared Work Employer Registration' and has a sub-section 'Registration'. On the left, there are two sub-sections: 'Registration' (highlighted) and 'Employer Representative Information'. The 'Employer Representative Information' section contains the following fields: 'Name' (filled with 'PETE MOSS'), 'Job Title' (filled with 'HR MANAGER'), 'Email' (filled with 'PETE@MOSS.COM'), 'Phone' (with a 'Work phone' dropdown, area code '509', and number '123-5654'), and 'Fax' (with 'Area Code' and 'Fax Number' dropdowns). At the bottom of the form, there is a question: 'Would you like to provide an alternate employer representative?' with 'Yes' and 'No' buttons. Navigation buttons at the bottom include 'Cancel', 'Previous', and 'Next'.

“Sign” your name on this screen and indicate your role with the company.

Register for Shared Work Welcome Settings

Home Client Selection Register for Shared Work

Shared Work Employer Registration

Registration

- Employer Information
- Employer Representative Information
- Additional Information
- Signature**

Registration

Signature

By your signature, you are certifying the following:

- You have a minimum of at least two permanent employees who are enrolled in the Shared-Work plan.
- Affected employees were hired on a permanent basis.
- Health benefits will continue to be provided under the same terms and conditions as when affected employee worked for his/her usual weekly hours, unless benefits changed for all your employees.
- Retirement benefits under a defined benefit plan or contributions under a defined contribution plan will be provided under the same terms and conditions as when the affected employee worked his/her usual weekly hours, unless retirement benefits changed for all your employees.
- Paid vacation, holidays, and sick leave continue to be provided under the same terms and conditions as when affected employee worked his/ her usual weekly hours of work.
- You agree to furnish all reports and information necessary for proper administration of your Shared-Work.
- Your participation is consistent with your obligations under federal and state law.
- If there are any changes to the information in this plan application or the plan participation list, you will notify Shared-Work program staff immediately.
- Each employee's reduction in work hours is in lieu of layoffs that would have resulted if not using Shared Work.

By signing below, I, certify that I am authorized to sign this document on behalf of the business, and all information provided on this application is true and correct.

Employer Signature

Required Required Date

CEO
CFO
Corporate Officer
General Manager
HR Manager
Owner
Payroll Manager
Proprietor

Cancel Previous Next

This screen confirms you finished the first part of the application. The next part requires you to add employees to your plan. To add employees follow instructions below:

Confirmation Welcome Settings

Home Client Selection Apply for SharedWork Confirmation

Confirmation

Thank you for submitting your employer information. You're almost done! Finish your SharedWork application by adding employees. Complete this step now or later, but we need your employee list to process your application.

To Add Employees:

1. Return to the *Home* page
2. Select *Manage a SharedWork plan*
3. Find your desired SharedWork plan and select *update list*
4. Select the *Add or view employees* button

Home

Home page - Select Manage a SharedWork Plan

Home page interface showing navigation and alerts. The main content area includes:

- Alerts:** There are no alerts.
- I want to:**
 - Send us a message
 - Submit a tip
 - Apply for SharedWork
 - Manage a SharedWork plan
 - Request standby for a claimant
- Navigation tabs:** Online activity, Notices/letters, Issues, Decisions status.
- Status indicators:** Needs your attention, Submitted, Processed, All online activity.

Select Update list

SharedWork plan page showing a table of plans:

Address	Filed date	Approved date	Denied date	Plan start date	Plan end date	Update employees	Update unions
[Redacted]	Jun 4 2020					Update list	Update union
[Redacted]	Jun 4 2020					Update list	Update union

Select Add or view employees

Manage SharedWork employee list page. The main content area includes:

SharedWork Employee List

Per WAC 192-250-045 -- Who is not eligible for participation in the SharedWork program?

- The following employees are not eligible for participation in the SharedWork program:
 - Employees paid on any basis other than hourly wage. This includes, but is not limited to, employees paid on a piece rate, mileage rate, job rate, salary, or commission basis. The commissioner may waive this provision for employees paid as listed above if an hourly rate of pay can be established, except that salaried employees may participate only if they are eligible for paid overtime.
 - Officers of the corporation that is applying for participation.
 - Seasonal employees during the off season.

How do you want to manage your employees?

[Add or view employees](#) [Remove employees](#)

[Import](#) [Submit](#) [Cancel](#)

Type employee information into cells or select download compatible Import form, complete save and Import. When finished select Submit

☰ **Manage SharedWork employee list**
Welcome, ⚙️ Settings

🏠 Home > Client Selection > > SharedWork plan > Manage SharedWork employee list

SharedWork Employee List

Per WAC 192-250-045 -- Who is not eligible for participation in the SharedWork program?

1. The following employees are not eligible for participation in the SharedWork program:
 - a. Employees paid on any basis other than hourly wage. This includes, but is not limited to, employees paid on a piece rate, mileage rate, job rate, salary, or commission basis. The commissioner may waive this provision for employees paid as listed above if an hourly rate of pay can be established, except that salaried employees may participate only if they are eligible for paid overtime.
 - b. Officers of the corporation that is applying for participation.
 - c. Seasonal employees during the off season.

How do you want to manage your employees?

Add or view employees
Remove employees

⚠️ If this information is incorrect please contact SharedWork at 800.752.2500.

Enter each employee by typing in boxes below or import employee list from your computer Filter

First Name	Last Name	SSN	Date of Hire	Usual Weekly Hours Before Plan	Hourly Pay Rate	Associated Union	Approved
							<input type="checkbox"/>

Download compatible Import form

Import
Submit
Cancel

Confirmation

☰ **Confirmation**
Welcome, ⚙️ Settings

🏠 Home > Client Selection > > SharedWork plan > Manage SharedWork employee list > Confirmation

Confirmation

We received your submission. We will contact you if we need more information.

Home