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

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.
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.

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: https://secureaccess.wa.gov. The SAW Services screen opens.

Please note: the link for the Employer Account Management Services (EAMS) is for the “old” EAMS system. Both systems will be in operation concurrently for at least part of 2020. The “old” system is still useful because it offers users with “Locked Services” (“full”) access to view information from prior quarters or to create amendments.

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

5. 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 noting that your access is approved.

6. 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.
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.

1. 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.
2. Click on the My Unemployment Insurance Tax (new EAMS singles) link. A transition screen displays.

3. Click on the Continue button. The New EAMS State Unemployment Insurance Available Services screen opens. This screen functions as the EAMS home page.
4. **Set up your ESS profile**

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.

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.
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.

   If you do not agree to abide by the Terms of Use, click ‘Do Not Agree’. A popup displays:

   ![Image of the popup window]

   If you continue not to agree, click ‘Logout’. The system closes.

   If you decide to agree, click ‘Close’. The Terms of Use reopen. Click ‘Agree’.
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.
3. Click ‘Next’.

- 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.

- 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.

- 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.
4. Click ‘Next’ (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 business 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.


![Business Profile Screen](image)

- To print the business profile, click ‘Print’. The profile opens in a print window. Click ‘Print’ again.
- 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


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 ‘Top of Page’ link located at the top of each topic.
   - To navigate back to the Available Services screen, click one of the ‘<< Back’ buttons, located at the top and 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.

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. Please note: Each field that displays an asterisk next to its label is required.

3. Click ‘Save’ to save your changes.

4. Click your browser’s ‘Back’ button to navigate back to the Available Services screen.
10. 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.

2. 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 Select Reporting Period screen opens.
3. 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.
4. 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.

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.

7. Enter the SSN/ITIN, Name, Hour and Wage data for each employee. (The Last Name is required. The First Name, Middle, and Suffix are optional). If any employees have wages but worked zero hours, use the dropdown to provide a reason for zero hours. If none of the options match the circumstance, select the blank option. Click ‘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.

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

8. Enter how many employees the employer had on the 12th 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.
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.

9. 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 **Verify Current Filing** screen opens.
10. This screen presents a summary of your employee quarterly unemployment report. Information is presented in the following categories:

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

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

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

![Error and Warning Report](image)

11. 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.

![Submit Unemployment Quarterly Report](image)

12. 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.
11. 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:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
<th>Type</th>
<th>Format</th>
<th>Required field</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>Employee SSN</td>
<td>Numeric</td>
<td>999-9999</td>
<td>No (But missing SSN will generate a warning)</td>
</tr>
<tr>
<td>Last Name</td>
<td>Employee Last Name</td>
<td>Text</td>
<td>Up to 30 characters; no special characters except hyphens, apostrophes, or spaces</td>
<td>Yes</td>
</tr>
<tr>
<td>First Name</td>
<td>Employee First Name</td>
<td>Text</td>
<td>Up to 30 characters; no special characters except hyphens, apostrophes, or spaces</td>
<td>No</td>
</tr>
<tr>
<td>Middle</td>
<td>Employee Middle [Initial or Name]</td>
<td>Text</td>
<td>Up to 20 characters; no special characters except hyphens, apostrophes, or spaces</td>
<td>No</td>
</tr>
<tr>
<td>Suffix</td>
<td>Employee Suffix (e.g., Jr., III, or 3rd)</td>
<td>Text</td>
<td>Up to 4 characters</td>
<td>No</td>
</tr>
<tr>
<td>Hours</td>
<td>Employee Quarterly</td>
<td>Numeric</td>
<td>Up to 4 digits (e.g., 9999); no decimals</td>
<td>Yes</td>
</tr>
</tbody>
</table>
2. 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.

3. 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.

4. 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 ‘Next’.

5. 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.
6. 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.
## 12. List of New EAMS fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Screen</th>
<th>Type</th>
<th>Format</th>
<th>Required field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select one of the two reporting options below, and then click Next</td>
<td>Report Type</td>
<td>Radio Button</td>
<td>I’m filing a <strong>NO</strong> payroll report <strong>OR</strong> I have payroll to report</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of exempt officers</td>
<td>Exempt Earnings and Stock Options</td>
<td>Numeric</td>
<td>Up to 5 digits (e.g., 99,999); no decimals</td>
<td>Yes (If screen is displayed to employer, based on type)</td>
</tr>
<tr>
<td>Sum of exempt corporate officer earnings this quarter</td>
<td>Exempt Earnings and Stock Options</td>
<td>Decimal</td>
<td>Up to 14.2 digits (e.g., 99,999,999,999,999.99)</td>
<td>Yes (If screen is displayed to employer, based on type)</td>
</tr>
<tr>
<td>Sum of exempt corporate officer earnings this quarter</td>
<td>Exempt Earnings and Stock Options</td>
<td>Decimal</td>
<td>Up to 14.2 digits (e.g., 99,999,999,999,999.99)</td>
<td>Yes (If screen is displayed to employer, based on type)</td>
</tr>
<tr>
<td>Please select one of the input options below and then click Next</td>
<td>Input Method</td>
<td>Radio Button</td>
<td>Import <strong>OR</strong> Hand-key</td>
<td>Yes</td>
</tr>
<tr>
<td>SSN/ITIN</td>
<td>Washington Wage Detail</td>
<td>Numeric</td>
<td>999-99-9999</td>
<td>No</td>
</tr>
<tr>
<td>Field Name</td>
<td>Screen</td>
<td>Type</td>
<td>Format</td>
<td>Required field</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Last name</td>
<td>Washington Wage Detail</td>
<td>Text</td>
<td>Up to 30 characters; no special characters except hyphens, apostrophes, or spaces</td>
<td>Yes</td>
</tr>
<tr>
<td>First name</td>
<td>Washington Wage Detail</td>
<td>Text</td>
<td>Up to 30 characters; no special characters except hyphens, apostrophes, or spaces</td>
<td>No</td>
</tr>
<tr>
<td>Middle</td>
<td>Washington Wage Detail</td>
<td>Text</td>
<td>Up to 20 characters; no special characters except hyphens, apostrophes, or spaces</td>
<td>No</td>
</tr>
<tr>
<td>Suffix</td>
<td>Washington Wage Detail</td>
<td>Text</td>
<td>Up to 4 characters</td>
<td>No</td>
</tr>
<tr>
<td>Hours</td>
<td>Washington Wage Detail</td>
<td>Numeric</td>
<td>Up to 4 digits (e.g., 9999); no decimals</td>
<td>Yes</td>
</tr>
<tr>
<td>Quarterly wages</td>
<td>Washington Wage Detail</td>
<td>Numeric</td>
<td>Up to 7.2 digits (e.g., 9999999.99)</td>
<td>Yes</td>
</tr>
<tr>
<td>Reason for Zero Hours</td>
<td>Washington Wage Detail</td>
<td>Dropdown</td>
<td>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]</td>
<td>Yes (if one or more rows has zero hours reported; blank selection is acceptable)</td>
</tr>
<tr>
<td>I confirm that I have read the penalty warning and am aware that there may be a penalty on my account</td>
<td>Penalty Warning!</td>
<td>Checkbox</td>
<td></td>
<td>Yes (if screen is displayed, due to one or more warnings remaining)</td>
</tr>
<tr>
<td>Field Name</td>
<td>Screen</td>
<td>Type</td>
<td>Format</td>
<td>Required field</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------</td>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>[Month 1] (e.g., January)</td>
<td>Total Employees</td>
<td>Numeric</td>
<td>Up to 8 digits (e.g., 99,999,999); no decimals</td>
<td>Yes</td>
</tr>
<tr>
<td>[Month 2] (e.g., February)</td>
<td>Total Employees</td>
<td>Numeric</td>
<td>Up to 8 digits (e.g., 99,999,999); no decimals</td>
<td>Yes</td>
</tr>
<tr>
<td>[Month 3] (e.g., March)</td>
<td>Total Employees</td>
<td>Numeric</td>
<td>Up to 8 digits (e.g., 99,999,999); no decimals</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you want to adjust the excess wage amount for this quarter?</td>
<td>Business Purpose</td>
<td>Radio Button</td>
<td>I will use the ESD calculation OR My calculation is different from ESD</td>
<td>Yes</td>
</tr>
<tr>
<td>Total excess wages, per your calculations</td>
<td>Business Purpose</td>
<td>Decimal</td>
<td>Up to 14.2 digits (e.g., 99,999,999,999,999.99)</td>
<td>Yes (If user specifies 'My calculation is different from ESD)</td>
</tr>
</tbody>
</table>
13. 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 Screen](image)

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

3. 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.
4. This screen presents a summary of your employee quarterly unemployment report. Information is presented in the following categories:

- Business information
- Preparer information
- Exempt earnings (for most employer types)
- Employee counts

- Wages summary
- Amount due for Washington
- WA wages detail

5. Check the report for accuracy and completeness and Click ‘Next’ if it is correct. The **Submit Unemployment Quarterly Report** screen opens.
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.
14. **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

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

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.
15. 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.
16. 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.
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 ‘OK’, the contents of this report will be deleted. You can then restart this quarter’s report.”

![Report started by another user dialog box](image)

4. Click ‘OK’. 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.
17. Submit an unemployment quarterly report filing: Import wage data

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 ‘Pay with E-Pay’ button.
18. 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 ePay from the Unemployment Quarterly Report Filing process

1. On the Unemployment Quarterly Report Filing Confirmation screen, which appears at the end of the filing process, take note of your Payment [Confirmation] Number, then click ‘Payment options’. The Payment Options screen opens.

2. Click ‘ePay’. The Pay Now screen opens.
3. Click ‘Next’. The **Apply Payment** screen opens.

![Apply Payment](image)

4. 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)**, **UBI Number**. Click ‘continue’. The **Enter Payment Information** screen opens.

![Enter Payment Information](image)

5. Enter the **Bank Routing Number**, **Bank Account Number**, and **Name on the Account** for your bank account.

6. (Optional) Enter a **User Reference**, change the **Payment Amount**, and/or change the **Debit Date** from the current date.

7. Click ‘continue’. The **Preparer Information** screen opens.
8. 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 Screen]

9. 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.
10. (Optional) Click ‘Print’ and when the Print dialog box opens, follow the procedure to print the 
Confirmation screen.

11. Click ‘continue’. The Completed Successfully screen opens.

12. (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.

3. Click the ‘Pay taxes’ link under the Payment header. The Pay Now screen opens.

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

Option 3: Pay taxes with a check and payment coupon

1. On the Unemployment Quarterly Report Filing Confirmation screen, which appears at the end of the filing process, click ‘Payment options’. The Payment Options screen opens.

2. Click ‘Print payment coupon’. The payment coupon opens in a new Print window.

3. Click ‘Print’. The coupon is printed.

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.
19. 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.