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.

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.
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.

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

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

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:
Home page - Select Manage a Shared Work Plan

Select Update list

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

![Manage SharedWork employee list](image)

Per WAC 182-250-045 – 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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>SSN</th>
<th>Date of Hire</th>
<th>Usual Weekly Hours Before Plan</th>
<th>Hourly Pay Rate</th>
<th>Associated Union</th>
<th>Approved</th>
</tr>
</thead>
</table>

[Download compatible Import form]

![Confirmation](image)

Confirmation

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

[Home]