

## Differences between UIWebTax and “New EAMS”

The New EAMS system is intended to improve security, data integrity, and the user experience compared to UIWebTax. While we want to make the transition as easy as possible, there are numerous differences, large and small, between the process of filing quarterly Unemployment Insurance Reports using UIWebTax and EAMS.

### 1. Logging In

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The biggest change between UIWebTax and New EAMS is that you must use your **Secure Access Washington (SAW) account**—or create and use a new account if you do not already have one—in order to log into New EAMS. This new step protects the integrity of Employment Security data submitted by all employers—including yours! Please note that in order to differentiate this new product from the earlier EAMS, which is still used by many employers, New EAMS is labeled **My Unemployment Insurance Tax (new EAMS singles)**.

### 2. Selecting a Business

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When using New EAMS you will create an association to each of the employers for whom you are filing quarterly Unemployment Insurance Reports. You can then easily select those associated employers when working on filings in the future. That means that it will no longer be necessary for you to enter the employer’s ESD Number (formerly called the Employment Services [ES] Reference ID), Federal Employer Identification Number (FEIN), and Universal Business Identifier (UBI) each session, and if you are associated with more than one employer, you can easily work with all of them in a single session.

To support future employers, the ESD Number format has changed from nine digits to twelve. You’ll need to add three leading zeros to your nine-digit ESD Number to conform to the new 12-digit standard (e.g., '000-123456-78-9').

### 3. Selecting a Quarter

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UIWebTax always presents the most recent quarter as the default selection for filing, and an option for selecting any quarter from this and the prior year that hasn’t yet been filed. New EAMS skips right to a table showing the status of the last twelve quarters. You can select from this table any quarter that you are permitted to update or create.

In UIWebTax, if you have already begun but not yet filed a quarter, then once the System times out you’ll have to start the filing again. If you do not complete a filing in New EAMS, the record will be automatically saved, and you can reopen it and pick up where you left off.

## 4. Importing a File

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The format for import files has been substantially updated for New EAMS. Where the import file used by UIWebTax has four columns—for Social Security Number (SSN), Name, Hours, and Wages—the import file used by EAMS divides employees' names into different columns: in all, the columns are as follows: SSN, Last Name, First Name, Middle (Initial or Name), Suffix, Hours, and Wages. Of these, the Last Name, First Name, Hours and Wages field are all required, while the SSN, Middle and Suffix fields are optional. If you don't include the SSN, you'll receive a warning but will be able continue with your filing.

New EAMS no longer accepts imports formatted as ASCII-delimited or Washington State wage files.

## 5. Validating Wage Records

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The validations that check data integrity have been refined in New EAMS to ensure that the data you've entered is correct and won't cause your filing to fail later in the process. A full list of New EAMS validations can be found in the **New EAMS Data Validations** document.

## 6. Preparer Information

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In UIWebTax, you are required to enter information about yourself each time you submit a new quarter, so that we can contact you if there are issues with your filing. In New EAMS, it is necessary to do so only once, when you first create your account. In New EAMS you are not presented with the Preparer Information screen, but you can always view and update your information by navigating to the **Available Services > Administrative > My User Profile** screen.

## 7. Behind the Scenes

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New EAMS supports near-real-time file processing, provides improved error reporting, and supports automated filing. It implements tools that enable the Employment Security Department to better understand how the site is being used to ensure that it meets customer needs.