



**Employment Security Department**  
WASHINGTON STATE

## **New EAMS User's Guide**

Version 1.9

February 1, 2022

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## 1. Create a SAW account to access New EAMS

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The Employment Security Department (ESD) cooperates with SecureAccess Washington (SAW) to provide a login mechanism and security for New EAMS. If you use SAW to access other Washington state government websites, then you can use your existing account to log into New EAMS, and you can skip to the next section of this user guide. If you haven't used SAW before, then you will need to create a SAW account using the following process.


Prerequisites for this process:

- You have an email address
- You have internet access

1. Enter the following address into your browser: <https://secureaccess.wa.gov>. The **SAW Welcome** screen opens.



2. Click 'Sign Up!' if you haven't already created a SAW account. The SAW **Sign Up!** screen opens.



### Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

**Personal Information**

First Name

Last Name

Primary Email

**Contact Information For Security (Optional)**

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.


**Username and Password**

Username

**Password Requirements**  
Add at least 10 more characters  
Add a special character or a lower case letter or an uppercase letter or a number


Password

Confirm Password

☐ I'm not a robot 

[Privacy Policy](#) [Create my account](#)

3. Enter your **First Name**, **Last Name**, **Email**, **User Name**, **Password**, and **Confirm Password**, then click the 'I'm not a robot' Captcha control. Click 'Submit'. SAW sends a confirmation to your email address and the SAW **Check Your Email** screen opens.



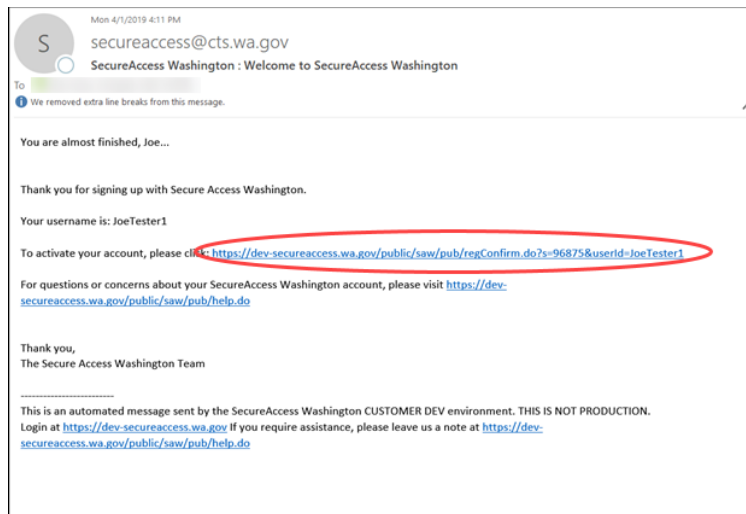
## SIGN UP! x

Not sure if you already have an account? [CHECK NOW](#)

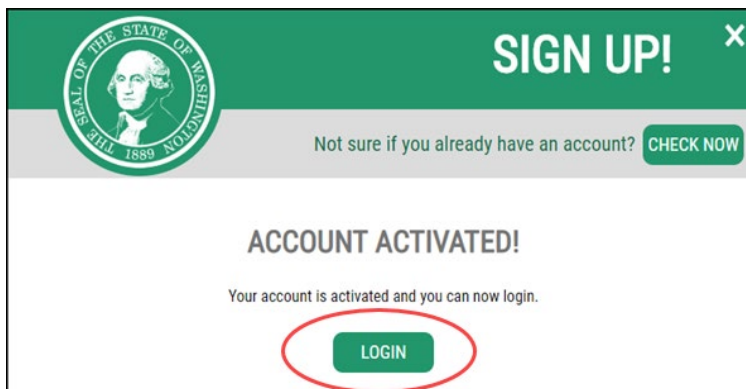
### CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

4. Click on the 'To activate your account' link in the email you received. The SAW **Account Activated!** screen opens.



5. Click on the 'Login' button on the **Account Activated!** screen. The **SAW/ESD Login** screen opens.



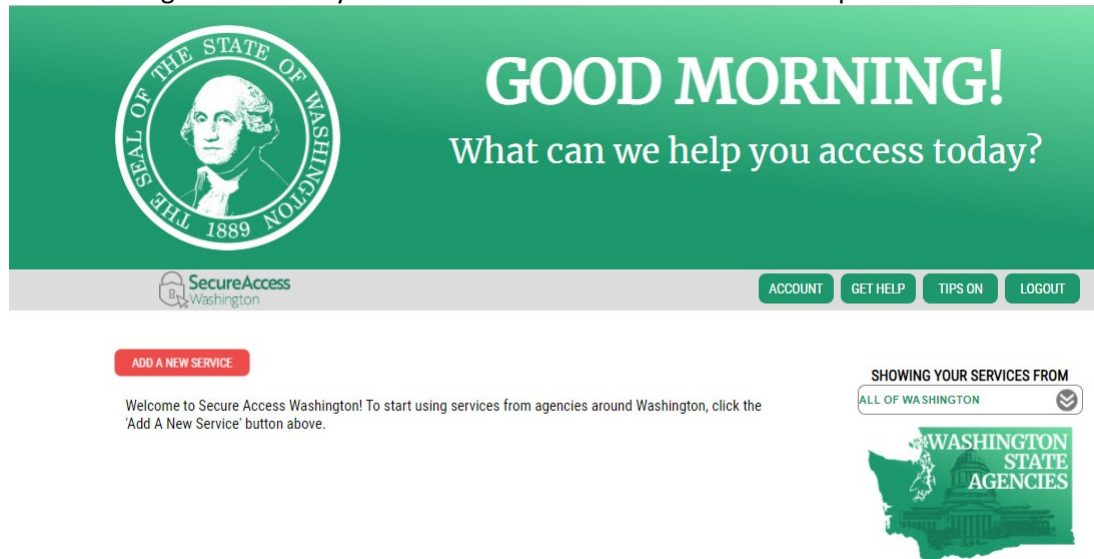
## 2. Add New EAMS as a Service to Your SAW Environment

SAW provides access to many Washington state government websites that your business may interact with. Each is accessible to you as a “service” to which you request access. Once you have a service associated with your SAW account, you need only click on its link to access the service from SAW.

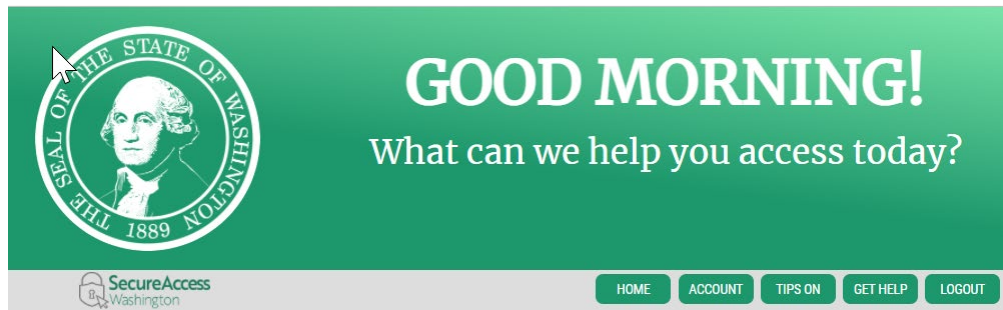
Prerequisites for this process:

- You have internet access
- You have created a SAW account

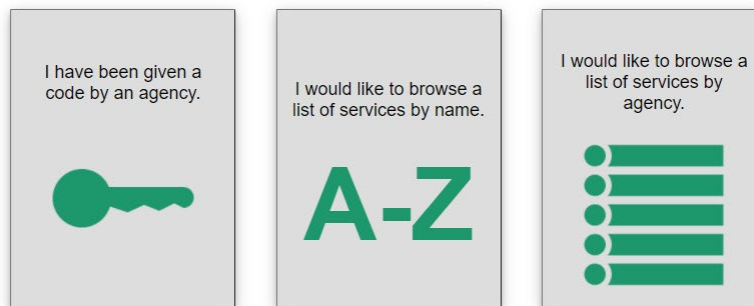
1. Enter the following address into your browser:. The **SAW Services** screen opens.



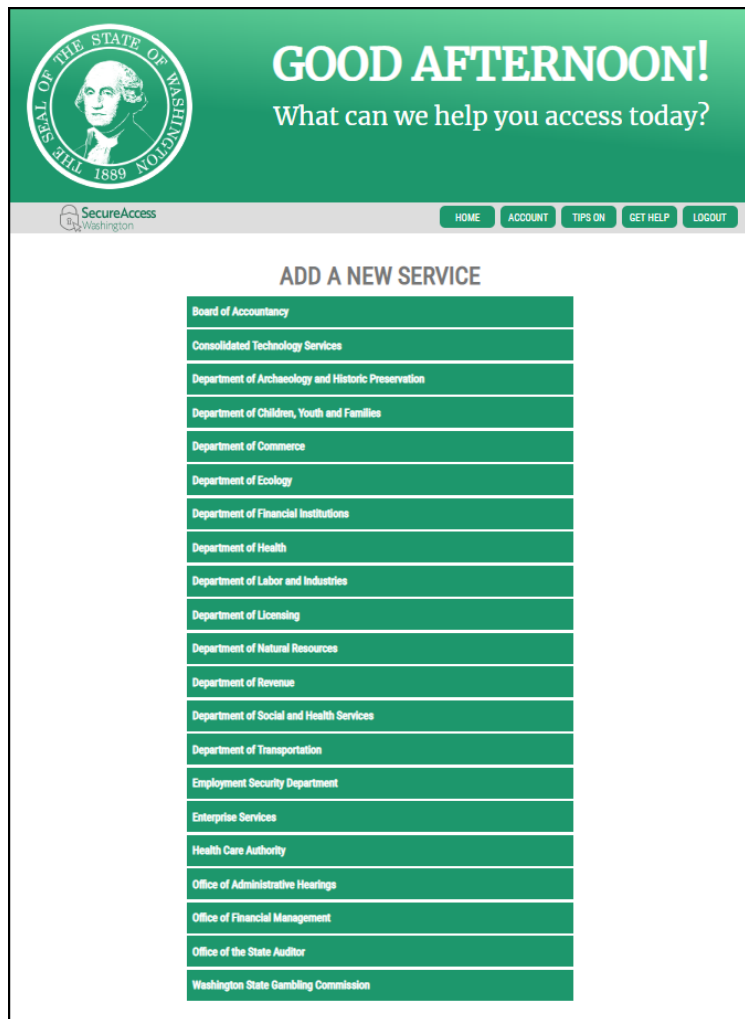
2. Click the ‘Add a New Service’ button. The **Add a New Service** screen opens.



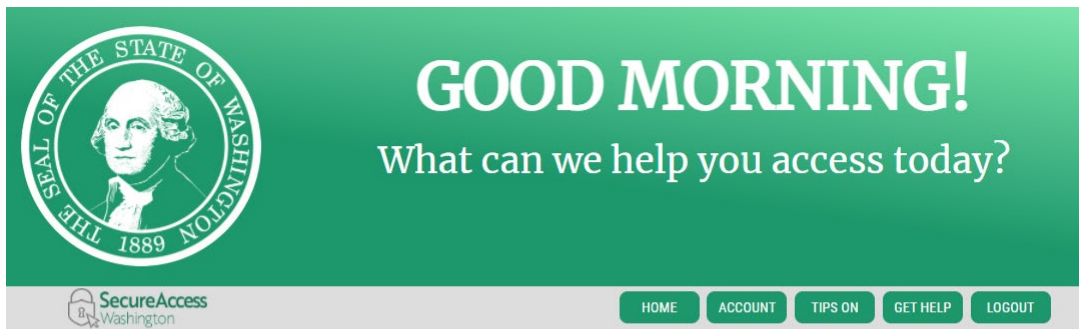
### ADD A NEW SERVICE



3. Click the 'I would like to browse a list of services' button. An **Add a New Service** list displays.



4. Click the 'Employment Security Department' link. The **Services from ESD** screen opens.



## SERVICES FROM ESD



### EMPLOYER ACCOUNT MANAGEMENT SERVICES (EAMS)

[APPLY](#)

File your unemployment taxes and manage your state unemployment tax account all in one place with EAMS

### MY UNEMPLOYMENT INSURANCE TAX (NEW EAMS SINGLES)

[APPLY](#)

File your unemployment taxes and manage your state unemployment tax account all in one place.

### PAID FAMILY AND MEDICAL LEAVE (PFML)

[APPLY](#)

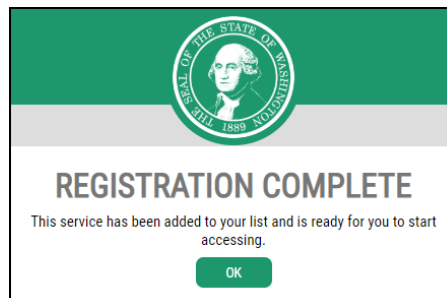
Paid Family Medical Leave Program access for employees and employers

### WORKSOURCEWA

[APPLY](#)


Search Washington jobs and talent on the state's premiere employment website. You'll also find career-planning tools, training information, economic data, business resources and more.

- Click the 'Apply' button located in the **MY UNEMPLOYMENT INSURANCE TAX (NEW EAMS SINGLES)** segment. Your application is processed and approved. The Registration Complete screen opens. You'll also receive an email from [secureaccess@cts.wa.gov](mailto:secureaccess@cts.wa.gov) noting that your access is approved.




- Click the 'OK' button on the Registration Complete screen. The **SAW Services** screen reopens, now displaying the **MY UNEMPLOYMENT INSURANCE TAX (NEW EAMS SINGLES)** link.





# GOOD MORNING!

What can we help you access today?



[ACCOUNT](#) [GET HELP](#) [TIPS ON](#) [LOGOUT](#)

ADD A NEW SERVICE

My Unemployment Insurance Tax (new EAMS singles) provided by Employment Security Department

Access Now

*File your unemployment taxes and manage your state unemployment tax account all in one place.*

[Contact TWP help desk](#) [Remove from my list](#)

SHOWING YOUR SERVICES FROM

ALL OF WASHINGTON



### 3. Log in to New EAMS via SAW

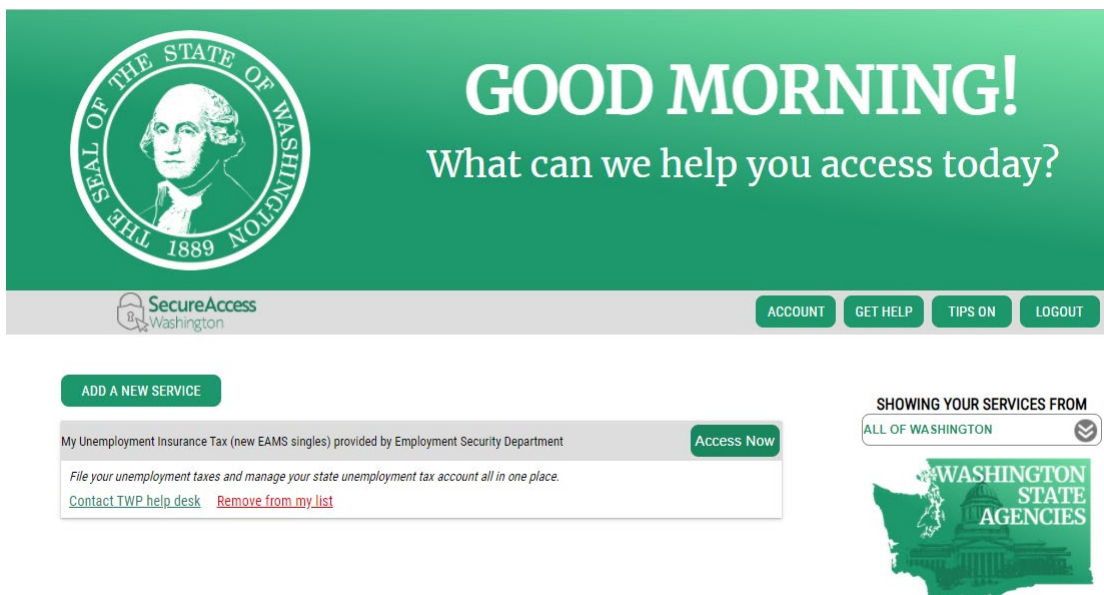
Once you've set up your SAW Account and added New EAMS as a service, you'll login to New EAMS by starting with this process.

Prerequisites for this process:

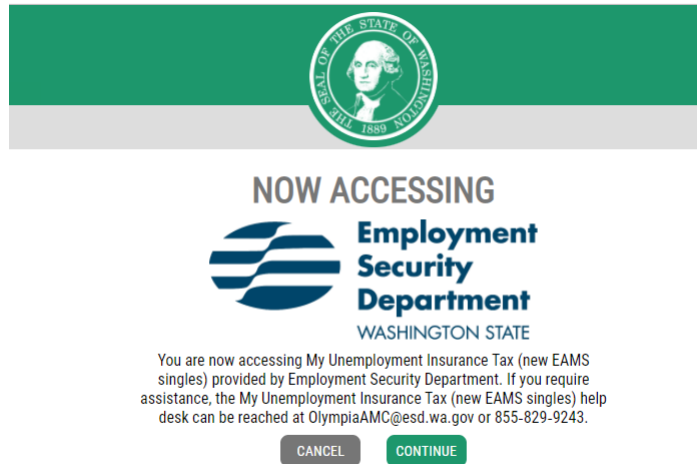
- You have internet access
  - You have a SAW account
  - You have added New EAMS as a service to SAW
1. Enter the following address in the address bar of your browser: <https://secureaccess.wa.gov>. The SAW **Welcome** screen opens.

The screenshot shows the 'WELCOME to your login for Washington state.' page. It features the Seal of the State of Washington (1889) on the left. The main content area has a 'LOGIN' section with fields for 'USERNAME' and 'PASSWORD', a 'SUBMIT' button, and links for 'Forgot your username?' and 'Forgot your password?'. To the right, it says 'ON BEHALF OF WASHINGTON STATE AGENCIES' with a graphic of the state capitol building. The top navigation bar includes 'SIGN UP', 'GET HELP', and 'TIPS ON'.

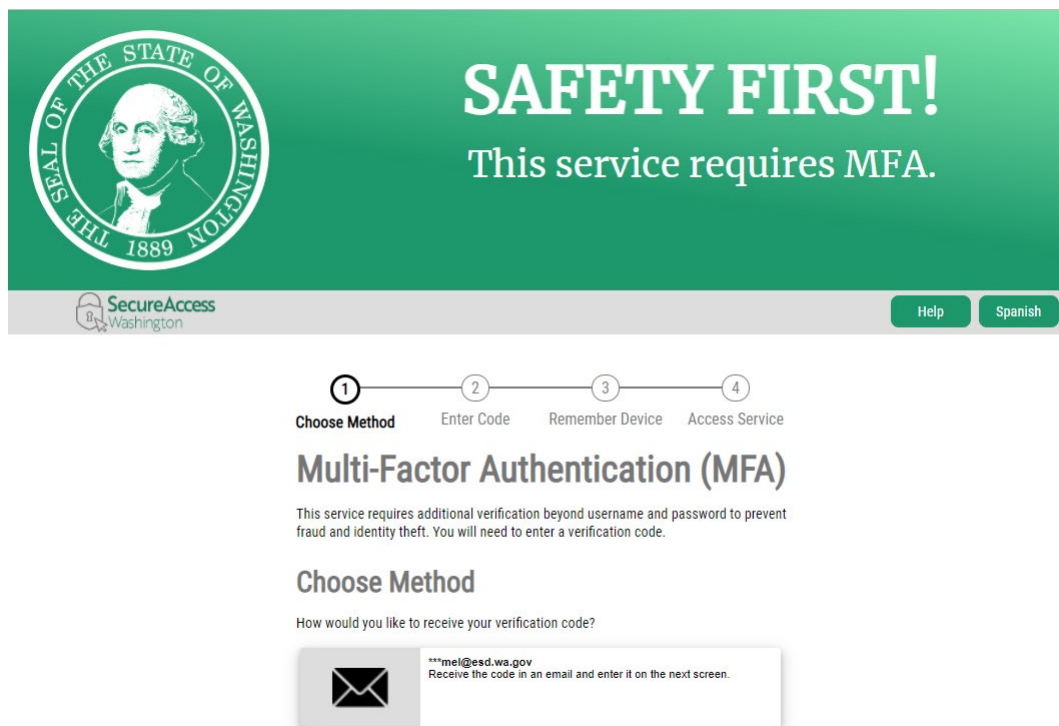
2. Enter your **User Name** and **Password** if those fields aren't already prepopulated, then click 'Submit'. (Note: In some cases, this step is skipped.) The **SAW Services** screen opens.

The screenshot shows the 'GOOD MORNING! What can we help you access today?' page. It features the Seal of the State of Washington (1889) on the left. The main content area has a 'SHOWING YOUR SERVICES FROM ALL OF WASHINGTON' dropdown menu. Below this, there is a list of services, including 'My Unemployment Insurance Tax (new EAMS singles) provided by Employment Security Department' with an 'Access Now' button. The bottom navigation bar includes 'ACCOUNT', 'GET HELP', 'TIPS ON', and 'LOGOUT'.

- Click on the **My Unemployment Insurance Tax (new EAMS singles)** Access Now link. A transition screen displays.



- Click on the **Continue** button. Multi-Factor Authentication (MFA) screen opens.



- Click on email link to receive verification code and enter code and submit

## SAW MFA Code



help@secureaccess.wa.gov

To  

External Email

Authentication code

Código de autorización multifactorial

4809- **123456**



# SAFETY FIRST!

This service requires MFA.

[Help](#)[Spanish](#)

1 2 3 4  
Choose Method **Enter Code** Remember Device Access Service

## Multi-Factor Authentication (MFA)

### Enter Code

Please enter the code sent to \*\*\*mel@esd.wa.gov

4809:

[Resend Code](#)

[Choose another method](#)



# SAFETY FIRST!

This service requires MFA.

[Help](#)[Spanish](#)

## Multi-Factor Authentication (MFA)

### Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

☐ Yes, remember my device

[Submit](#)

## 4. Set up your ESS profile

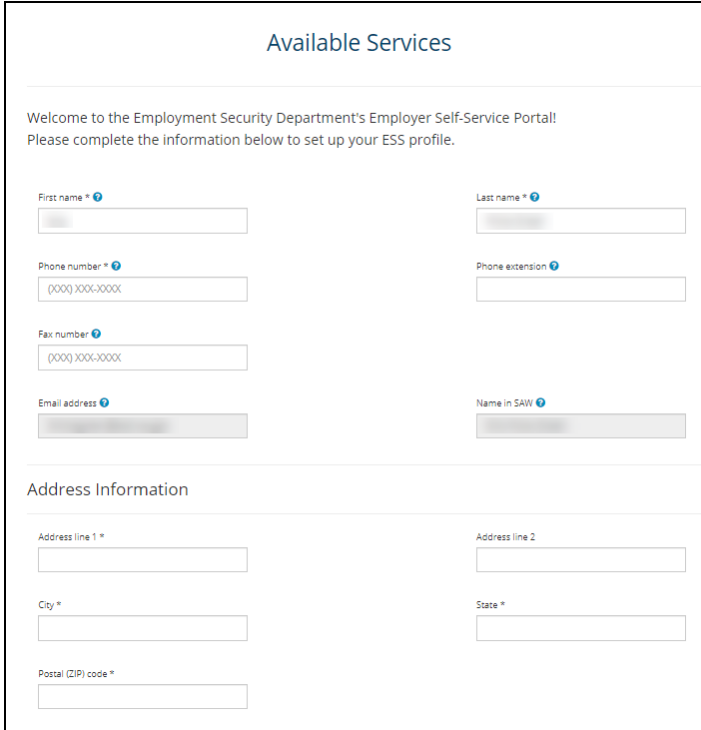
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You will be required to enter basic information about yourself the first time that you access New EAMS. This information is saved in the system so that it is no longer necessary to add it each time you submit a filing.

If you ever need to return to this page to make updates, you can do so by opening New EAMS to the Available Services screen and selecting 'My user profile' from the Administrative menu.

Prerequisites for this process:

- You have accessed New EAMS for the first time via SAW. The **Available Services > ESS Profile** screen opens.



The screenshot shows the 'Available Services' page with a header and a welcome message. Below the message is a form for setting up an ESS profile. The form is divided into two main sections: 'Personal Information' and 'Address Information'. The 'Personal Information' section includes fields for First name, Last name, Phone number, Phone extension, Fax number, Email address, and Name in SAW. The 'Address Information' section includes fields for Address line 1, Address line 2, City, State, and Postal (ZIP) code. All fields are currently empty except for the 'Name in SAW' field which contains a blurred name.

1. Review the identifying information already displayed, which is imported from SAW. If any information is incorrect, return to SAW to update it.
2. Enter information about yourself in the empty fields.
3. Click 'Create'. The system performs validation. If any fields are missing properly formatted information, an error message is displayed. (If this event, make corrections as necessary and click 'Create' again.) The **Terms of Use** screen opens.

**Terms of Use**

Our records indicate that you have not accepted the terms of use for the Employer Account Management Services. In order to use this site, you must read and accept these terms by clicking the **Agree** button at the bottom of the page.

**TERMS OF USE**

This document (hereinafter referred to as the "Agreement") is a legal contract between you and the Washington State Employment Security Department (hereinafter referred to as "ESD"). This Agreement governs your use of ESD's online application called Employer Account Management Service (hereinafter referred to as "EAMS"). Access to this service is free of charge. To access EAMS, you must agree with all of the following "Terms of Use" clauses.

**MODIFICATIONS**

ESD may from time to time modify this Agreement and post a copy of the amended Agreement at EAMS. By signing on to EAMS, you are subject to the most recent terms and conditions as modified. If you do not agree to (or cannot comply with) the Agreement as amended, your only remedy is to stop using EAMS and disable your account. Disabling your account will also disable any subaccounts you have created.

**ACCESS SECURITY**

Your user ID and password will be issued to you exclusively for enabling you to conduct business functions with ESD on behalf of all accounts for which you are authorized. You will keep your password confidential and will not allow anyone else, including co-workers, to use it for any reason. You will immediately report to ESD any information that would lead a reasonable person to believe that someone other than you had obtained access to your password. You will disable your account if your job duties change such that account management for any business for which you are authorized is no longer part of your job responsibilities.

**AGE REQUIREMENT**

You must be at least 18 years of age to agree to and enter into this Agreement. If you are under 18, you must present this Agreement to your parent or legal guardian, and he or she must check the box below to agree to and enter into this Agreement on your behalf. By checking the box indicating your acceptance to this Agreement, you represent that you have read, understood and agree to be bound by this Agreement and you are at least 18 years old, either entering into this Agreement for yourself or entering on behalf of your child or a child in your legal care. If you are a parent or guardian entering this Agreement for the benefit of your child, please be aware that you are fully responsible for the use of EAMS, including all financial charges and legal liability that he or she may incur. If you do not agree to (or cannot comply with) any of these terms and conditions, do not check the acceptance box.

**DESCRIPTION OF SERVICE**

EAMS allows employers online access to their account information. The business owner or officer must initially apply and fill out and Authorization form prior to the business's employees obtaining authorization and access to the system. All users must complete the Authorization form. Available services are User Services (Edit My User Profile and Manage Other User Accounts), Business Account Services (View Account Activity and Check Tax Rates), Payment Services (Pay Taxes, Payment History/Cancel Payment and Print a Payment Coupon) and Quarterly Report Services (File Quarterly Report, Amend Quarterly Report, and Print Quarterly Report).

**AGREEMENT RIGHTS**

All rights not expressly granted to you in this Agreement are reserved to ESD.

**PENALTY WARNING**

Submitting a quarterly unemployment report with missing or invalid employee wage items may result in the employer being charged an incomplete report penalty. For further information regarding penalties, contact the Tax Accounting Unit at (800) 902-9856.

**OTHER USES OF YOUR DATA**

Per the Code of Federal Regulations (CFR) 20 CFR § 603.11, wage information and other information that you provide to ESD, including confidential unemployment benefit and employer wage data, may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual's eligibility for other government programs.

**INDEMNITY**

You agree to indemnify and hold harmless ESD, its employees, representatives, partners, affiliates, agents and the State of Washington from and against any and all claims, losses, demands, causes of action and judgments (including attorney fees and court costs) arising from or concerning your breach of this Agreement and your use of EAMS. ESD assumes no liability for data released by way of access to EAMS. You assume any risks from misuse of data and/or services accessed via EAMS.

**TERMINATION**

ESD may in its sole discretion terminate this Agreement or suspend your account at any time without notice to you in the event that you breach (or ESD reasonably suspects that you have breached) any provision of this Agreement. If ESD terminates this Agreement, or suspends your account for any of the reasons set forth in this paragraph, it shall have no liability or responsibility to you.

**LAW AND LEGAL NOTICES**

This Agreement, referred to herein, represents your entire agreement with ESD with respect to your use of EAMS. If any part of this Agreement is held invalid or unenforceable, the remaining portions shall remain in full force and effect. The laws of the State of Washington govern this Agreement and your use of EAMS. You expressly agree that the courts in the State of Washington have exclusive jurisdiction over any claim or dispute with ESD or relating in any way to your account or your use of EAMS.

**CANCELLATION**

You understand and agree that your cancellation of your EAMS account is your sole right and remedy with respect to any dispute with ESD.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@wsn.wa.gov](mailto:OlympiaAMC@wsn.wa.gov)

4. Read the Terms of Use.
5. (Optional) To print the Terms of Use, click 'Print'. The Terms of Use are printed.
6. If you agree to abide by the Terms of Use, click 'Agree'. The New EAMS **Available Services** screen opens.
7. If you do not agree to abide by the Terms of Use, click 'Do Not Agree'. A popup displays:

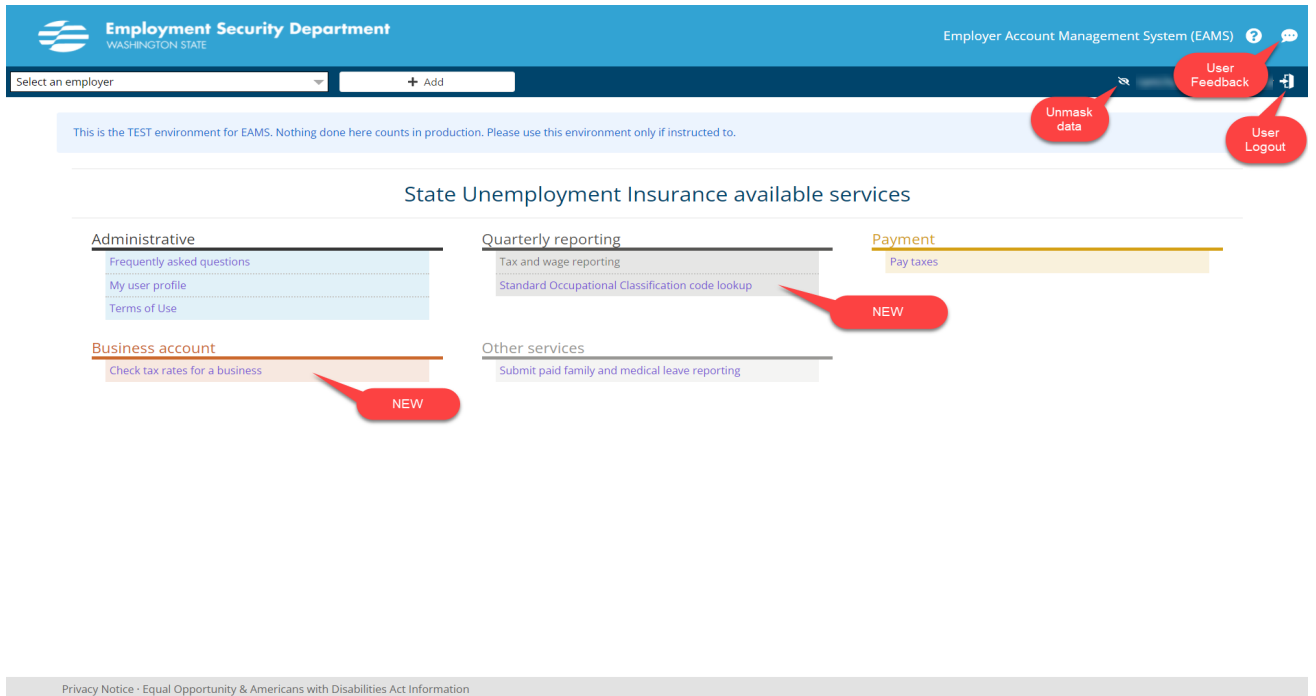
**Do not agree?**

To use the Employer Account Management Services (EAMS) System, you must agree to the Terms of Use.

Click the **Close** button to return to the Terms of Use screen or click the **Logout** button to exit the Employer Account Management Services system.

- a. If you continue not to agree, click 'Logout'. The system closes.
  - b. If you decide to agree, click 'Close'. The Terms of Use reopen. Click 'Agree'.
8. The New EAMS **State Unemployment Insurance Available Services** screen opens. This screen functions as

the EAMS home page.



The screenshot shows the EAMS home page with the following elements:

- Header:** Employment Security Department WASHINGTON STATE logo on the left, and "Employer Account Management System (EAMS)" with a help icon on the right.
- Navigation Bar:** A dark blue bar containing a "Select an employer" dropdown menu, an "+ Add" button, and a "User Feedback" button.
- Disclaimer:** A light blue banner stating: "This is the TEST environment for EAMS. Nothing done here counts in production. Please use this environment only if instructed to."
- Main Content Area:** Titled "State Unemployment Insurance available services", it features four columns of links:
  - Administrative:** Frequently asked questions, My user profile, Terms of Use.
  - Quarterly reporting:** Tax and wage reporting, Standard Occupational Classification code lookup.
  - Payment:** Pay taxes.
  - Business account:** Check tax rates for a business.
  - Other services:** Submit paid family and medical leave reporting.
- Callouts:** Red speech bubble callouts point to "Unmask data" (near the disclaimer), "User Feedback" (near the navigation bar), "User Logout" (near the navigation bar), and "NEW" buttons (one near "Standard Occupational Classification code lookup" and another near "Check tax rates for a business").
- Footer:** A grey bar containing the text: "Privacy Notice - Equal Opportunity & Americans with Disabilities Act Information".

## 5. Add an employer

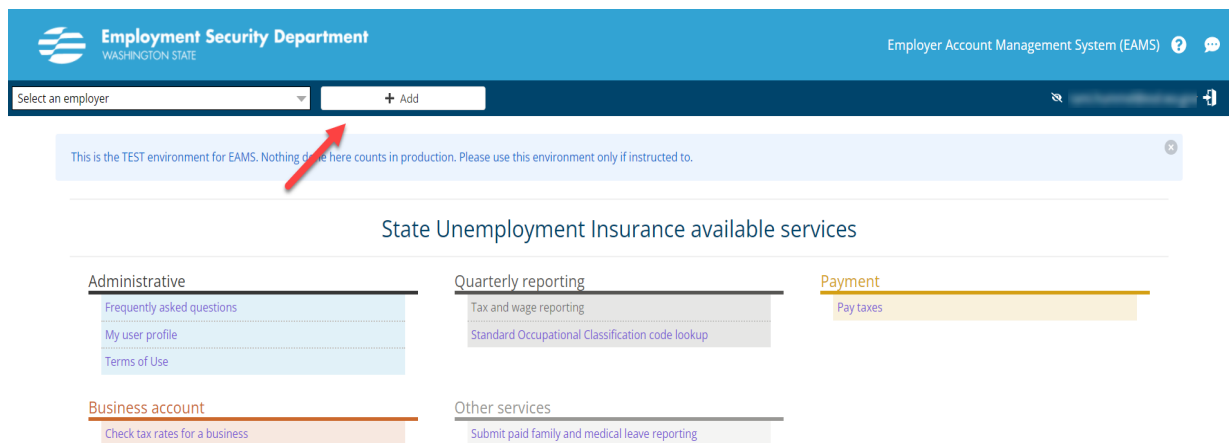
Before creating or submitting an unemployment quarterly report filing, you will need to associate an employer to your EAMS account, and then select that employer or another you entered previously. This process permits you to specify the employer you want associated to your account.

There is no limit to the number of employers that you can associate to your EAMS account. Once they are entered, you'll be able to use them any time you log into New EAMS, without having to reenter them.

Prerequisites for this process:

- You have logged into New EAMS
- You have navigated to the New EAMS **Available Services** screen
- The employer you want to add has been added to the ESD system of record and assigned a status of 'Active'

1. Click '+Add' at the top of the **Available Services** screen. The **Add a Business** screen opens.



2. Enter the 12-digit **Employment Security Department (ESD) number**, the **Employer Identification Number (EIN)**, and **Unified Business Identifier (UBI)** associated with the business you want to add. (If the ESD number you have is 9-digits long, add three zeros to its front.) Type only the numerals. Do not type the dashes.

### Enter business identification

---

Employment Security Department (ESD) Number

ESD Number !

Required: Enter the 12-digit Employment Security Department number of the business. Add three leading zeroes to your nine-digit ESD Number to conform to the new 12-digit standard (e.g. '000-123456-78-9')

Employer Identification Number (EIN)

EIN

Enter the Employer Identification Number (EIN) of the business.

Uniform Business Identifier (UBI)

UBI

Enter the Unified Business Identifier (UBI) of the business.

Close Next

3. Click 'Next'.
4. If all three identifiers you entered are incorrect (or if the employer's status is 'Pending' or 'Inactive'), then an error message displays that reads, "Invalid account number. This account number may not map to an existing business, or to a business with an Employment Security Department status of 'Pending' or 'Inactive'." You cannot continue with the process with the data as-is. If you think you have mistyped the values, you must return to Step 2, above, and re-enter each of the values.
5. If two of the three identifiers you entered are incorrect (or the **Employment Security Department (ESD) number** is incorrect), an error message displays that reads, "You must enter a valid Employment Security Department (ESD) Number and the Employer Identification Number (EIN) or a Unified Business Identifier (UBI) in order for our system to validate the employer." You cannot continue with the process with the data as-is. If you think you have mistyped the values, you must return to Step 2, above, and re-enter each of the values.
6. If the **Employer Identification Number (EIN)** or **Unified Business Identifier (UBI)** is incorrect, but the other identifiers are correct, **OR** all values are correct, the **Verify Business** screen opens, showing detailed information about the employer you selected.

### Verify business

Business info

Legal entity name	Payment method
Demo Account	Taxable
Doing business as name	Business structure
Demo Account	Corporation
Employment Security Department (ESD) number	Liability start date
000-288571-00-4	12/31/2019
Unified Business Identifier (UBI)	
-111-111	
Employer Identification Number (EIN)	
**-***1111	

Mailing address

\*\*\*\*\*

LACEY WA 98503-1079

Principal business location

\*\*\*\*\*

LACEY WA 98503-1079

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)  
Please use the [Business Change Form](#) to report changes to your business account information.

Close

Verified

- Click 'Verified' (even if the business displayed is not the one you intended; you can remove the association to it from your account in another process). The **Available Services** screen opens. The employer you associated to your account is displayed in the 'Select a Business' dropdown, meaning that it is "in context". Any actions you take from the **Available Services** screen in this session will be based on this employer, unless you select a different one.

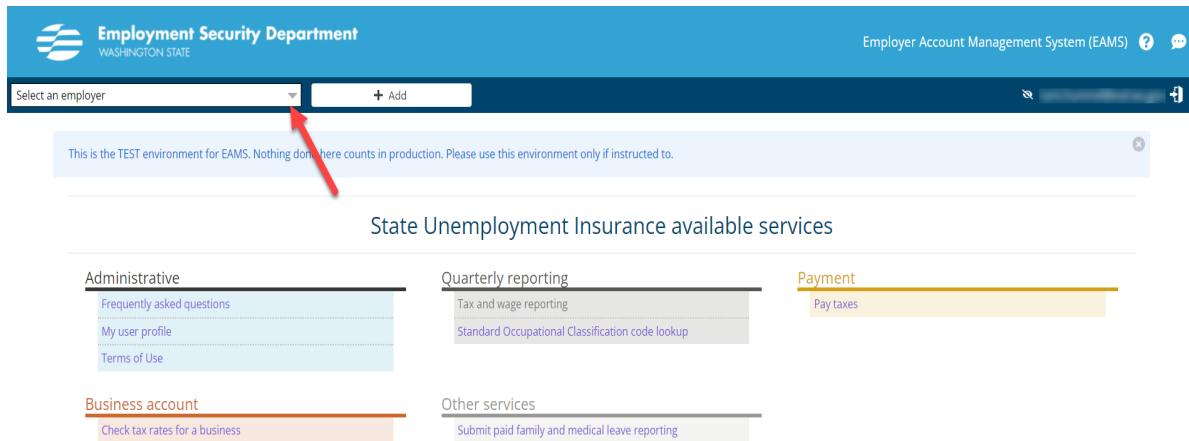
## 6. Select an employer

Before creating or submitting an unemployment quarterly report filing, you will need to associate an employer to your EAMS account, and then select that employer. This process permits you to select an employer that you have already associated to your account by completing the steps described in the ‘Add an Employer’ section of this user guide.

Until an employer is “brought into context”—indicated by the display of the employer’s name in the ‘Select an Employer’ field on the **Available Services** screen—you cannot create or resume an Unemployment Quarterly Report or Pay Taxes.

Prerequisites for this process:

- You have logged into New EAMS
  - You have navigated to the New EAMS **Available Services** screen
  - The employer you want to add exists in the ESD system of record and is assigned a status of ‘Active’
1. Click the ‘Select an Employer’ dropdown at the top of the **Available Services** screen. NOTE: If an employer is already in context, the ‘Select an Employer’ field shows that employer. If no employer is currently in context, the field displays the ‘Select an Employer’ label. The dropdown extends to display a list of all the employers associated with your EAMS account.



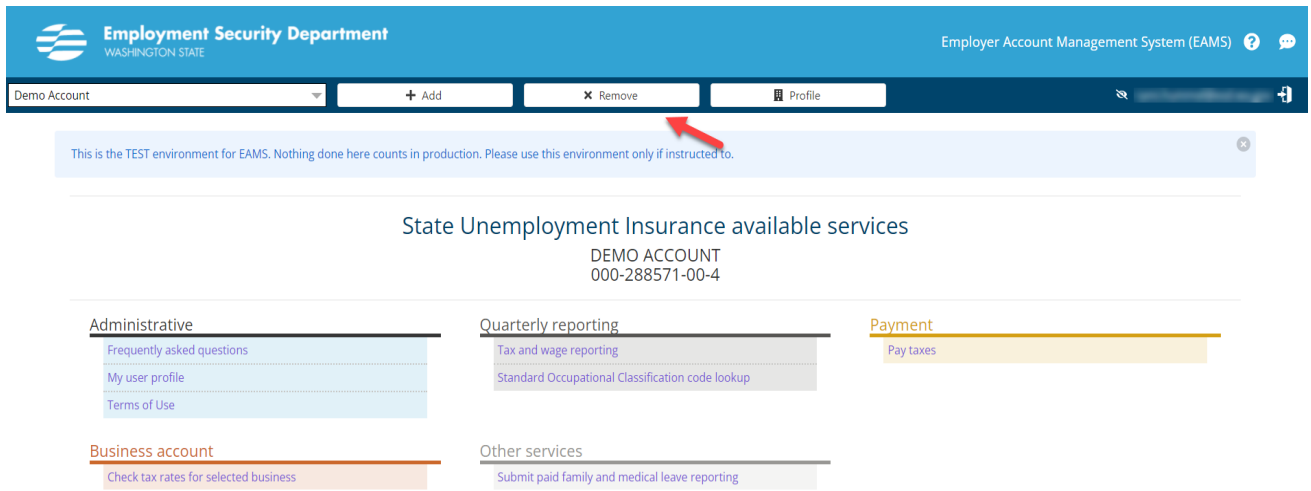
2. Click on the name of the employer you want brought into context. The dropdown closes and now displays the name of the employer you selected. Under the **Available Services** screen title, the employer’s **Legal Entity Name, Doing Business as Name** and **ESD Number** are displayed. ‘x Remove’ and ‘Business Profile’ buttons are now displayed.

## 7. Remove an employer from your account

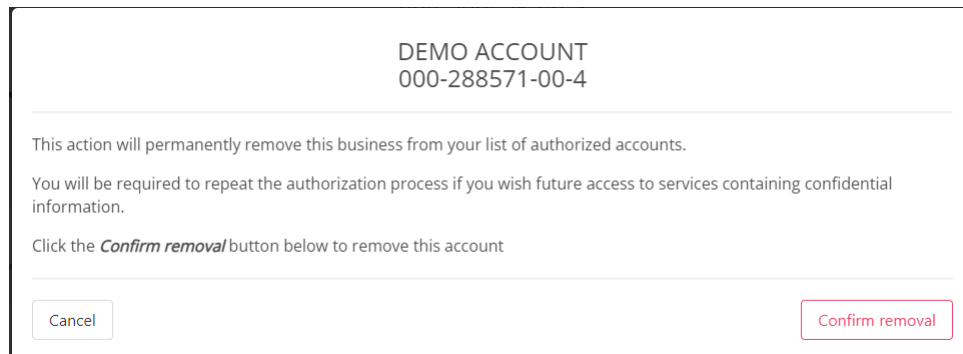
You can remove the association between your EAMS account and any employer if it was added in error or the association is no longer valid. Removing the employer does not affect the employer record in any way—it simply makes it impossible for you to select it again (unless you create a new association to it).

Prerequisites for this process:

- You have logged into New EAMS
  - You have navigated to the New EAMS **Available Services** screen
  - The employer is associated with your EAMS account
1. Click the 'Select an Employer' dropdown at the top of the **Available Services** screen and select the employer you want to remove. The dropdown closes and now displays the name of the employer you selected. Under the **Available Services** screen title, the employer's **Doing Business as Name** and **ESD Number** are displayed.



2. Click 'x Remove'. A warning message opens, which displays a message that reads, in part, "This action will permanently remove this business from your list of authorized accounts. You will be required to repeat the authorization process if you wish future access to services containing confidential information."



3. Click 'Confirm Removal'. The **Available Services** screen opens. The employer you selected no longer

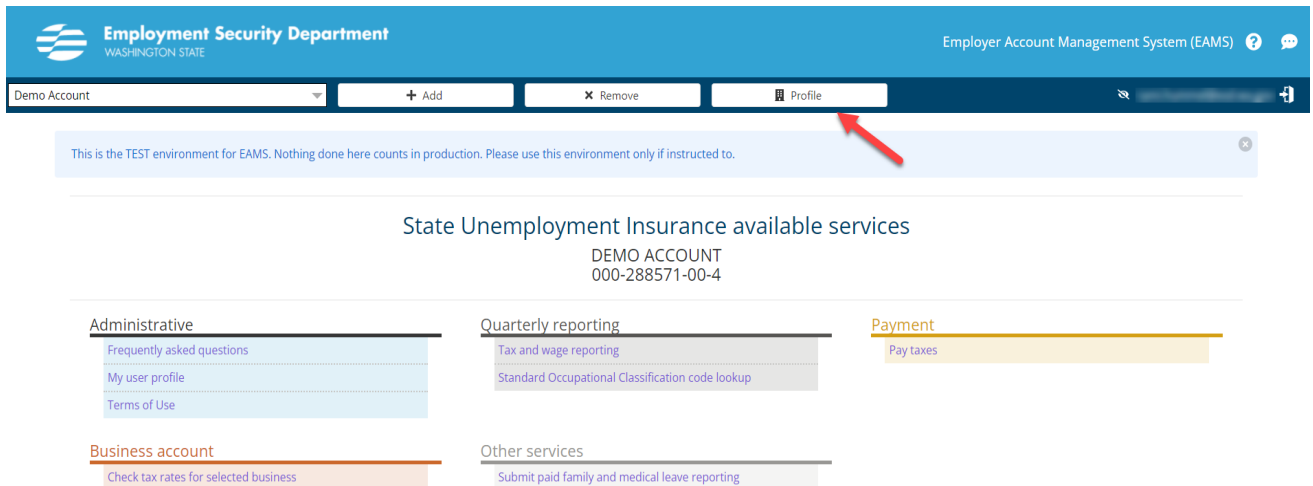
appears in the 'Select an employer' dropdown list.

## 8. View an employer's profile

You can view and print comprehensive information about the employers that are associated with your EAMS account, including addresses and tax rates. There's also a link at this location which you can use to report changes that should be made to the business profile.

Prerequisites for this process:

- You have logged into New EAMS
  - You have navigated to the New EAMS **Available Services** screen
  - The employer is associated with your New EAMS account
1. Click the 'Select an Employer' dropdown at the top of the **Available Services** screen and select the employer whose information you want to view or print. The dropdown closes and now displays the name of the employer you selected. Under the **Available Services** screen title, the employer's **Doing Business as Name** and **ESD Number** are displayed.
  2. Click 'Business profile'. The **Business Profile** screen opens in a secondary window.



**Employment Security Department**  
WASHINGTON STATE

Employer Account Management System (EAMS)

Demo Account + Add x Remove Profile

This is the TEST environment for EAMS. Nothing done here counts in production. Please use this environment only if instructed to.

### State Unemployment Insurance available services

DEMO ACCOUNT  
000-288571-00-4

Administrative	Quarterly reporting	Payment
Frequently asked questions	Tax and wage reporting	Pay taxes
My user profile	Standard Occupational Classification code lookup	
Terms of Use		

Business account	Other services
Check tax rates for selected business	Submit paid family and medical leave reporting

### Business profile

**Business info**

<b>Legal entity name</b> Demo Account	<b>Payment method</b> Taxable
<b>Doing business as name</b> Demo Account	<b>Business structure</b> Corporation
<b>Employment Security Department (ESD) number</b> 000-288571-00-4	<b>Liability start date</b> 1/1/2020
<b>Unified Business Identifier (UBI)</b> -111-111	
<b>Employer Identification Number (EIN)</b> **-***1111	

**Mailing address**  
\*\*\*\*\*  
LACEY WA 98503-1079

**Principal business location**  
\*\*\*\*\*  
LACEY WA 98503-1079

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)  
Please use the [Business Change Form](#) to report changes to your business account information.

Close

- To report changes that should be made to the business profile, click the link that's embedded in the sentence that reads, 'Please use the [Business Change Form](#) to report changes to your business account information'.
- To close the secondary window, click 'Close'.

## 9. View Frequently Asked Questions

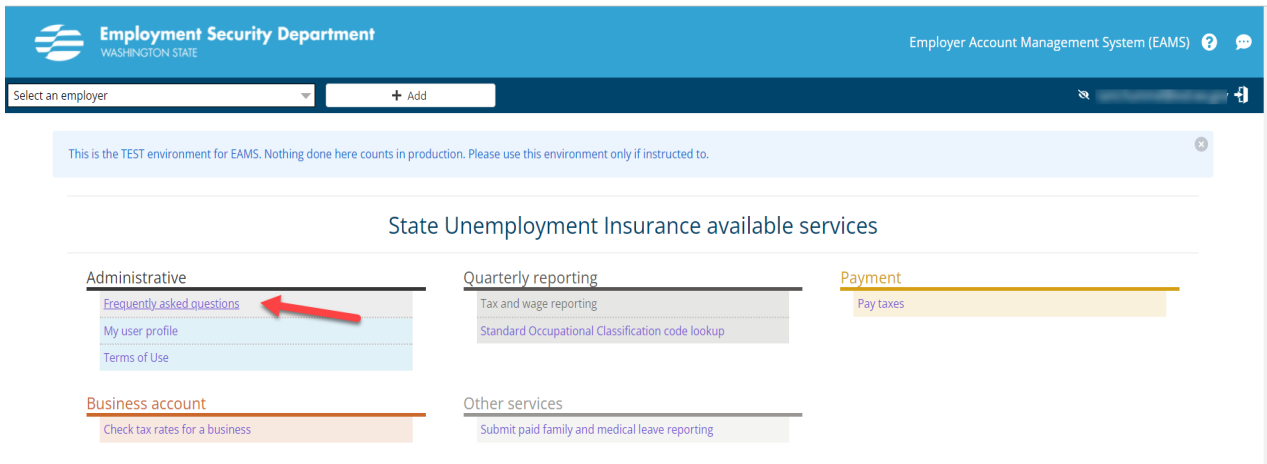
New EAMS provides a list of Frequently Asked Questions that you can review to seek answers to any questions you may have about New EAMS and the unemployment quarterly report filing process.

If you cannot find an answer to your question, please contact the Account Management Center at 855-829-9243 or <mailto:OlympiaAMC@esd.wa.gov>.

Prerequisites for this process:

- You have logged into New EAMS
- You have navigated to the New EAMS **Available Services** screen

1. Click the 'Frequently Asked Questions' link located under the Administrative header on the **Available Services** screen. The **Frequently Asked Questions (FAQ)** screen opens.



**Employment Security Department**  
WASHINGTON STATE

Employer Account Management System (EAMS)

Select an employer  + Add

This is the TEST environment for EAMS. Nothing done here counts in production. Please use this environment only if instructed to.

### State Unemployment Insurance available services

Administrative	Quarterly reporting	Payment
<a href="#">Frequently asked questions</a>	<a href="#">Tax and wage reporting</a>	<a href="#">Pay taxes</a>
<a href="#">My user profile</a>	<a href="#">Standard Occupational Classification code lookup</a>	
<a href="#">Terms of Use</a>		

Business account	Other services
<a href="#">Check tax rates for a business</a>	<a href="#">Submit paid family and medical leave reporting</a>

## Frequently Asked Questions (FAQ)

### Getting Started

How can I check to see if I already have a valid SAW account?  
What is SecureAccess Washington (SAW)?  
I am new to EAMS. What is the first thing I need to do?  
How do I permanently remove a business from my "Select a business" drop-down menu?

### Basic and Locked Services Access

What is a basic user/what is basic access?  
What work can be performed by a Basic User?  
When will locked service access (full access) be available?  
What functions will locked service access (full access) add for the EAMS user?  
How do I request access to services containing confidential data?  
Why does ESD ask for my Social Security Number (SSN)?

### File Reports

How do I submit an unemployment quarterly report?  
What is the difference between single filing and bulk filing?  
How current is the data in EAMS?  
Why can I no longer see the Exempt earnings and stock options screen?  
When will the unemployment quarterly reports I submit through EAMS be visible on my account?  
Can I still file a quarterly report even if I haven't been granted 'locked services' access to view and manage confidential data?  
How and when can I amend my quarterly report?

### Make a Payment

How do I make a payment using a checking account (ACH payment)?  
How do I make a payment using a credit card?

2. Click on a question to see its answer or scroll down to read from the entire FAQ.

- To navigate back to the FAQ's table of contents, click on the 'Scroll to top' link located at the bottom of each topic.
- To navigate back to the **Available Services** screen, click one of the 'Available services' buttons, located at the bottom of the screen.

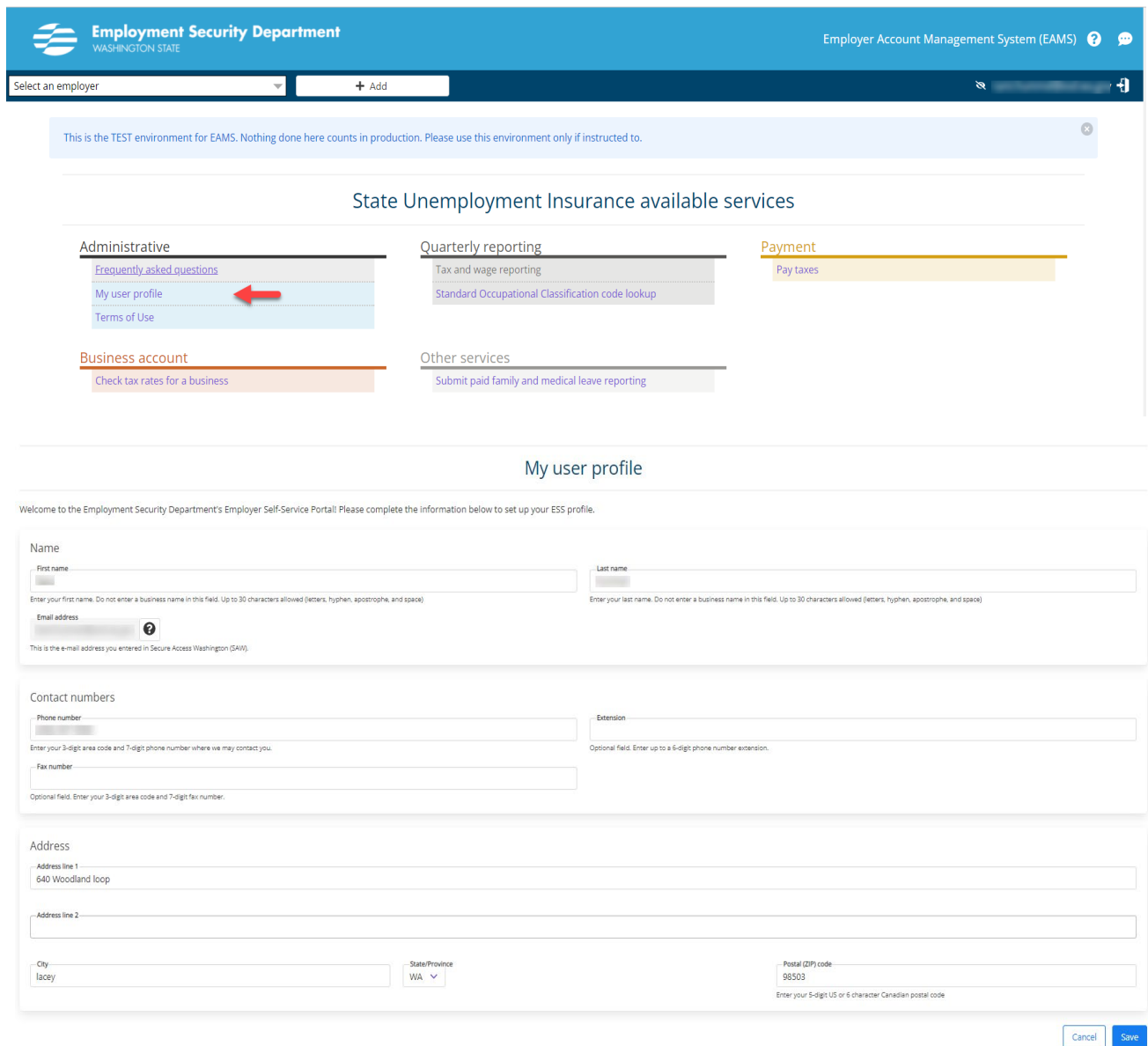
## 10. View or update My User Profile

You can view and update your personal information in New EAMS so that ESD can contact you if an issue arises with your work.

Prerequisites for this process:

- You have logged into New EAMS
- You have navigated to the New EAMS **Available Services** screen

1. Click 'My User Profile' located under the Administrative header on the **Available Services** screen. The **My User Profile** screen opens.



Employment Security Department  
WASHINGTON STATE

Employer Account Management System (EAMS) ?

Select an employer + Add

This is the TEST environment for EAMS. Nothing done here counts in production. Please use this environment only if instructed to.

### State Unemployment Insurance available services

**Administrative**
[Frequently asked questions](#)
[My user profile](#)
[Terms of Use](#)

**Quarterly reporting**
[Tax and wage reporting](#)
[Standard Occupational Classification code lookup](#)

**Payment**
[Pay taxes](#)

**Business account**
[Check tax rates for a business](#)

**Other services**
[Submit paid family and medical leave reporting](#)

### My user profile

Welcome to the Employment Security Department's Employer Self-Service Portal! Please complete the information below to set up your ESS profile.

**Name**

First name

Last name

Email address

This is the e-mail address you entered in Secure Access Washington (SAW).

**Contact numbers**

Phone number

Extension

Fax number

Optional field. Enter your 3-digit area code and 7-digit fax number.

**Address**

Address line 1

Address line 2

City

State/Province

Postal (ZIP) code

Enter your 5-digit US or 6 character Canadian postal code

Cancel Save

2. Click into a field and type a new value to update your information. Please note: Your **email address** comes

from SAW and cannot be updated here.

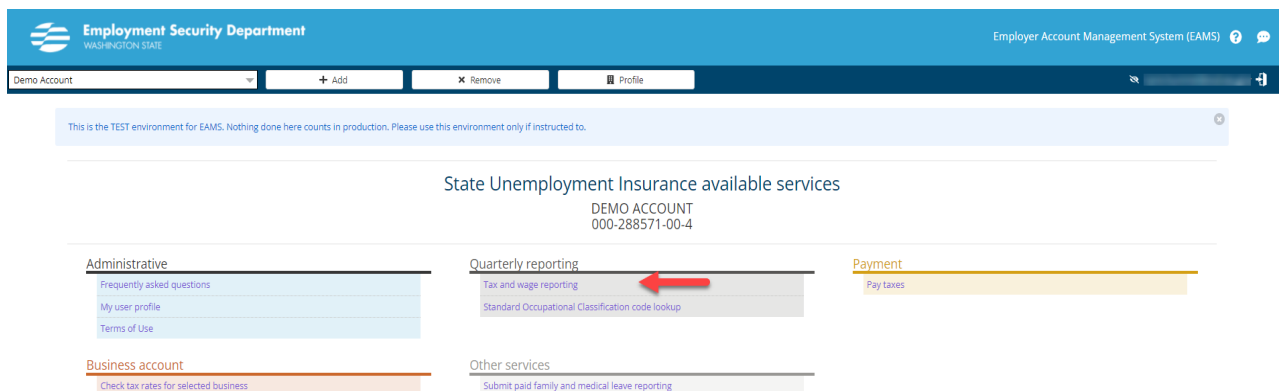
3. Click 'Save' to save your changes.
4. Click 'Cancel' button to navigate back to the **Available Services** screen.

## 11. Create an unemployment quarterly report filing: Hand-key wage data

The ability to create and file an unemployment quarterly report is at the heart of New EAMS. The process described below is for filing an unemployment quarterly report by hand-keying wage data, when the employer has a payroll for the quarter.

Prerequisites for this process:

- You have logged into New EAMS
  - You have an employer associated to your New EAMS account
  - The employer is active, or was active for all or part of the reporting period(s) for which a quarterly unemployment report has not been filed or completed
  - You have navigated to the New EAMS **Available Services** screen
  - The employer has been selected or “brought into context”
  - The employer has not yet filed an employee quarterly unemployment report for the quarter for which you plan to file, and the quarter falls within the preceding 36 months. If you are filing for the current quarter, the end of the quarter is within two weeks
1. Click the ‘Start / resume unemployment quarterly report original filing’ link located under the Quarterly Reporting header on the **Available Services** screen. The **Verify Business** screen opens.



### Verify Business

**Business info**

**Legal entity name**  
Demo Account

**Doing business as name**  
Demo Account

**Employment Security Department (ESD) number**  
000-288571-00-4

**Unified Business Identifier (UBI)**  
-111-111

**Employer Identification Number (EIN)**  
-111-111

**Payment method**  
Taxable

**Business structure**  
Corporation

**Liability start date**  
1/1/2020

**Mailing address**  
\*\*\*\*\*  
LACEY WA 98503-1079

**Principal business location**  
\*\*\*\*\*  
LACEY WA 98503-1079

2018

2019

2020

2021

2022

<b>Tax year</b>	2022	<b>Total UI tax rate</b>	0%
<b>Tax class</b>	RegularTaxableEmployer	<b>EAF rate</b>	0%
<b>Minimum wage</b>	\$13.69	<b>Total employer tax rate</b>	0%
<b>Annual taxable wage base</b>	\$0.00		

Please use the [Business Change Form](#) to report changes to your business account information.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

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

- Review the information on the **Verify Business** screen to be sure that the record you selected is the one for which you want to submit a filing. If not, click '<<Back' to return to the **Available Services** screen and select a different employer. If the employer is correct, click 'Next>', and the **Reporting Period** screen opens.

### Reporting Period

DEMO ACCOUNT  
000-288571-00-4

You must use the bulk file (ICESA) method if reporting 10,000 or more wage records.

Please select a quarter from the grid below.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2018	Not Available	Not Available	Not Available	Not Available
2019	Not Available	Not Available	Not Available	Not Available
2020	Report filed	Report filed	Report filed	Report filed
2021	Not Started - Due 4/30/2021	Not Started - Due 8/2/2021	Not Started - Due 11/1/2021	Not Started - Due 1/31/2022

**Table descriptions**

**Not started - due:**  
An unemployment quarterly report for this quarter is due by the date indicated, and has not yet been submitted.

**Not available:**  
This business does not have to file an unemployment quarterly report for the quarter, or the quarter has not yet started.

**Not completed - due:**  
The File unemployment quarterly report process was started for the quarter, but a report has not yet been submitted; a quarterly tax report is due by the date indicated.

**Processing:**  
An unemployment quarterly report has been submitted for the quarter but has not yet been processed by the Employment Security Department.

**Report filed:**  
An unemployment quarterly report has already been submitted for the quarter, but you are not authorized to view it.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Available services](#)
[<< Back](#)

- The system displays a grid of the current and 11 prior quarters, and their status.

(In the event that all quarters are displayed as “**Not available**”, “**Report filed**”, or “**Processing**”, and none show as “**Not started – due [dd/mm/yyyy]**” or “**Not completed – due [dd/mm/yyyy]**” then you cannot file. The only option is to exit the unemployment quarterly report filing functionality and return to the **Available Services** screen. At this point, there is no filing to erase.)

(If the employer you selected is not completely registered with ESD, a banner is displayed on the **Select Reporting Period** screen that reads, “The registration process with the Employment Security Department has not been completed for this account. Please contact the Account Management Center (AMC) at 855-829-9243 or OlympiaAMC@esd.wa.gov.” No quarters can be selected when the account is uncompleted. Your only option is to exit the unemployment quarterly report filing functionality and return to the **Available Services** screen. At this point, there is no filing to erase.)

(If the employer you selected is currently under audit, a banner is displayed on the **Select Reporting Period** screen that reads, “Your account is currently under audit, and filing is not permitted at this time. Please contact us at the number shown below for additional assistance.” Although the grid can display quarters having any status, none can be selected when the account is under audit. Your only option is to exit the unemployment quarterly report filing functionality and return to the **Available Services** screen. At this point, there is no filing to erase.)

If you want to resume an incomplete filing begun by another user, follow the instructions in Chapter 16 of this user guide to do so.

Select a quarter labeled “Not Started – due [dd/mm/yyyy]” or “Not completed – due [dd/mm/yyyy]” that you want to submit from the grid that displays. The **Report Type** screen opens.

**Report Type**

DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

---

Please select one of the two reporting options below, and then click **Next**.

☐ I'm filing a **NO** payroll report.

Select "I'm filing a **NO** payroll report" to file a Tax Summary (5208A) Report. Choose this option if you have no employee(s) to report this quarter.

☒ I have payroll to report.

Select "I have payroll to report" to file both the Tax Summary and Wage Detail (5208A and 5208B) Reports. Choose this option if you have employee(s) to report this quarter.

Questions? Please contact the Account Management Center at 855-829-9243 or OlympiaAMC@esd.wa.gov

Exit options

 << Back    Next >>

- Select the “I have payroll to report” option. Click ‘Next’.

If you want to file a no payroll report, follow the instructions in Chapter 13 of this user guide to do so.

If the employer you selected is a taxable, for-profit corporation, the **Exempt Earnings and Stock Options** screen opens. These directions assume that this is the case. (Please note: Washington State business structures such as governments, Domestic Employers, Sole Proprietors, Partnerships, Limited Liability,

Limited Partnerships, Limited Liability Partnership, and 501c3 Non-Profit Corporations were previously shown this screen but they no longer see it, by design.)

Exempt Earnings

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000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

Exempt Officers

All officers are exempt from unemployment coverage unless their employer elects to cover all officers

Please enter the correct number of exempt officers for this employer. If it does not have exempt officer, enter "0" in this field. Number of exempt officers:  
Number of exempt officers:

Report earnings for officers who are exempt for unemployment coverage. Do not include exercised stock options in this section. Sum of exempt officer earnings this quarter:  
Sum of exempt officer earnings this quarter:

Exercised stock options

Include all employees - including officers - in this section.  
Sum of all exercised stock options by all employees this quarter:

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Exit options

<< Back

Next >>

If the employer you selected is **not** a taxable, for-profit corporation, the **Input Method** screen opens. Skip to Step 6.

5. Enter the **Number of Exempt Officers**, **Sum of Exempt Corporate Officer Earnings this Quarter**, and the **Sum of Exercised Stock Options**. Click 'Next'. The **Input Method** screen opens.

Input Method

DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

Please select one of the input options below

Import employee wage data from a comma-delimited (.csv), tab-delimited (.txt) or Excel file.  
[Singles filing - tips for importing data files](#)

Import

Manually type in employee and wage data.

Hand-key

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Exit options


<< Back

Next >>

6. Select the "Hand-key – Manually type in employee and wage data" option. The **Wage Detail** screen opens.

**Wage Detail**  
 DEMO ACCOUNT  
 000-288571-00-4  
 1st quarter 2021 (January 1 - March 31)

---

- Errors and Warnings 

**Errors**  
 row number 3: Standard Occupational Classification code should be in ##-#### format.  
 row number 4: Record is not complete.

**Warnings**  
 row number 2: Leaving SOC code blank or using an invalid SOC code could result in a penalty when SOC code reporting becomes mandatory starting with your fourth quarter 2022 report.  
 row number 3: Standard Occupational Classification is not valid.

[Print](#)

You can add, edit, or delete individual rows to report wages earned in Washington by your employees. Click on rows to select. Click on the numbered links at the bottom of the page to view additional pages (if any), or click **Next >>** to continue the filing process.

Errors are indicated with a red circle icon and displayed in red

Warnings are indicated with a brown triangle icon and displayed in black

Should I report officers' wages?

Page: 1 out of 1 Total records: 4


<< < > >> Filter  10 rows per page

Id	SSN	last name	first name	middle name	suffix	hours	wages	SOC Code
1	***-**-1123	mouse	mickey			520	\$15,000.00	11-1021
2	***-**-1124	duck	donald			0	\$3,000.00	
3	***-**-1125	duck	daffy			250	\$6,000.00	99
4								

Minimum wage: \$13.69 Annual taxable wage base: \$56,500.00

For questions about Standard Occupational Classification code reporting, contact [socreporting@esd.wa.gov](mailto:socreporting@esd.wa.gov). For all other questions, contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Exit options](#)

- Enter the SSN/ITIN, Name, Hour, Wage data and Standard Occupational Classification (SOC) code for each employee. (The Last Name is required. The First Name, Middle, and Suffix are optional). Enter SOC options, type in the six digit code if known, or use the search icon  to open the SOC code search tool.

The system will validate fields and provide errors and warnings to the user. You must clear all errors before the 'Next' button is available.

## SOC Lookup screen. Search term field allows characters and numbers. i.e. secretary or 11-

Standard Occupational Classification

Search term:

	Code	Title	Description
Select	11-1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
Select	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Excludes FirstLine Supervisors.
Select	11-1031	Legislators	Develop, introduce or enact laws and statutes at the local, tribal, State, or Federal level. Includes only workers in elected positions.
Select	11-2011	Advertising and Promotions Managers	Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or
Select	11-2021	Marketing Managers	Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

If any employees have wages but worked zero hours, **\*NEW\* a pop up screen will be available** to provide a reason for zero hours. If none of the options match the circumstance, select the blank option. Click 'Next'

### Zero Hours

DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

You reported that the employees listed below earned wages this quarter while working zero hours

Click 'edit' and use the dropdown to provide the reason that best describes why each employee earned wage during this quarter.

If none of the dropdown options matches the employee's reason for zero hours, select the blank option.

If an employee was record as working zero hours in error, please update the hours field to represent the employees total hours; if other wage data needs to be updated, please navigate back to the Washington wage detail screen to update this information.

Failure to provide reasons for zero hours may result in penalty charges.

Page: 1 out of 1      Total records: 1

SSN	last name	first name	middle name	suffix	hours	wages	reasonForZeroHours
111-11-1124	duck	donald			0	\$3,000.00	

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Exit options](#)      [Back](#)      [Next](#)

The **Washington Wage Detail** screen defaults to show five wage records per screen. You can navigate between pages of the wage details by using the 'Page' buttons in the lower left-hand corner, or change the default by selecting another value in the **Number of Rows** dropdown control in the center of the page.

You can easily filter the wage detail to display only rows that include errors by using the **Show rows with** dropdown control. This control can also be used to display only Warnings, Warnings and Errors, or All Records.

If there are any errors, you cannot continue until the errors are corrected.

If there are any warnings, the **Penalty Warning!** Screen opens, which notes that there may be financial penalties associated with incomplete or erroneous filings. In this case, you may choose to either click '<<Back' to return to the **Washington Wage Detail** screen, make any required corrections to the employee and wage data, and continue the filing process, OR click **I confirm that I have read the penalty and warning and am aware that there may be a penalty on my account** to proceed in the filing, acknowledging that you have been warned that the incomplete or erroneous filing may result in penalties. You cannot proceed until you have clicked this box.

**Penalty Warning**  
DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

Employee wage items are missing or invalid. Left uncorrected, the Employer may be charged an incomplete report penalty. For further information about penalties contact ESD's Account Management Center.

Click << Back to make corrections to Social Security Numbers/Individual Taxpayer Identification Numbers, names, wages, hours, or SOC codes, or click Next >> after clicking into the Confirmation checkbox, below, to continue the filing process.

☐ I confirm that I have read the penalty and warning and am aware that there may be a penalty on my account.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Exit options<< Back   Next >>

If there are no errors or warnings, the **Total Employees** screen opens.

**Total Employees**  
DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

For each month of the quarter, enter the number of all full-time employees who worked or received pay for the period that includes the 12<sup>th</sup> day of the month. This should include employees receiving sick leave or accident leave pay. Do not include employees on strike for the entire payroll period. Employee counts displayed on this screen must not be greater than the total number of employees displayed on the Washington wage detail screen ( 3 employees reported in this filing).

January		0
February		0
March		0

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Exit options<< Back   Next >>

8. Enter how many employees the employer had on the 12<sup>th</sup> day of each of the three months within the quarter. Click 'Next'. The **Excess Wages** screen opens, unless your employer is a reimbursable employer, or a taxable local government (Class Code 111), in which case this screen is skipped, and the **Verify Current Filing** screen opens.

Excess Wages

DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

---

Total gross wages, as reported by you \$24,000.00  
 Total Washington excess wages, as calculated by the Employment Security Department (ESD) \$0.00  
 Do you want to adjust the excess wage amount for this quarter?  
☐ I will use the ESD calculation  
☐ My calculation is different from ESD  
 Total excess wages, per your calculations

If you adjust your excess wages, you will receive by mail a request from ESD for further information. Your next billing statement will show any applicable adjustments to the amount you owe. Please note that you may be subject to penalties if your reported excess wages are not found to be justified.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Exit options

 << Back    Next >>

The **Excess Wages** screen opens the **Total Washington Excess Wages**, as calculated by ESD. You can use this page to report the total excess wages that you calculate that you owe, when (because of, for example, Out of State hours, Predecessor/Successor relationships, or missing Social Security Numbers) this calculation differs from the one offered by ESD on the **Washington Wage Details** screen, which is duplicated on this page.

- a. Indicate whether you want to use the ESD calculation or your own. If you provide your own calculation, enter that amount on this screen. Click 'Next'. The **Tax Summary** screen opens.

Tax Summary

DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

---

The charges shown below are applicable to this quarter's unemployment taxes only. Employment Security Department will mail you each month a complete billing statement, including charges and credits from prior quarters and any applicable penalties. You can also view and print a complete billing statement by logging into the payment System—accessible by clicking on the link on the EAMS home screen—at least 24 hours after submitting this report. Late payment penalties and interest, if any, will be calculated at the time of payment.

Please verify that your information is correct. Click a link to return to a previous screen and make changes, or click 'Next' to finalize and submit your report.

Business information	
Federal employer identification number (Fed eel EIN)	WA 00001111
Unified Business Identifier (UBI)	111-111
Business structure	Regular Taxable Employer
Mailing Address	LACEY WA 98503-1079
Preparer information	
Preparer name	
Title	Tax Preparer
Phone number	
E-mail	
Exempt earnings	
Number of exempt officers	0
Sum of exempt officer earnings	\$0.00
Sum of exercised stock options by all employees	\$0.00
Employee counts	
January	1
February	2
March	3
Total employees this quarter	3
Wages summary	
Total hours this quarter	779
Total gross wages	\$24,000.00
Total excess wages, as calculated by ESD	\$0.00
Total taxable wages, based on excess wages calculation	\$24,000.00
Amount due for Washington	
Unemployment Insurance (UI) fee due for 1st wages (rate 2.0%)	\$480.00
Employment Administration Fund (EAF) processing fee due (rate 0.03%)	\$7.20
UI and EAF charges this quarter	\$487.20
Late report penalty	\$25.00
Late payment penalty	\$25.00
Charges this quarter (not including late payment penalties and interest, if applicable)	\$537.20
<small>NOTE: If late payment penalties are applicable, they will be shown on your monthly billing statement</small>	
WA Wages details	

Results Page: 1 out of 1

Row	SSN	Last name	First name	Middle name	Suffix	Hours	Wages	SOC Code
1	***-**-23	moose	ricky			520	\$15,000.00	11-1021
2	***-**-24	duck	dorald			0	\$3,000.00	11-1011
3	***-**-25	duck	duffy			250	\$6,000.00	99-9999

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Exit options
Next >>

9. This screen presents a summary of your employee quarterly unemployment report. Information is presented in the following categories:

Business information	Wages summary
Preparer information	Amount due for Washington
Exempt earnings (for most employer types)	WA wages detail
Employee counts	

You can edit exempt earnings, employee counts, wages summary, and excess wages by clicking on the appropriate Edit Icon.

Check the report for accuracy and completeness and click 'Next' if it is correct. The **Error and Warning Report** screen opens.



10. Warnings triggered by the report validations are displayed. If you want to correct the report, click 'Back', then use the edit buttons to navigate to the page or pages that require updating. If the report is ready to be submitted, Click 'Next'. The **Submit Unemployment Quarterly Report** screen opens.



11. The System displays instructions, and a button labelled 'Submit report' is displayed. If you are ready to submit the report, follow the instructions in Chapter 17 of this user guide.

## 12. Create an unemployment quarterly report filing: Import wage data

The ability to create an unemployment quarterly report filing is at the heart of New EAMS. The process described below is for filing a payroll report by importing a wage data file you have created outside the system.

Prerequisites for this process:

- You have logged into New EAMS
  - You have an employer associated to your EAMS account
  - The employer is active, or was active for all or part of the reporting period(s) for which a quarterly unemployment report has not been filed or completed
  - You have navigated to the New EAMS **Available Services** screen
  - The employer has been selected or “brought into context”
  - The employer has not yet filed an employee quarterly unemployment report for the quarter for which you plan to file, and the quarter falls within the preceding 36 months. If you are filing for the current quarter, the end of the quarter is within two weeks
1. Using Microsoft Excel or another application that can generate a spreadsheet, create and save, in an accessible file directory, a .csv file containing hour and wage data for some or all employees for the employer you’ve selected. [Directions are available here.](#)

The import file layout for New EAMS singles filing is as follows:

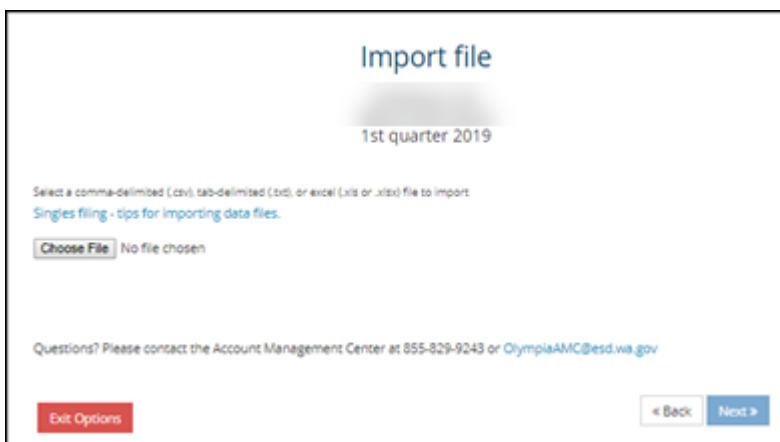
Field Name	Field Description	Type	Format	Required field
<b>SSN</b>	Employee SSN	Numeric	999-99-9999, 999999999, or blank	No (But missing SSN will generate a warning)
<b>Last Name</b>	Employee Last Name	Text	Up to 30 characters; no special characters except hyphens, apostrophes, or spaces	Yes
<b>First Name</b>	Employee First Name	Text	Up to 30 characters; no special characters except hyphens, apostrophes, or spaces	No
<b>Middle</b>	Employee Middle [Initial or Name]	Text	Up to 20 characters; no special characters except hyphens, apostrophes, or spaces	No
<b>Suffix</b>	Employee Suffix (e.g., Jr., III, or 3 <sup>rd</sup> )	Text	Up to 4 characters	No
<b>Hours</b>	Employee Quarterly	Numeric	Up to 4 digits (e.g., 9999); no decimals, cannot be blank or more than 2208	Yes

Field Name	Field Description	Type	Format	Required field
	Hours			
<b>Wages</b>	Employee Quarterly Wages	Numeric	Up to 7.2 digits (e.g., 9999999.99)	Yes
<b>SOC</b>	Standard Occupational Code	Numeric	6 digits (e.g., 999999) or blank	No (But missing or invalid will generate a warning)

- Next, complete Steps 1 – 5 in the Create an Unemployment Quarterly Report Filing: Hand-Key Data section of this user guide. The **Input Method** screen opens.



- Select “Import – Import employee and wage data from a comma-delimited (.csv), tab-delimited (.txt) or Excel file” option. Click ‘Next’. The **Import File** screen opens.



- Click ‘Choose File’. Your computer displays an Open dialog box. Using the file chooser, identify and select the file to be imported and click ‘Open’. The name of the import file you selected is displayed on the **Import File** screen, immediately to the right of the ‘Choose File’ button. Click ‘Submit’.
- New EAMS parses, imports, and processes the data in the file. The **Washington Wage Detail** screen

opens, with the wage grid populated with information from the import file.

Wage Detail

DEMO ACCOUNT  
000-288571-00-4  
3rd quarter 2021 (July 1 - September 30)

---

- Errors and Warnings

Warnings

⚠️ Row number 3: Leaving SOC code blank or using an invalid SOC code could result in a penalty when SOC code reporting becomes mandatory starting with your fourth quarter 2022 report.

[Print](#)

Import wage records Select Error/Warning Rows

You can add, edit, or delete individual rows to report wages earned in Washington by your employees. Click on rows to select. Click on the numbered links at the bottom of the page to view additional pages (if any), or click Next >> to continue the filing process.

❌ Errors are indicated with a red circle icon and displayed in red

⚠️ Warnings are indicated with a brown triangle icon and displayed in black

Should I report officers' wages?

Page: 1 out of 1

Filter

Total records: 3

25 rows per page

id	SSN	last name	first name	middle name	suffix	hours	wages	SOC Code
3	***-**-1111	mickey	mouse			520	\$15,800.00	<a href="#">Q</a>
2	***-**-6841	mouse	minnie			0	\$8,500.00	43-9199 <a href="#">Q</a>
1	***-**-6789	mouse	mickey			480	\$15,000.00	11-1021 <a href="#">Q</a>

[+Add record](#) [Reset wages](#)

Minimum wage: \$13.69

Annual taxable wage base: \$56,500.00

For questions about Standard Occupational Classification code reporting, contact [socreporting@esd.wa.gov](mailto:socreporting@esd.wa.gov). For all other questions, contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Exit options](#)

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

- Complete Steps 7 – 12 in the Create an Unemployment Quarterly Report Filing: Hand-Key Wage Data section of this user guide. The quarterly filing report is ready to be submitted.

## 13. List of New EAMS fields

Field Name	Screen	Type	Format	Required field
Please select one of the two reporting options below, and then click <i>Next</i>	Report Type	Radio Button	I'm filing a <b>NO</b> payroll report <b>OR</b> I have payroll to report	Yes
Number of exempt officers	Exempt Earnings and Stock Options	Numeric	Up to 5 digits (e.g., 99,999); no decimals	Yes (If screen is displayed to employer, based on type)
Sum of exempt corporate officer earnings this quarter	Exempt Earnings and Stock Options	Decimal	Up to 14.2 digits (e.g., 99,999,999,999,999.99)	Yes (If screen is displayed to employer, based on type)
Sum of exempt corporate officer earnings this quarter	Exempt Earnings and Stock Options	Decimal	Up to 14.2 digits (e.g., 99,999,999,999,999.99)	Yes (If screen is displayed to employer, based on type)
Please select one of the input options below and then click <i>Next</i>	Input Method	Radio Button	Import <b>OR</b> Hand-key	Yes
SSN/ITIN	Washington Wage Detail	Numeric	999-99-9999	No

Field Name	Screen	Type	Format	Required field
<b>Last name</b>	Washington Wage Detail	Text	Up to 30 characters; no special characters except hyphens, apostrophes, or spaces	Yes
<b>First name</b>	Washington Wage Detail	Text	Up to 30 characters; no special characters except hyphens, apostrophes, or spaces	No
<b>Middle</b>	Washington Wage Detail	Text	Up to 20 characters; no special characters except hyphens, apostrophes, or spaces	No
<b>Suffix</b>	Washington Wage Detail	Text	Up to 4 characters	No
<b>Hours</b>	Washington Wage Detail	Numeric	Up to 4 digits (e.g., 9999); no decimals	Yes
<b>Quarterly wages</b>	Washington Wage Detail	Numeric	Up to 7.2 digits (e.g., 9999999.99)	Yes
<b>Standard Occupational Classification</b>	Washington Wage Detail	Numeric	Blank or 6 digits (e.g., 999999 or 99-9999)	No (But missing or invalid will generate a warning)
<b>Reason for Zero Hours</b>	Zero Hours Reason	Dropdown Select	Bonus Tips/gratuities Sick leave payout Cafeteria plan/401K plan Back pay Royalties/residuals Severance/separation pay/settlement Commission Commercial fisherman Multiple of the reasons listed blank space [no text is an allowed value]	Yes (if one or more rows has zero hours reported; blank selection is acceptable)

Field Name	Screen	Type	Format	Required field
I confirm that I have read the penalty warning and am aware that there may be a penalty on my account	Penalty Warning!	Checkbox		Yes (if screen is displayed, due to one or more warnings remaining)
[Month 1] (e.g., January)	Total Employees	Numeric	Up to 8 digits (e.g., 99,999,999); no decimals	Yes
[Month 2] (e.g., February)	Total Employees	Numeric	Up to 8 digits (e.g., 99,999,999); no decimals	Yes
[Month 3] (e.g., March)	Total Employees	Numeric	Up to 8 digits (e.g., 99,999,999); no decimals	Yes
Do you want to <u>adjust</u> the excess wage amount for this quarter?	Business Purpose	Radio Button	I will use the ESD calculation <b>OR</b> My calculation is different from ESD	Yes
Total excess wages, per your calculations	Business Purpose	Decimal	Up to 14.2 digits (e.g., 99,999,999,999,999.99)	Yes (If user specifies 'My calculation is different from ESD')

## 14. Create a 'NO PAYROLL' report

In most cases, employers must file a quarterly unemployment report, even if they don't have any employees on their payroll for a given quarter.

Prerequisites for this process:

- You have logged into New EAMS
- You have an employer associated to your EAMS account
- The employer is active, or was active for all or part of the reporting period(s) for which a quarterly unemployment report has not been filed or completed **BUT** had no payroll activity during the quarter
- You have navigated to the New EAMS **Available Services** screen
- The employer has been selected
- The employer has not yet filed an employee quarterly unemployment report for the quarter for which you plan to file, and the quarter falls within the preceding 36 months. If you are filing for the current quarter, the end of the quarter is within two weeks

1. Complete Steps 1 – 3 in the Create an Unemployment Quarterly Report Filing: Hand-Key Wage Data section of this user guide. The **Report Type** screen opens.



Report Type  
DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

Please select one of the two reporting options below, and then click Next.

☒ I'm filing a **NO** payroll report.  
Select "I'm filing a **NO** payroll report" to file a Tax Summary (5208A) Report. Choose this option if you have no employee(s) to report this quarter.

☐ I have payroll to report.  
Select "I have payroll to report" to file both the Tax Summary and Wage Detail (5208A and 5208B) Reports. Choose this option if you have employee(s) to report this quarter.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

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

2. Select the "I'm filing a **NO** payroll report" option. Click 'Next'.

If the employer you selected is a taxable, for-profit corporation, the **Exempt Earnings and Stock Options** screen opens. These directions assume that this is the case. (Please note: Washington State business structures such as governments, Domestic Employers, Sole Proprietors, Partnerships, Limited Liability, Limited Partnerships, Limited Liability Partnership, and 501c3 Non-Profit Corporations were previously shown this screen but they no longer see it, by design.)

Exempt Earnings  
DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

### Exempt Officers

All officers are exempt from unemployment coverage unless their employer elects to cover all officers

Please enter the correct number of exempt officers for this employer. If it does not have exempt officer, enter "0" in this field. Number of exempt officers:

Number of exempt officers:

Report earnings for officers who are exempt for unemployment coverage. Do not include exercised stock options in this section. Sum of exempt officer earnings this quarter:

Sum of exempt officer earnings this quarter:

### Exercised stock options

Include all employees - including officers - in this section.

Sum of all exercised stock options by all employees this quarter:

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Exit options

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If the employer you selected is **not** a taxable, for-profit corporation, the **Verify Current Filing** screen opens. Skip to Step 4.

- Enter the **Number of Exempt Officers**, **Sum of Exempt Corporate Officer Earnings this Quarter**, and the **Sum of Exercised Stock Options**. Click 'Next'. The **Verify Current Filing** screen opens.

Tax Summary  
DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

The charges shown below are applicable to this quarter's unemployment taxes only. Employment Security Department will mail you each month a complete billing statement, including changes and credits from prior quarters and any applicable penalties. You can also view and print a complete billing statement by logging into the payment system—accessible by clicking on the link on the EAMS home screen—at least 24 hours after submitting this report. Late payment penalties and interest, if any, will be calculated at the time of payment.  
Please verify that your information is correct. Click a link to return to a previous screen and make changes, or click 'Next' to finalize and submit your report.

<b>Business information</b>		
Federal employer identification number (Federal EIN)	*****1111	
Unified Business Identifier (UBI)	*****111-111	
Business structure	Regular/Taxable Employer	
Mailing Address	***** LACEY WA 98503-1079	
<b>Preparer information</b>		
Preparer name		
Title	Tax Preparer	
Phone number		
E-mail		
<b>Exempt earnings</b>		
Number of exempt officers	0	
Sum of exempt officer earnings	\$0.00	
Sum of exercised stock options by all employees	\$0.00	
<b>Employees counts (0)</b>		
<b>Wages summary</b>		
Total hours this quarter	0	
Total gross wages	\$0.00	
Total excess wages, as calculated by ESD	\$0.00	
Total taxable wages, based on excess wages calculation	\$0.00	
<b>Amount due for Washington</b>		
Unemployment Insurance (UI) tax due for WA wages (rate 2.6%)	\$0.00	
Employment Administration Fund (EAF) processing fee due (rate 0.03%)	\$0.00	
UI and EAF charges this quarter	\$0.00	
Late report penalty	\$25.00	
Late report penalty	\$25.00	
Charges this quarter (not including late payment penalties and interest, if applicable)	\$25.00	
NOTE: If late payment penalties are applicable, they will be shown on your monthly billing statement		

- This screen presents a summary of your employee quarterly unemployment report. Information is presented in the following categories:

Business information

Wages summary

Preparer information

Amount due for Washington

Exempt earnings (for most employer types)      WA wages detail

Employee counts

5. Check the report for accuracy and completeness and Click 'Next' if it is correct. The **Submit Unemployment Quarterly Report** screen opens.

Submit Unemployment Quarterly Report

DEMO ACCOUNT  
000-288571-00-4  
1st quarter 2021 (January 1 - March 31)

THIS QUARTERLY REPORT HAS NOT YET BEEN SUBMITTED

Please click the Submit report button to complete the submission process. After doing so, you should see a Confirmation below displaying a confirmation number.

If the submission process fails, then:  
The Employment Security Department is experiencing technical difficulties.  
Please do not resubmit the report.  
Please contact Technical Support at [UFTSupport@esd.wa.gov](mailto:UFTSupport@esd.wa.gov)

Submit report

Questions? Please contact the Account Management Center at 855-629-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

Available services

Back

6. Instructional text and a button labelled 'Submit report' display. If you are ready to submit the report, follow the instructions in Chapter 17 of this User Guide to do so.

## 15. Save an incomplete unemployment quarterly report filing

New EAMS makes it easy to save your work if the process of filing an unemployment quarterly report is interrupted. Please note: Under normal circumstances, your work is saved each time you navigate from one screen to another. In the case of the **Washington Wage Detail** screen, your work is saved each time you navigate to a new row in the grid.

Prerequisites for this process:

- You have logged into New EAMS
- You are currently within the unemployment quarterly report process, and have advanced to or past the **Report Type** screen

**Wage Detail**  
DEMO ACCOUNT  
000-288571-00-4  
3rd quarter 2021 (July 1 - September 30)

- Errors and Warnings

Warnings

⚠ row number 3: Leaving SOC code blank or using an invalid SOC code could result in a penalty when SOC code reporting becomes mandatory starting with your fourth quarter 2022 report.

[Print](#)

[Import wage records](#) [Select Error/Warning Rows](#)

You can add, edit, or delete individual rows to report wages earned in Washington by your employees. Click on rows to select. Click on the numbered links at the bottom of the page to view additional pages (if any), or click Next >> to continue the filing process.

Errors are indicated with a red circle icon and displayed in red

Warnings are indicated with a brown triangle icon and displayed in black

Should I report officers' wages?

Page: 1 out of 1 Total records: 3

Filter  25 rows per page

id	SSN	last name	first name	middle name	suffix	hours	wages	SOC Code
3	***-**-1111	mickey	mouse			520	\$15,800.00	q
2	***-**-6841	mouse	minnie			0	\$8,500.00	43-9199 q
1	***-**-6789	mouse	mickey			480	\$15,000.00	11-1021 q

[+Add record](#) [Reset wages](#)

Minimum wage: \$13.69 Annual taxable wage base: \$56,500.00

For questions about Standard Occupational Classification code reporting, contact [socreporting@esd.wa.gov](mailto:socreporting@esd.wa.gov). For all other questions, contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Exit options](#) [Back](#) [Next >>](#) [Print](#)

1. Click 'Exit Options' located at the bottom of each screen. The **Exit Options** screen opens as a secondary window.

**Exit options**

Save and return to beginning  
Click the button below to save your quarterly tax report. All your changes will be saved. You can resume your filing at any time.

Erase and return to beginning  
Click the button below to erase your quarterly tax report.

[Cancel](#) [Erase and return to beginning](#) [Save and return to beginning](#)

2. Click 'Save and return to beginning'. Your work is saved through the screen prior to the one you are on now. The Exit Options secondary window and the unemployment quarter report both close. The **Available Services** screen opens, displaying the Doing Business as Name and ESD # of the employer you were working on. If you navigate back to the Select Reporting Period for this employer, the Quarter/Year displays a status of 'Not Completed'. If you click on the 'Not Completed' link for that quarter, the unemployment quarterly report filing will open to the screen prior to the one you saved.

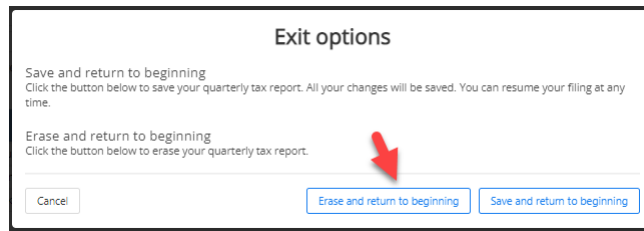
## 16. Erase an incomplete unemployment quarterly report filing

There are some circumstances under which you may want to scrap the unemployment quarterly report you are currently working on or have worked on. This process will erase *all* work performed on the selected filing, in the current or previous sessions.

Prerequisites for this process:

- You have logged into New EAMS
- You are currently within the unemployment quarterly report process, and have advanced to or past the **Report Type** screen

1. Click 'Exit Options' located at the bottom of each screen. The **Exit Options** screen opens as a secondary window.



2. Click 'Erase and return to beginning'. The filing is completely erased. The **Exit Options** secondary window and the unemployment quarter report both close. The **Select Reporting Period** screen opens. The Quarter/Year that you just erased displays a status of 'Not Started – due [date]'. If you click on the 'Not Started' link for that quarter, the unemployment quarterly report filing will open to the **Report Type** screen, which is the first in the filing sequence. All fields are blank.

## 17. Resume an incomplete unemployment quarterly report filing initiated by another user

In this release of New EAMS, you cannot resume a quarterly unemployment report started by another user. This is because all users in this release are granted basic (“Non-locked”) services. Full (“Locked”) access will be available in a future release. Users with locked services will be able resume an incomplete filing begun by another user with rights to the same employer.

If you attempt to resume an incomplete report started by another user, New EAMS will present a warning message and, if you accept the conditions laid out in the message, the data from that incomplete filing is wiped clean as you “take over” the filing.

Prerequisites for this process:

- You have logged into New EAMS
  - Another user has started a quarterly unemployment filing, but has not completed that filing
  - You have rights to the same employer’s data, and have created an association between your New EAMS account and the employer
1. Click the ‘Start / resume unemployment quarterly report original filing’ link located under the Quarterly Reporting header on the **Available Services** screen. The **Verify Business** screen opens.
  2. Review the information on the **Verify Business** screen to confirm that you have selected the correct employer, then Click ‘Next’. The **Select Reporting Period** screen opens. A quarterly filing started by another user will have a label that reads, “Not completed – due <<[Report Due Date]>>” (as will quarterly filings started by yourself and not yet completed) In the case of quarterly filings begun by another user, the grid will display that user’s name and email address.

Reporting Period  
 DEMO ACCOUNT  
 000-288571-00-4

You must use the bulk file (ICESA) method if reporting 10,000 or more wage records.

Please select a quarter from the grid below.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2018	Not Available	Not Available	Not Available	Not Available
2019	Not Available	Not Available	Not Available	Not Available
2020	Report filed	Report filed	Report filed	Report filed
2021	Not Completed - Due 4/30/2021 In progress by Loba Maximilianus Wolf Abalach Bearegard (H: [redacted])	Not Completed - Due 8/2/2021	Not Started - Due 11/1/2021	Not Started - Due 1/31/2022

Table descriptions

**Not started - due:**  
An unemployment quarterly report for this quarter is due by the date indicated, and has not yet been submitted.

**Not available:**  
This business does not have to file an unemployment quarterly report for the quarter, or the quarter has not yet started.

**Not completed - due:**  
The File unemployment quarterly report process was started for the quarter, but a report has not yet been submitted; a quarterly tax report is due by the date indicated.

**Processing:**  
An unemployment quarterly report has been submitted for the quarter but has not yet been processed by the Employment Security Department.

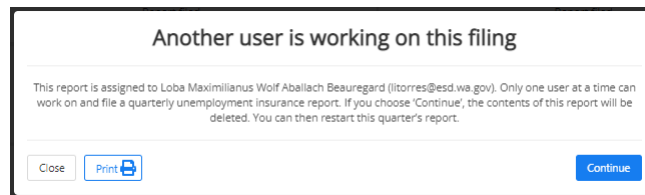
**Report filed:**  
An unemployment quarterly report has already been submitted for the quarter, but you are not authorized to view it.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Available services](#)
« Back

3. Click the quarter you want to complete. A dialog box displays with a message that reads, “This report was started by [Name]. Only one User at a time can work on and file a quarterly unemployment insurance

report. **If you choose 'Continue', the contents of this report will be deleted.** You can then restart this quarter's report."



4. Click 'Continue'. The report's current data is erased, and you can restart a report for the quarter, using the instructions to Create an Unemployment Quarterly Report Filing: Hand-Key Wage Data section of this user guide.

## 18. Submit an unemployment quarterly report filing:

Once you've completed the process for creating an unemployment quarterly report filing, you must still submit it to ESD. Late submission penalties, in any, will accrue if you submit after the due date.

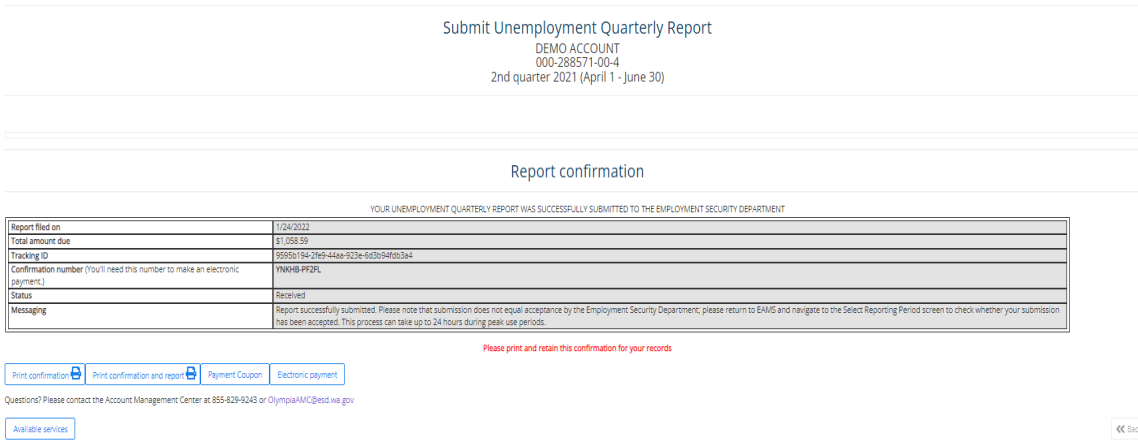
Prerequisites for this process:

- You have logged into New EAMS
- You have completed the process of creating an unemployment quarterly report filing, using the process described elsewhere in this User Guide
- You believe the information contained within the filing is accurate

1. Navigate to the **Submit Unemployment Quarterly Report** screen within the unemployment quarterly report filing process.



2. Click 'Submit Report', and the data will be submitted to ESD's system of record. The **Unemployment Quarterly Report Filing Confirmation** screen opens, which includes information about when the report was filed and provides a **Tracking ID** and **Payment Number**.



3. (Optional) Print the confirmation only or print the confirmation *and* the unemployment quarterly report for your records by clicking the appropriate button.
4. (Optional) Pay your quarterly unemployment insurance taxes and fees by clicking the 'Payment Coupon' or 'Pay with E-Pay' button.

## 19. Pay unemployment quarterly taxes

Once you've submitted an unemployment quarterly report filing, you must still pay the associated unemployment insurance taxes, fees and, if necessary, penalties. Late payment penalties will accrue if you pay after the due date.

ESD estimates the amount you owe for the quarter and displays this information on the **Excess Wages** and **Verify Current Filing** screens. Regardless, you are permitted to pay more or less than this amount, to account for variables such as the amount you owe from prior quarters, late payment penalties, or Out of State wages. If you use an Excess Wages calculation that is different from that generated by ESD, you will receive by mail a request for further information. Your next billing statement will show any applicable adjustments to the amount you owe. Please note that you may be subject to penalties if your reported excess wages are not found to be justified, or if you pay less than ESD calculates that you owe.

Prerequisites for this process:

- You have logged into New EAMS
- You have completed the process of creating an unemployment quarterly report filing, using the process described elsewhere in this user guide
- You have successfully submitted the unemployment quarterly report filing
- You owe ESD money

### Option 1: Pay taxes using Electronic Payment from the Unemployment Quarterly Report Filing process

Submit Unemployment Quarterly Report

DEMO ACCOUNT  
000-288571-00-4  
2nd quarter 2021 (April 1 - June 30)

---

Report confirmation

---

YOUR UNEMPLOYMENT QUARTERLY REPORT WAS SUCCESSFULLY SUBMITTED TO THE EMPLOYMENT SECURITY DEPARTMENT

Report filed on	1/24/2022
Total amount due	\$1,058.59
Tracking ID	9595b134-2fe9-44aa-923e-6d3b94db3a4
Confirmation number (You'll need this number to make an electronic payment)	YNKH8-PF2PL
Status	Received
Messaging	Report successfully submitted. Please note that submission does not equal acceptance by the Employment Security Department; please return to EAMS and navigate to the Select Reporting Period screen to check whether your submission has been accepted. This process can take up to 24 hours during peak use periods.

Please print and retain this confirmation for your records

[Print confirmation](#)
[Print confirmation and report](#)
[Payment Coupon](#)
[Electronic payment](#)

➔

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Available services](#)
⏪ Back

1. Click 'Electronic Payment'. The **Pay Now** screen opens.

Pay Now

---

Click 'Next' to pay your UI taxes using your checking account.

Questions? Please contact the Account Management Center at 855-829-9243 or [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)

[Return to State UI available services](#)

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Next ➔

2. Click 'Next'. The **Apply Payment** screen opens.

### Apply Payment

**Attention electronic filers!**

If your printed quarterly report does not show a confirmation number we probably have not received your report.

If you are unsure, save \$25.00 in late report filing fees and contact your [district tax office](#) for verification.

Enter a confirmation number to apply your payment to a specific year/quarter.

Confirmation:  [?](#) [continue](#)

- or -

Enter the following business identifiers to apply your payment to an existing or prior account balance.

ES Reference Number:  (n/a) [?](#)

Federal ID Number (FEIN):  (n/a) [?](#)

UBI Number:  (n/a) [?](#) [continue](#)

- Enter the **Payment Number** you noted on the **Unemployment Quarterly Report Filing Confirmation** screen in the **Confirmation** field, **OR** enter your employer's **ES Reference Number**, **Federal ID Number (FEIN)**, and **UBI Number**. Click 'continue'. The **Enter Payment Information** screen opens.

### Enter Payment Information

Apply this payment to " " tax report submitted 9/9/2019 at 2:38:00 PM for quarter 2 of 2019. If this is **not** your intent please [start again](#), or close this window to exit ePay.

Please provide the following information:

Bank Routing Number:  [?](#)

Bank Account Number:  [?](#)

Name on the Account:  [?](#)

User Reference:  ESD WA UI-Tax [?](#)

Payment Amount:  \$25.00 [?](#)

**UPDATE:** the default debit date is today; click on (the calendar) to change the date.

Debit Date:  9/9/2019 [?](#) [continue](#)

[Show/Hide Payment History](#)

- Enter the **Bank Routing Number**, **Bank Account Number**, and **Name on the Account** for your bank account.
- (Optional) Enter a **User Reference**, change the **Payment Amount**, and/or change the **Debit Date** from the current date.
- Click 'continue'. The **Preparer Information** screen opens.

### Preparer Information

When we have questions about this payment, who should we contact?

Please enter contact information for the person submitting this payment.

Please provide the following information:

First Name:  [?](#)

Last Name:  [?](#)

Employer Relationship:  [?](#)

Phone Number:  [?](#)

Extension:  [?](#)

Email:  [?](#) [continue](#)

7. Enter your **First Name**, **Last Name**, **Phone Number**, and (optionally) **Extension** and **Email** address. Use the dropdown to select an **Employer relationship**. Click 'Continue'. The **Payment Verification** screen opens, and displays, "YOUR PAYMENT HAS NOT YET BEEN PROCESSED". Information you have entered about this payment is also displayed.

### Payment Verification

**YOUR PAYMENT HAS NOT YET BEEN PROCESSED**

Please review the following before committing your payment. If you choose to process the payment detailed below, a printable page will follow displaying all of the below information.

Business Name: [REDACTED]  
ES Reference Number: [REDACTED]

Payment Amount: **\$25.00**  
Year and Quarter: 2nd Quarter 2019  
Debit Date: [REDACTED]  
Bank Routing Number: [REDACTED]  
Bank Account Number: [REDACTED]  
Name on Bank Account: [REDACTED]  
User Reference: [REDACTED]

Preparer Name: [REDACTED]  
Employer Relationship: [REDACTED]  
Preparer Phone: [REDACTED]

I authorize the Washington State Employment Security Department to process the transaction as detailed above. I also certify that I have been authorized to enter into this agreement for the above referenced business.

**Note:** This is your last opportunity to cancel this payment process.

cancel paymentprocess payment

8. Review the information displayed on the page and confirm that it matches the data that you have entered or selected on the preceding pages. Click 'Process Payment'. The **Payment Confirmation** screen opens, showing information about the payment that you entered and a **Payment Confirmation** code.

**Payment Confirmation**

Business Name: [REDACTED]  
ES Reference Number: [REDACTED]  
Year and Quarter: 2nd Quarter 2019  
Bank Routing Number: [REDACTED]  
Bank Account Number: [REDACTED]  
Name on Bank Account: [REDACTED]  
User Reference: ESD WA UI-Tax  
Payment Amount: \$25.00  
Debit Date: 9/09/2019

Preparer Name: [REDACTED]  
Employer Relationship: [REDACTED]  
Preparer Phone: [REDACTED]

**Payment Confirmation:** [REDACTED]

I authorize the Washington State Employment Security Department to process the transaction as detailed above. I also certify that I have been authorized to enter into this agreement for the above referenced business.

The payment detailed above was **successfully processed**. Please print this page to serve as your **certification of receipt** for this payment.

[print](#) [continue](#)

9. (Optional) Click 'Print' and when the Print dialog box opens, follow the procedure to print the **Confirmation** screen.
10. Click 'continue'. The **Completed Successfully** screen opens.

**Completed Successfully**

Thank you for using the Washington State Employment Security Department's ePay electronic payment service.

You have completed the process of posting an electronic payment to your account.

You may now exit or, if you wish to make another payment, click [here](#).

**Did you know** you can login and authorize your account in the [Employer Account Management Services \(EAMS\)](#) and receive enhanced payment services such as:

- View payment history
- Cancel pending electronic payments

[Cancel Payment](#)

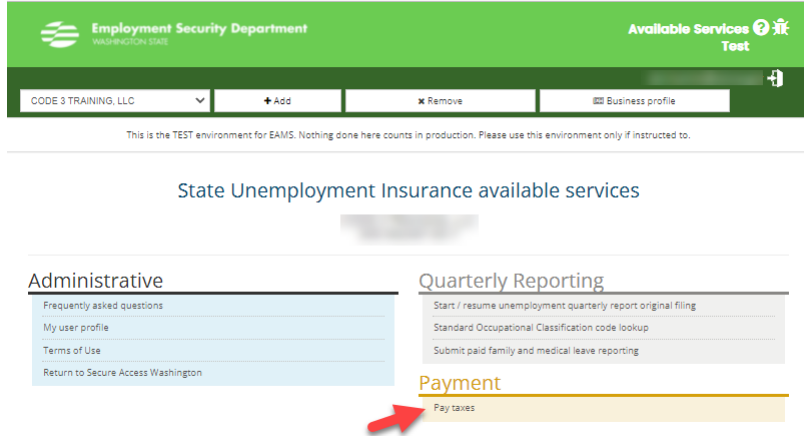
[Privacy Notice](#) • [Equal Opportunity & Americans with Disability Act Information](#)

11. (Optional) To make another payment, click the '**here**' link.

#### **Option 2: Pay taxes using ePay from the Available Services screen**

1. Navigate to the **Available Services** screen.
2. Using the 'Select an Employer' dropdown, select an employer associated with your account if the correct employer is not already selected. The **Legal entity name** of the employer you selected is displayed in the

'Select an Employer' field.



Employment Security Department  
WASHINGTON STATE

Available Services ? Test

CODE 3 TRAINING, LLC + Add \* Remove Business profile

This is the TEST environment for EAMS. Nothing done here counts in production. Please use this environment only if instructed to.

### State Unemployment Insurance available services

#### Administrative

- Frequently asked questions
- My user profile
- Terms of Use
- Return to Secure Access Washington

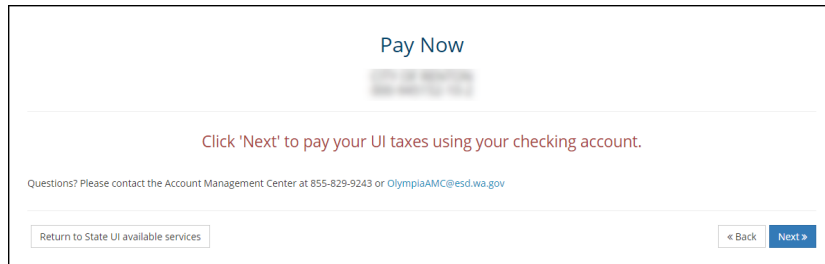
#### Quarterly Reporting

- Start / resume unemployment quarterly report original filing
- Standard Occupational Classification code lookup
- Submit paid family and medical leave reporting

#### Payment

- Pay taxes

3. Click the 'Pay taxes' link under the Payment header. The **Pay Now** screen opens.



## Pay Now

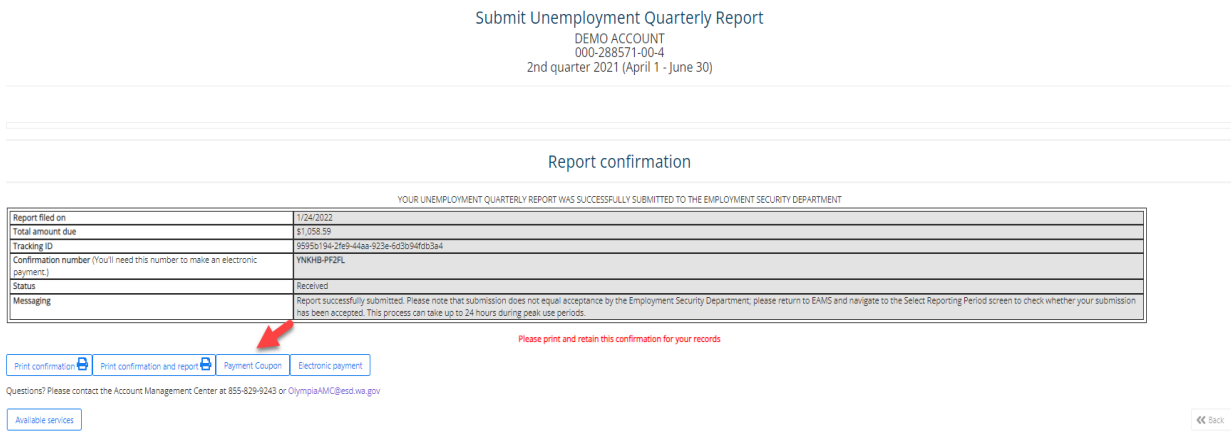
Click 'Next' to pay your UI taxes using your checking account.

Questions? Please contact the Account Management Center at 855-829-9243 or OlympiaAMC@esd.wa.gov

Return to State UI available services < Back Next >

4. Repeat Steps 3 – 10 from **Option 1**, above.

### Option 3: Pay taxes with a check and payment coupon



### Submit Unemployment Quarterly Report

DEMO ACCOUNT  
000-288571-00-4  
2nd quarter 2021 (April 1 - June 30)

### Report confirmation

YOUR UNEMPLOYMENT QUARTERLY REPORT WAS SUCCESSFULLY SUBMITTED TO THE EMPLOYMENT SECURITY DEPARTMENT

Report filed on	1/24/2022
Total amount due	\$1,758.59
Tracking ID	99950194-2f69-44aa-923e-6d3b94f0b3a4
Confirmation number (You'll need this number to make an electronic payment.)	YN0KB-PF2PL
Status	Received
Messaging	Report successfully submitted. Please note that submission does not equal acceptance by the Employment Security Department; please return to EAMS and navigate to the Select Reporting Period screen to check whether your submission has been accepted. This process can take up to 24 hours during peak use periods.

Please print and retain this confirmation for your records

Print confirmation Print confirmation and report Payment Coupon Electronic payment

Questions? Please contact the Account Management Center at 855-829-9243 or OlympiaAMC@esd.wa.gov

Available services << Back

1. On the **Unemployment Quarterly Report Filing Confirmation** screen, which appears at the end of the filing process, click 'Payment Coupon'. The **Payment Coupon** screen opens.

## Payment Coupon

Washington State Employment Security Department (ESD)  
Unemployment Insurance  
Employer Account Management System (EAMS)

**Mail the payment coupon with your check to:**

Employment Security Department  
PO BOX 34467  
Seattle, WA 98124-1467

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<please fold - do not detach>

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<please fold - do not detach>

Demo Account

640 WOODLAND SQUARE LOOP SE  
LACEY, WA 98503-1079

**Contact Information:**

\_\_\_\_\_  
(360) \_\_\_\_\_  
\_\_\_\_\_

ESD Number 000288571004  
Federal EIN: 911111111  
UBI Number: 601111111  
Year: 2021  
Quarter: 2  
Confirmation Number: YNKH-B-PF2FL  
Amount Due: \$1,058.59  
Amount Remitted: \$ \_\_\_\_\_  
(If other than amount due.)

2. Click anywhere in the screen. The payment coupon opens in a new Print window.
3. Click 'Print'. The coupon is printed.

Print

Total: 2 sheets of paper

Printer

Adobe PDF

Copies

1

Layout

Portrait

Landscape

Pages

All

Odd pages only

Even pages only

e.g. 1-5, 8, 11-13

Color

Color

More settings

Print using system dialog (Ctrl+Shift+P)

Troubleshoot printer issues

Print

Cancel

Payment Coupon

Washington State Employment Security Department (ESD)  
Unemployment Insurance  
Employer Account Management System (EAMS)

Mail the payment coupon with your check to:

Employment Security Department  
PO BOX 34467  
Seattle, WA 98124-1467

<please fold - do not detach>

<please fold - do not detach>

Demo Account

640 WOODLAND SQUARE LOOP SE  
LACEY, WA 98503-1079

ESD Number 000288571004  
Federal EIN: 911111111  
UBI Number: 601111111  
Year: 2021  
Quarter: 2  
Confirmation Number: YNKH-B-PF2FL  
Amount Due: \$1,058.59

Contact Information:

4. Write in the **Amount Remitted** on the printed coupon.
5. Mail the coupon and a completed check to ESD address displayed on the coupon. Note: Late-payment penalties are calculated based on the postmark date of the coupon.

## 20. Log out of New EAMS

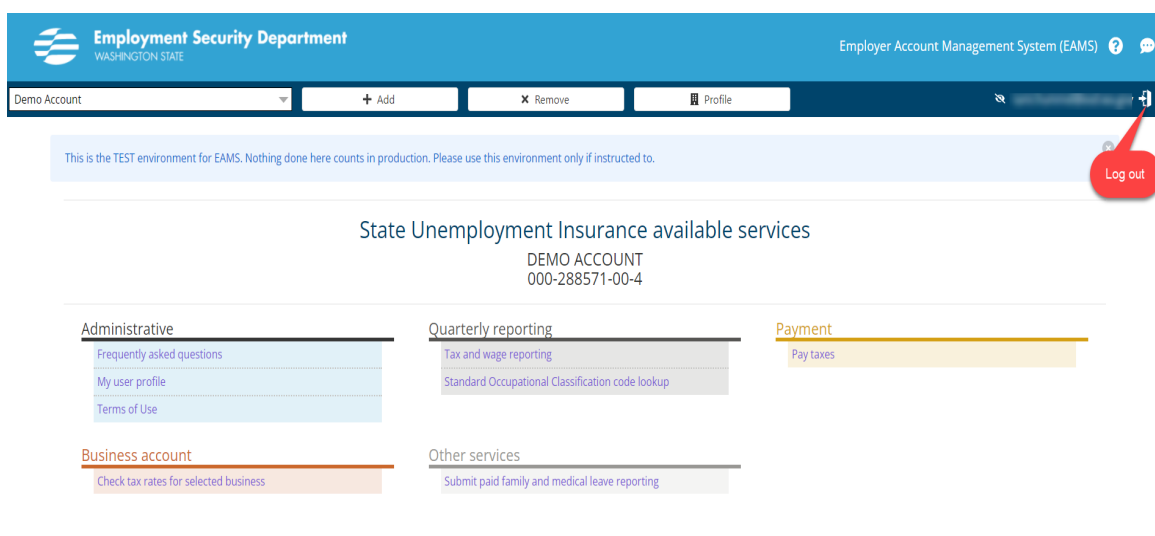
You should log out of New EAMS whenever you leave your desk. You'll find that logging in and out of the system is simple and quick.

If you do leave New EAMS without logging out, it will time-out after 30 minutes.

Prerequisites for this process:

- You have logged into New EAMS

1. Click the icon located next to your user name in the colored bar that can be seen above any page.



2. The **Logout** screen opens. At this point you are logged out of New EAMS. If you wish, you can also log out of SAW at this point by clicking the SAW Logout link.

