

**MAINE BUC**  
**REEMPLOYME SYSTEM GUIDE**  
**EMPLOYER PORTAL ACCOUNT**



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## 1. Hints & Reminders

- Radio Button

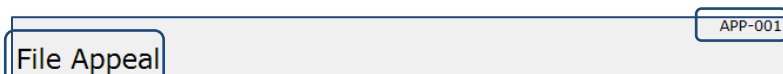


- Required Field

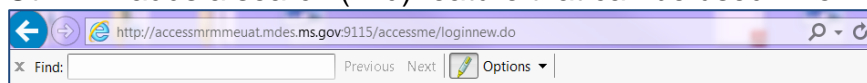


Not all fields that need to be filled in will have  but an error  message will appear if a question is missed.

- Screen: Every screen has a name and number assigned



- Ctrl + F adds a search (find) feature that can be used when working in the system

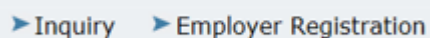


- To 2 sessions of ReEmployME open at the same time you must use two different browsers like Internet Explorer and Google Chrome.


- Navigate through screens by using Tabs

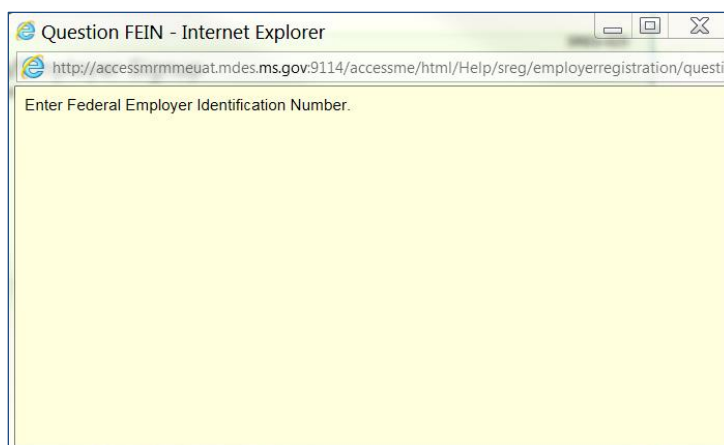


or links



Tabs have drop down menus and links open new links available to select to navigate to the function you are looking for.

- The blue question mark icon  is called helper text. You will see these throughout the ReEmployME application. They are there to click on to provide suggestions, instructions, or clarification for the question number it is associated with.



## Employer Portal Account

**To Login to ReEmployME do the following steps:**

**To login to your Portal Account – Go to [www.maine.gov/reemployme](http://www.maine.gov/reemployme) and Select on the Employer Login link.**



Figure 1- Login Screen

**The next screen will be the login page. Enter your user ID that you previously created and your password you set. Then select Submit.**



Figure 2- User ID/Password Screen

The Home Screen will appear. At any time, you can click the Home tab or the Logout tab. Home will always bring you back to this page. Logout will log you out of ReEmployME.

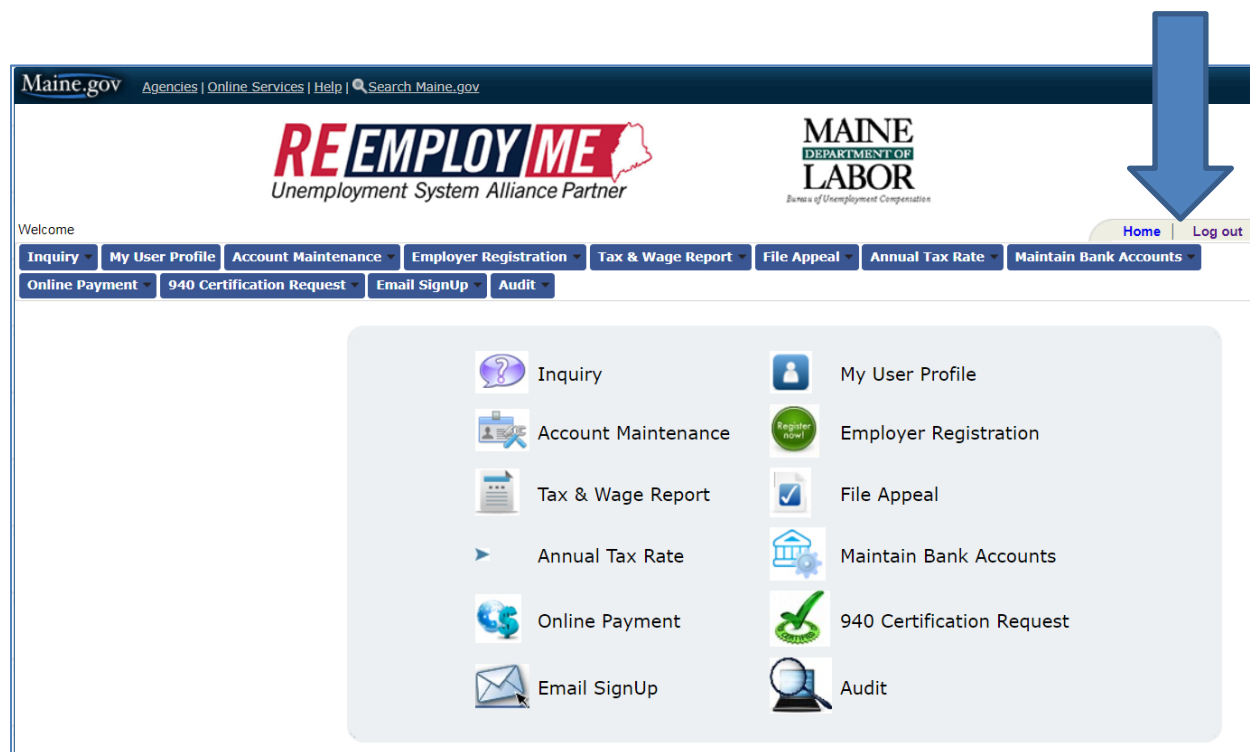


Figure 3- Home Screen

**To Inquiry on Employer Reports do the following steps:**

**Select Inquiry**

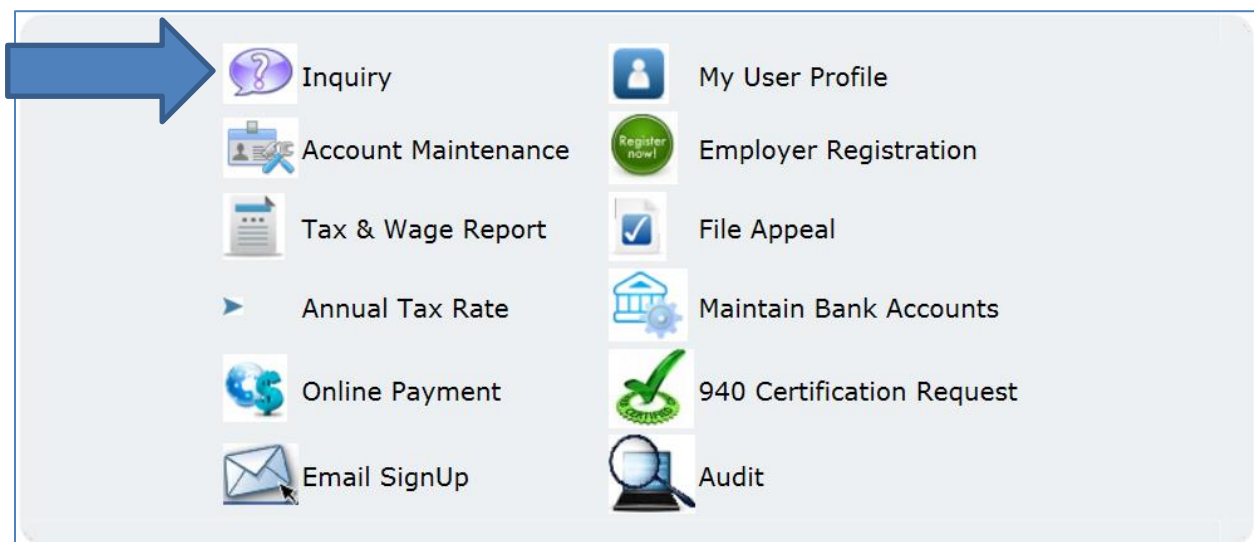


Figure 4- Inquiry Screen

## Select Tax Inquiry

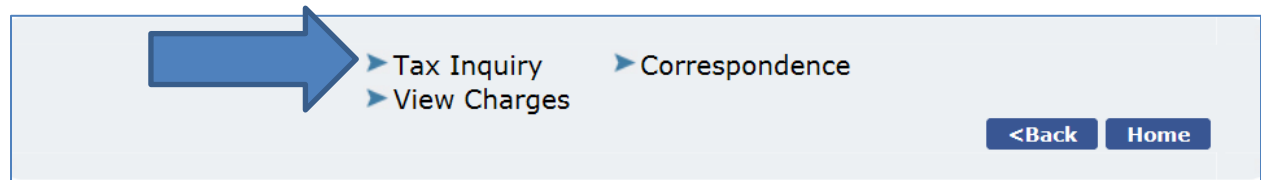


Figure 5- Tax Inquiry Screen

## Select Employer Tax Reports

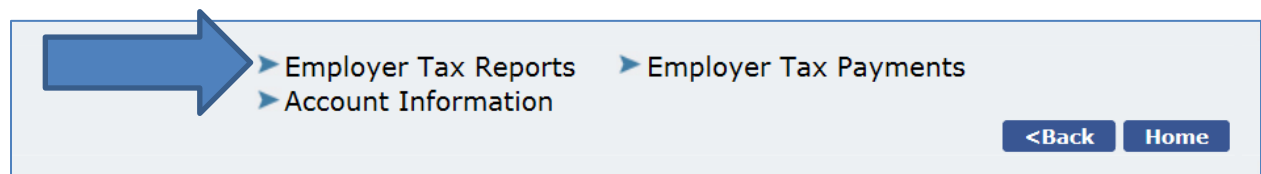


Figure 6- Employer Tax Reports Screen

Enter your Employer EAN and the year you wish to see the reports for, then select Tax Reports.

A screenshot of the Inquiry Tax Report Screen. The title 'Inquiry Tax Report' is at the top center, with a red asterisk and the text 'Required Information' below it. There are two input fields: '1. \* Employer Account Number (EAN)' and '2. Year'. A large blue arrow points to the right, indicating the next step. At the bottom are two buttons: 'Summary' and 'Tax Reports'. The text 'TWR-041' is in the top right corner.

Figure 7- Inquiry Tax Report Screen

The Inquiry Tax Report Summary will appear. Each of the blue text at the bottom of the report is a hyperlink. Select the links to open for more detailed information.

TWR-042

### Inquiry Tax Report Summary

Employer Account Number (EAN)  
Employer Name  
Employer Entity Name  
Account Status  
Status Effective Date 01/01/2018  
Total Rate 1.86%  
UI Rate 1.80%  
CSSF Rate 0.06%

For debt accrued prior to 11/16/2018 the total debt may not reflect processing fees. Processing fees include but are not limited to: lien, sheriff and non-sufficient fund fees. If you have any questions concerning this matter, contact an Employer Services Representative at (207)621-5120.

	1/2018	2/2018	3/2018	4/2018	Total 2018
<b>Wages (\$)</b>					
Total Wages (\$)					0.00
Non-Taxable Wages (\$)					0.00
Taxable Wages (\$)					0.00
<b>Dues (\$)</b>					
UI Contribution Due (\$)					0.00
CSSF Due (\$)					0.00
Interest Due (\$)					0.00
Contribution Penalty Due(\$)					0.00
Payroll Penalty Due(\$)					0.00
Process Cost Due (\$)					0.00
<b>Total Due (\$)</b>					<b>0.00</b>
<b>Applied (\$)</b>					
UI Contribution Paid (\$)					0.00
CSSF Paid (\$)					0.00
Interest Paid (\$)					0.00
Contribution Penalty Paid(\$)					0.00
Payroll Penalty Paid(\$)					0.00
Process Cost Paid (\$)					0.00
<b>Total Paid (\$)</b>					<b>0.00</b>
<b>Balance (\$)</b>					
UI Taxes					0.00
CSSF Taxes					0.00
Interest					0.00
Contribution Penalty					0.00
Payroll Penalty					0.00
Process Cost					0.00
<b>Total Balance</b>					<b>0.00</b>
	<a href="#">Tax Reports</a>	<a href="#">Tax Reports</a>	<a href="#">Tax Reports</a>	<a href="#">Tax Reports</a>	
	<a href="#">Qtr Applied Payments</a>	<a href="#">Qtr Applied Payments</a>	<a href="#">Qtr Applied Payments</a>	<a href="#">Qtr Applied Payments</a>	
	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	

NOTE: Select the Summary link to see any pending credit amounts.

[Summary](#) | [Payments](#) | [History Log](#)

Figure 8- Inquiry Tax Report Summary Screen


If you have selected the [Tax Reports](#) hyperlink from the Inquiry Tax Report Summary Screen

(screen above on page 10), the below screen will display. If you select [Qtr Applied Payments](#) additional details will display.

TWR-043

### Inquiry Tax Report Transactions

Employer Account Number (EAN)	
Employer Name	
Employer Entity Name	
Tax Rate	%
Quarter/Year	1/2017
Current Balance	\$ 0.00
Number of Employees	
12 January	N/A
12 February	N/A
12 March	N/A
Comment	
N/A	


[Qtr Applied Payments](#)

[<Back](#)

Figure 9- Inquiry Tax Report Transactions Screen

If you select the [Qtr Applied Payments](#) hyperlink on the screen above, the Inquiry Payment Applied on Quarter History screen will appear. Continue to select back to get back to the Inquiry Tax Report Summary screen.

TWR-272

### Inquiry Payment Applied on Quarter History

EAN	
Employer Name	
Quarter/Year	1/2017

**Inquiry Payment Applied on Quarter**


[<Back](#)


Figure 10-Inquiry Payment Applied on Quarter History Screen

If you have selected the Detail Wages hyperlink from the Inquiry Tax Report Summary screen (screen below)

TWR-042

### Inquiry Tax Report Summary

Employer Account Number (EAN)  
Employer Name  
Employer Entity Name  
Account Status  
Status Effective Date      01/01/2018  
Total Rate      1.86%  
UI Rate      1.80%  
CSSF Rate      0.06%

For debt accrued prior to 11/16/2018 the total debt may not reflect processing fees. Processing fees include but are not limited to: lien, sheriff and non-sufficient fund fees. If you have any questions concerning this matter, contact an Employer Services Representative at (207)621-5120.

	1/2018	2/2018	3/2018	4/2018	Total 2018
<b>Wages (\$)</b>					
Total Wages (\$)					0.00
Non-Taxable Wages (\$)					0.00
Taxable Wages (\$)					0.00
<b>Dues (\$)</b>					
UI Contribution Due (\$)					0.00
CSSF Due (\$)					0.00
Interest Due (\$)					0.00
Contribution Penalty Due(\$)					0.00
Payroll Penalty Due(\$)					0.00
Process Cost Due (\$)					0.00
<b>Total Due (\$)</b>					<b>0.00</b>
<b>Applied (\$)</b>					
UI Contribution Paid (\$)					0.00
CSSF Paid (\$)					0.00
Interest Paid (\$)					0.00
Contribution Penalty Paid(\$)					0.00
Payroll Penalty Paid(\$)					0.00
Process Cost Paid (\$)					0.00
<b>Total Paid (\$)</b>					<b>0.00</b>
<b>Balance (\$)</b>					
UI Taxes					0.00
CSSF Taxes					0.00
Interest					0.00
Contribution Penalty					0.00
Payroll Penalty					0.00
Process Cost					0.00
<b>Total Balance</b>					<b>0.00</b>
	<a href="#">Tax Reports</a>	<a href="#">Tax Reports</a>	<a href="#">Tax Reports</a>	<a href="#">Tax Reports</a>	
	<a href="#">Qtr Applied Payments</a>	<a href="#">Qtr Applied Payments</a>	<a href="#">Qtr Applied Payments</a>	<a href="#">Qtr Applied Payments</a>	
	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	

NOTE: Select the Summary link to see any pending credit amounts.

[Summary](#) | [Payments](#) | [History Log](#)

Figure 11- Detailed Wages Selection Screen

The Inquiry Detailed Wages screen will display. Select **Back** to return to the Inquiry Tax Report Summary screen or **Home** to return to the Home screen.

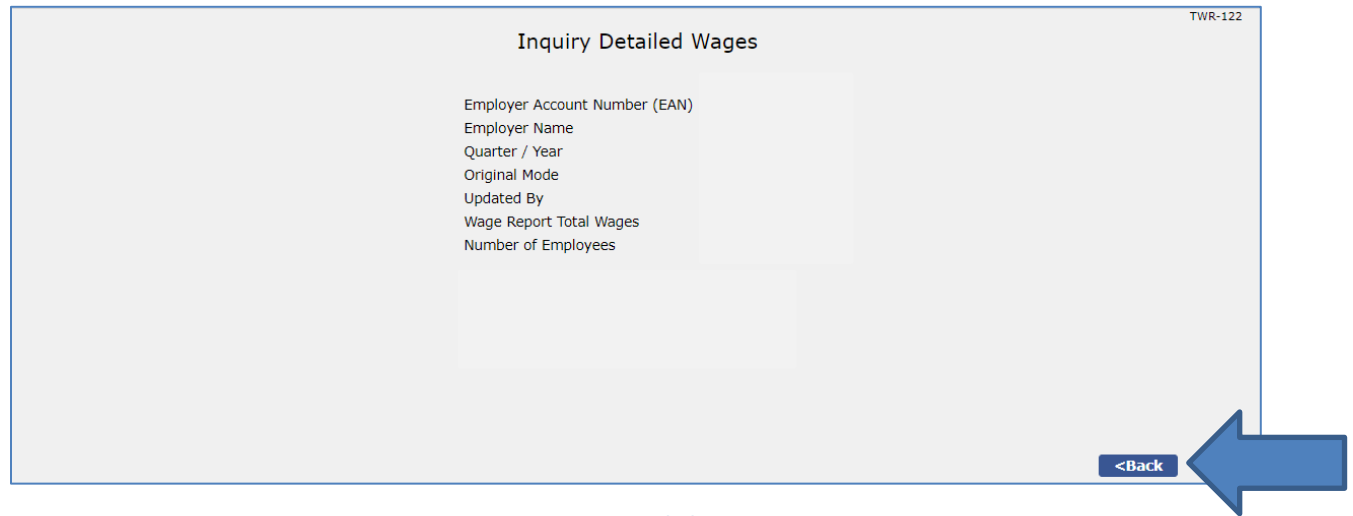


Figure 12- Inquiry Detailed Wages Screen

**To Inquire on Employer Tax Payments do the following steps:**

**Select Inquiry**

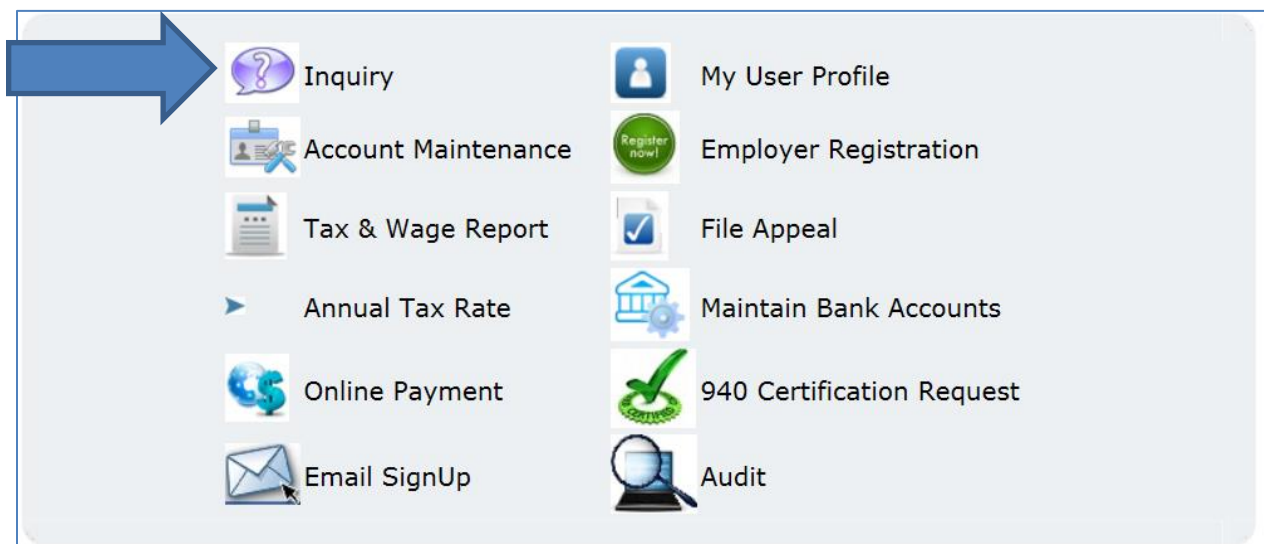


Figure 13- Inquiry Screen

## Select Tax Inquiry

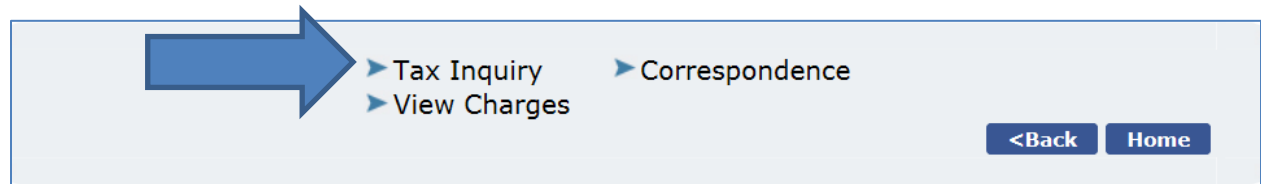


Figure 14- Tax Inquiry Screen

## Select Employer Tax Payments

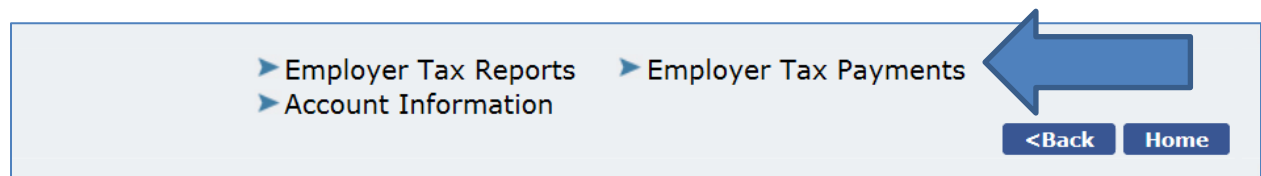


Figure 15- Employer Tax Payments Screen

## Enter your EAN then Select Next

The screenshot shows a form titled 'Inquiry Tax Payments' with a sub-header '\* Required Information'. Below this is a label '1. \* Employer Account Number (EAN)' followed by three input fields separated by hyphens. At the bottom right is a 'Next>' button. A large blue arrow points left towards the 'Next>' button. The text 'TWR-044' is visible in the top right corner.

Figure 16- Inquiry Tax Payments Screen

Any online payment information would display on this screen. Select Home to return to the Home Screen.

The screenshot shows a screen titled 'Inquiry Online Payment Details'. Below the title are two labels: 'Employer Account Number (EAN)' and 'Employer Name'. At the bottom, a message states 'No Payment Details exists for the EAN entered'. The text 'TWR-121' is visible in the top right corner.

Figure 17- Inquiry Online Payment Details Screen

To Inquire on Account Information do the following steps:

### Select Inquiry

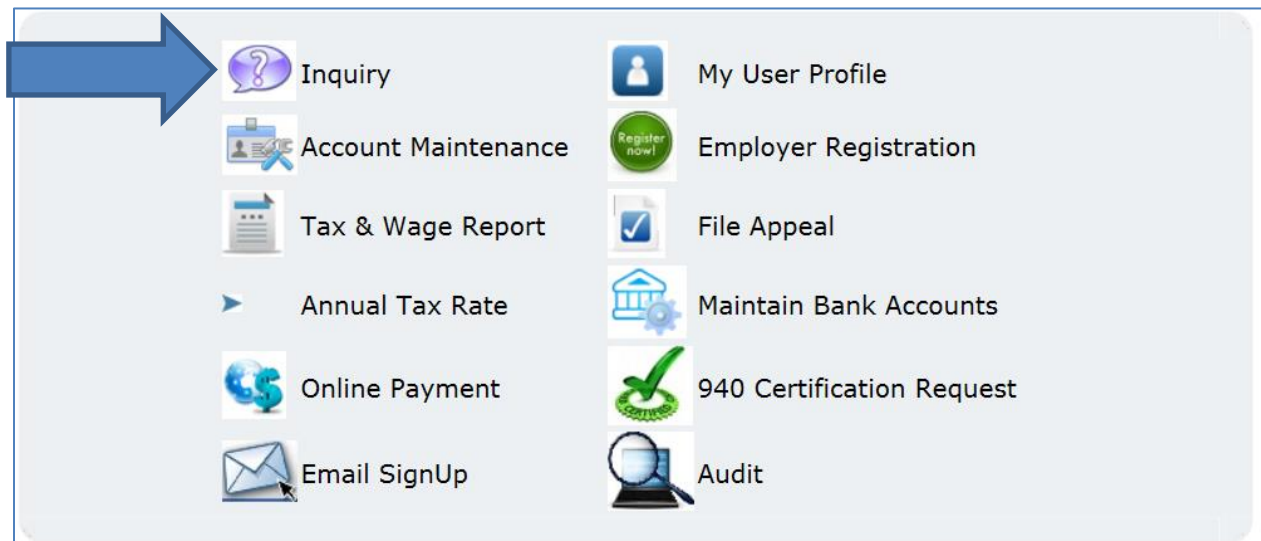


Figure 18- Inquiry Screen

### Select Tax Inquiry

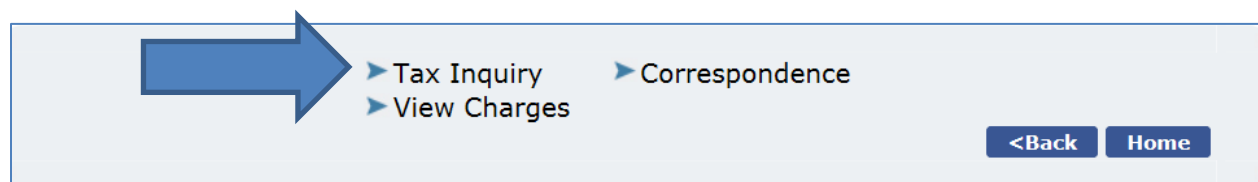


Figure 19- Tax Inquiry Screen

### Select Employer Tax Payments

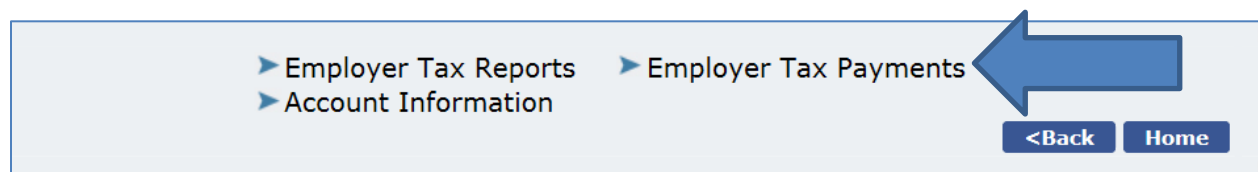


Figure 20- Employer Tax Payments Screen

## Enter the EAN and Select Next

Inquiry Employer Account  
\* Required Information

1. \* EAN  -  -

Next>

Figure 21- Inquiry Employer Account Screen

The Employer Account Information will provide information under the headers below for Rate Year, Total Rate, UI Rate, Training Rate, and Mail Date. There is also a hyperlink [here](#) near the bottom left of the screen to see the rates for all years. Select back to return to the Inquiry Employer Account screen or select Details to see further details.

here'. At the bottom right, there are '<Back' and 'Details' buttons. A large blue arrow points to the 'Details' button."/>

Inquiry Employer Account Information

EAN  
Entity Name  
FEIN

Rate Year	Total Rate	UI Rate	Training Rate	Mail Date
-----------	------------	---------	---------------	-----------

To see rates for all years select [here](#)

<Back Details

Figure 22- Inquiry Employer Account Information Screen

Selecting the [here](#) hyperlink will provide more information about the rates for all years. Select Back to return to the Inquiry Employer Account Information screen or select Home to return to the Home Screen.

here' and 'To see ownership information select [here](#)'. At the bottom right, there is a '<Back' button. Two black arrows point to the hyperlinks."/>

Inquiry Employer Detail Information

EAN  
Entity Name  
Trade Name  
Leasing Employer FEIN

Field Representative 50006 Third Party Agent  
County of Operation KENNEBEC NAICS

Tax Correspondence Mode USPS Benefits Correspondence Mode USPS  
Tax Verified Email Address N/A Benefits Verified Email Address N/A

To see contact/address information select [here](#)

To see ownership information select [here](#)

<Back

Figure 23- Inquiry Employer Details Information Screen

The two hyperlinks near the bottom in blue lettering with the underlined word [here](#) are for more detailed information about your account.

**To inquire on Correspondences you have responded to, do the following steps:**

**Select Inquiry**

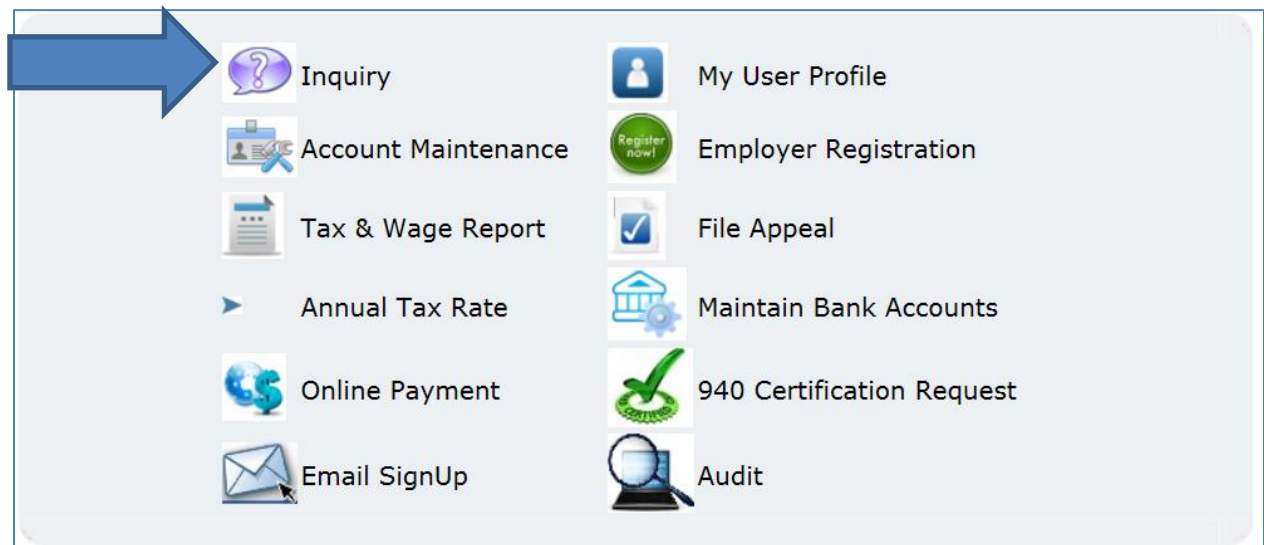


Figure 24- Inquiry Screen

**Select Correspondence**

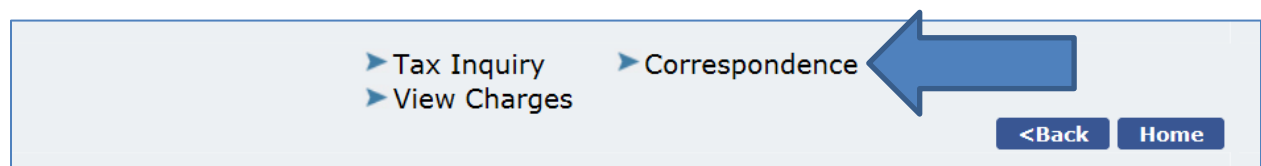


Figure 25- Correspondence Screen

**Select Respond to Correspondence**

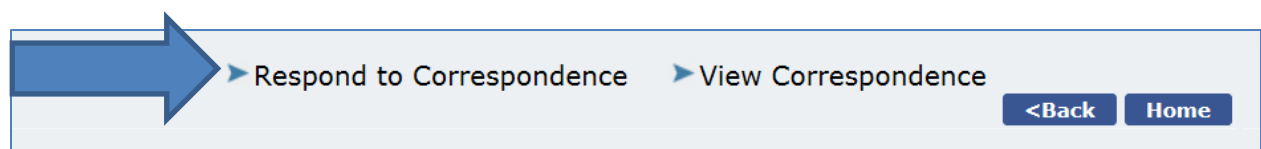


Figure 26- Respond to Correspondence Screen

Select your EAN from the dropdown list

Figure 27- Select Employer Account Number Screen

Enter in Claimant SSN or Correspondence Type or Correspondence date or just select Search to see all documents.

Figure 28- Employer Correspondence Search Screen

If any correspondences are available they would be listed below in blue hyperlink text where you can select on the correspondence to inquire and see that document in detail. Select Home to return to the Home screen.

Figure 29- Employer Correspondence Search Screen

**To File a Tax & Wage Report do the following steps:**

**Select Tax & Wage Report**

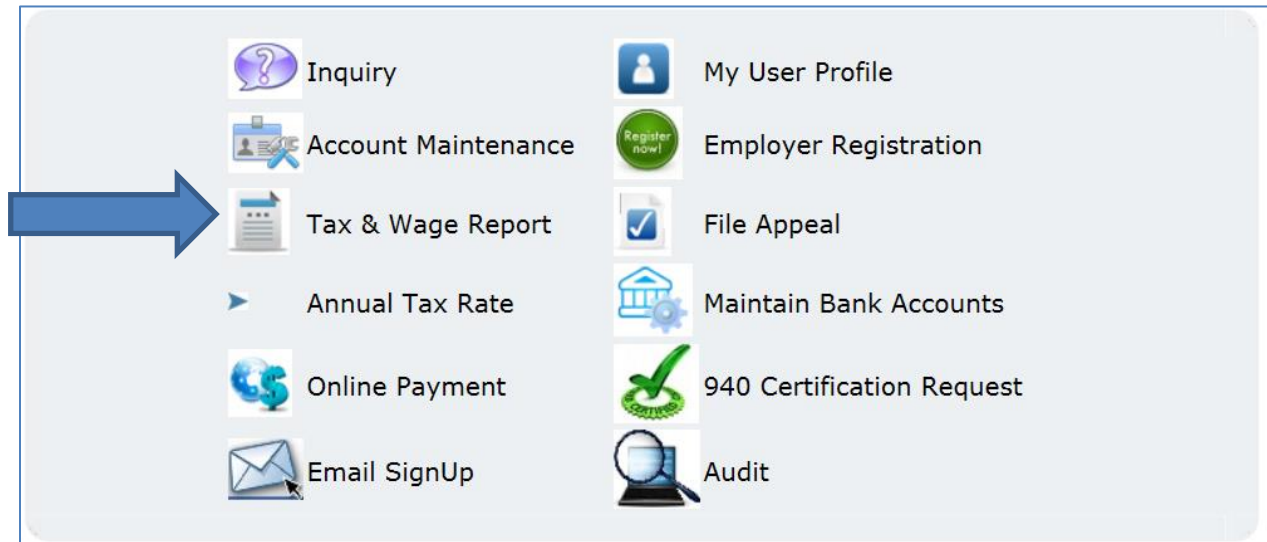


Figure 30- Tax & Wage Report Screen

**Select File Tax & Wage Report**

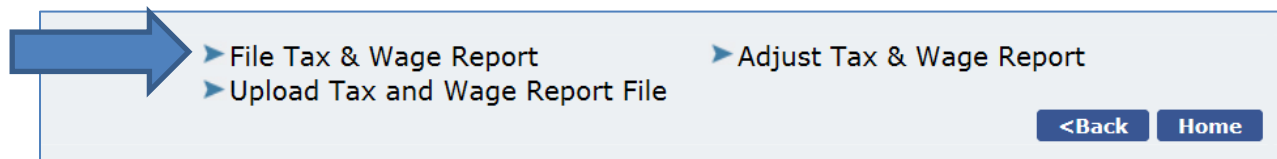


Figure 31- File Tax & Wage Report Screen

**Your Employer Account Number (EAN) will prefill. Select a quarter and enter a year and then select Next.**

The screenshot shows a form titled 'UI Tax Report' with a sub-header '\* Required Information'. It contains two fields: '1. \* Employer Account Number (EAN)' with a pre-filled value '1234567890-1234' and '2. \* Quarter/Year Filing For' with a dropdown menu set to '-Select-' and a year field set to '2020'. At the bottom right are two buttons: '<Back' and 'Next>'. A large blue arrow points to the 'Next>' button.

Figure 32- UI Tax Report Screen

The UI Tax Report – Submission by Screen will appear. Enter the required information signified with a red \* and select Next.

TWR-001

### UI Tax Report - Information Submitted By

\* Required Information

Employer Name  
Employer Account Number (EAN)  
Quarter/Year

1. \* First Name
2. Middle Initial
3. \* Last Name
4. \* Job Title
5. \* Contact Number  -  -  Ext.
6. Email Address




Figure 33- UI Tax Report-Information Submitted By Screen

The UI Tax Report – Verify Address Details screen will appear. Verify the details and if they are not correct you can select the Modify button on the bottom left hand side of the screen to update. If you don't need to update the address details select Next.

TWR-002

### UI Tax Report - Verify Address Details

Employer Name  
EAN  
Submitted By  
Quarter/Year

Address Type	Address Details
Physical	45 COMMERCE DR, AUGUSTA, Maine 04330, United States
Tax Mailing	45 COMMERCE DR, AUGUSTA, Maine 04330, United States
Claims Mailing	45 COMMERCE DR, AUGUSTA, Maine 04330, United States
Payroll	45 COMMERCE DR, AUGUSTA, Maine 04330, United States






Figure 34- UI Tax Report-Verify Address Details Screen

The UI Tax Report – Account Questions screen displays. Answer the required information signified with a red \* as they apply to you and select Next.

TWR-003

UI Tax Report - Account Questions  
\* Required Information

Employer Name  
EAN  
Submitted By  
Quarter/Year

1. \* Did you pay wages to any employee(s) during the Quarter/Year, 1/2017? ☐ Yes ☐ No

2. \* Do you anticipate having employees in the future? ☐ Yes ☐ No  
a. If No, last day employment occurred? MM / DD / YYYY

3. \* Have you sold your business? ☐ Yes ☐ No

4. \* Has the business type changed (Incorporated, Merged etc.)? ☐ Yes ☐ No  
a. If Yes, when? MM / DD / YYYY

<Back Next>

Figure 35- UI Tax Report – Account Questions Screen

**If you select “No” to Question 2: “Do you want to file the detailed employee wage report at this time?” follow the steps below:**

The UI Tax Report – Number of Employees screen appears. Enter the required information signified with a red \* and then select Next.

TWR-004

UI Tax Report - Number of Employees  
\* Required Information

Employer Name  
EAN  
Submitted By  
Quarter/Year

1. \* Total number of employees on:  
12th Jan 2017 12th Feb 2017 12th Mar 2017

A detailed employee wage report including Employee Name, SSN, and Quarterly Wage Amount is required. If a wage report is not filed, the employer is subject to a penalty of \$25 or 10% of the tax due, whichever is greater.

2. \* Do you want to file the detailed employee wage report at this time? ☐ Yes ☐ No

<Back Next>

Figure 36- UI Tax Report – Number of Employees Screen

**If you selected “No” on Question number 2: “Do you want to file the detailed employee wage report at this time” on the above screen (UI Tax Report – Number of Employees screen)**

The UI Tax Report – Total/Non-Taxable/Taxable Wages – Tax Report screen will appear. Enter the required information signified with a red \* and then select Next.

UI Tax Report - Total/Non-Taxable/Taxable Wages - Tax Report  
\* Required Information

Employer Name  
Employer Account Number (EAN)  
Submitted By  
Quarter/Year

Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

1. \* Total Wages \$   
2. \* Non-Taxable Wages \$  ?  
3. \* Taxable Wages \$  ?  
4. \* Report Received Date 10 / 11 / 2018  
5. Comments (Must not Exceed 512 characters)

Home <Back Next>

Figure 37- UI Tax Report-Total/Non-Taxable/Taxable Wages Screen

The Tax Report Verification screen displays, review details and if you need to correct something select back, if you are satisfied with what is displaying select Submit.

UI Tax Report - Tax Report Verification

Employer Name  
Employer Account Number (EAN)  
Submitted By  
Quarter/Year

Total number of employees on:

12th Jan 2017	12th Feb 2017	12th Mar 2017
50	50	50

Total Wages  
Non-Taxable Wages  
Taxable Wages

UI Tax Rate  
CSSF Tax Rate  
Total Tax Rate

UI Tax Due  
CSSF Tax Due  
Total Tax Due

Interest  
Contribution Penalty  
Payroll Penalty  
Process Cost

Total Amount due for the reporting quarter

Comments

<Back Submit

Figure 38- UI Tax Report – Tax Report Verification Screen

**If you select “Yes” to Question 2: “Do you want to file the detailed employee wage report at this time?” follow the steps below:**

**Provide the details on the total number of employees on the time periods listed. Selected “Yes” on Question number 2: “*Do you want to file the detailed employee wage report at this time*” on the below screen (UI Tax Report – Number of Employees screen) and select Next.**

TWR-004

### UI Tax Report - Number of Employees

\* Required Information

Employer Name  
EAN  
Submitted By  
Quarter/Year

1. \* Total number of employees on:

12th Jan 2017      12th Feb 2017      12th Mar 2017

A detailed employee wage report including Employee Name, SSN, and Quarterly Wage Amount is required. If a wage report is not filed, the employer is subject to a penalty of \$25 or 10% of the tax due, whichever is greater.

2. \* Do you want to file the detailed employee wage report at this time?      ☐ Yes ☐ No

<Back    Next>

Figure 39- UI Tax Report – Number of Employees Screen

**The UI Tax Report – Wage Reporting Methods screen displays. You have two methods for reporting the detailed employee wages – *Method A: Filing* can be done by entering wage data online using the ReEmployME application or *Method B: Filing* can be done by uploading a file using a pre-approved file format (MDOL accepts the following approved format: Excel. For more information visit [www.maine.gov/labor](http://www.maine.gov/labor) or you may contact Maine at 207-621-5120.)**

TWR-005

### UI Tax Report - Wage Reporting Methods

Employer Name  
EAN  
Submitted By  
Quarter/Year

We offer two online methods for reporting the detailed employee wages.

**Method A:** Enter your wage data online using this application.  
-OR-  
**Method B:** Upload a file using a pre-approved file format. ?

To file employee details and wage amounts online, select one of the following methods

<Back    Method A    Method B

Figure 40- UI Tax Report – Wage Reporting Methods Screen

To file with Method A selection do the following steps:

The UI Tax Report – Provide Wage Details – Wage Report Screen appears. Enter in SSN, First Name, Last Name, Middle Initial (if available), and Total Wages for each employee. You can select an employee to delete by checking the box next to the claimant or if you want to select all to delete select [Select All](#) and then select [Delete Selected Employees](#). If you need to add rows select [Add Blank Rows](#). If you want to save what you have entered or feel you may need to come back to this screen select Save and Close in the bottom left hand corner of the screen. If you are finished then select Submit.

UI Tax Report - Provide Wage Details - Wage Report  
\* Required Information

Employer Name  
EAN  
Submitted By  
Quarter/Year  
Report Received Date 10 / 17 / 2018

Sort By -Select- Order -Select- Sort

[Select All](#) [Delete Selected Employees](#) [Add Blank Rows](#)

Delete	SSN*	First Name*	Last Name*	Middle Initial	Total Wages(\$)*
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Total					

[Select All](#) [Delete Selected Employees](#) [Add Blank Rows](#)

Save and Close <Back Submit

Figure 41 – UI Tax Report – Provide Wage Details – Wage Report Screen

The Wage Report Confirmation Screen will appear after you hit submit. You can opt to file another Tax Report by selecting File Tax Report or just select Home up in the Right hand corner of the screen to return to the Home Screen.

Wage Report Confirmation

You have successfully filed the Wage Report for the Quarter/Year 1/2017. Do not mail in a hard copy of the Wage Report. To file the Tax Report, select 'File Tax Report'

File Tax Report

Figure 42- Wage Report Confirmation Screen

How to file with Method B selection, follow the steps below:

The UI Tax Report – Provide Wage Details – Wage Report Screen appears. You will want to have the file you are wanting to upload saved to your desktop or a computer file to access. Select **File Format** from the drop down list and then select **+ Choose File** to go into your computer files to select the saved document to upload. Once you have selected the document and have uploaded it successfully select **Submit**.

UI Tax Report - Upload Wages - Wage Report  
Required Information

Employer Name  
EAN  
Submitted By  
Quarter/Year  
Report Received Date 10 / 11 / 2018

1. \* Select File Format -Select-  
2. \* Select File + Choose File

<Back Submit

Figure 43- UI Tax Report – Upload Wages – Wage Report Screen

The Wage Report Confirmation Screen will appear after you hit submit. You can opt to file another Tax Report by selecting the **File Tax Report** button or just select **Home** up in the Right hand corner of the screen to return to the Home Screen.

Wage Report Confirmation

You have successfully filed the Wage Report for the Quarter/Year 1/2017. Do not mail in a hard copy of the Wage Report. To file the Tax Report, select 'File Tax Report'

File Tax Report

Figure 44- Wage Report Confirmation Screen

**To correct a Tax and Wage Report do the following steps:**

## Select Tax & Wage Report

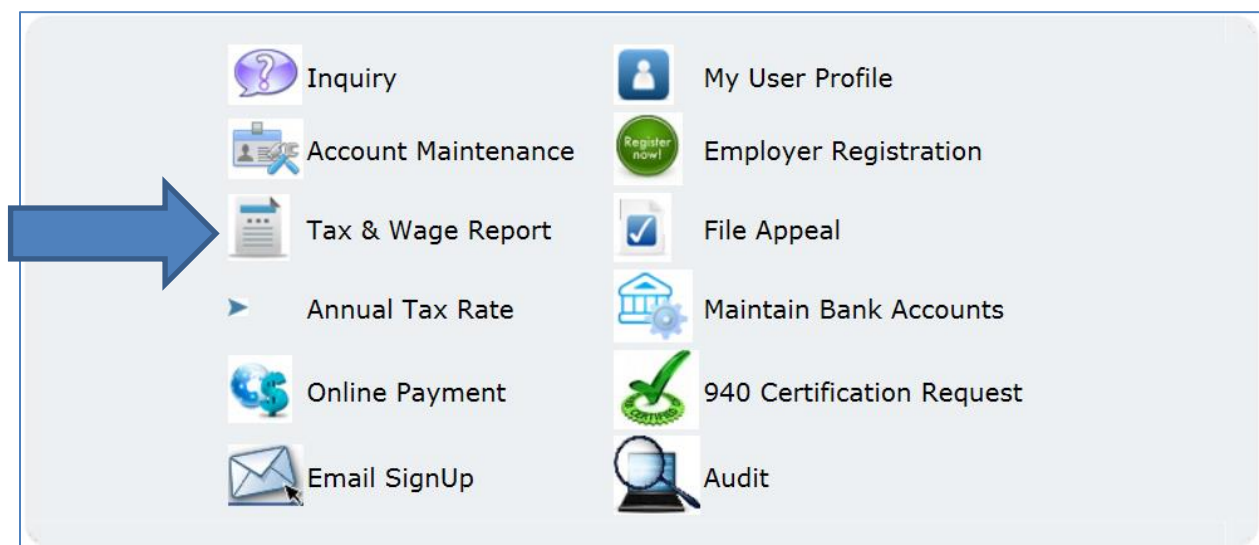


Figure 45- Tax & Wage Report Screen

## Select Adjust Tax & Wage Report

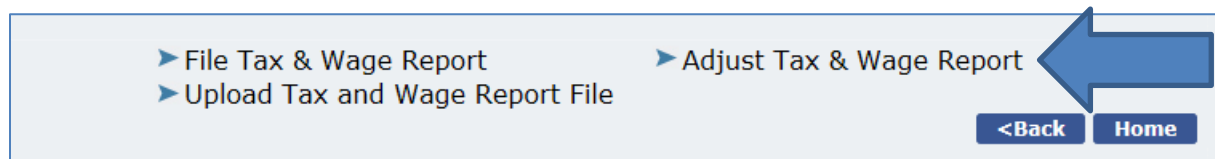


Figure 46- Adjust Tax & Wage Report Screen

The File Tax and Wage Report Adjustment screen appears. Enter the required information signified with a red \*. Select a Reason for Adjustment from the drop down, if you select other you will need to add an explanation in the box labeled a. and then select Next.

The screenshot shows the 'File Tax and Wage Report Adjustment' screen. It has a title 'File Tax and Wage Report Adjustment' and a subtitle '\* Required Information'. The form contains the following fields:

- 1. \* Employer Account Number (EAN): A text input field.
- 2. \* Quarter/Year Filing For: A dropdown menu and a text input field.
- 3. \* Reason for Adjustment: A dropdown menu. A dropdown list is open, showing options: '-Select-', 'Add Missing Wages', 'Adjusted Non-Taxable Wages', 'Adjusted Taxable Wages', 'Cafeteria Wages Reported in Error', 'Wages Incorrectly Reported', 'Wages Omitted from Original Report', 'Wages Reported to Incorrect State', 'Wages Reported under Predecessor / Successor Incorrectly', and 'Other'.
- a. If 'Other', explain (Must not exceed 250 characters): A text area.

At the bottom right, there are buttons for '<Back' and 'Next>'. A large blue arrow points to the 'Next>' button.

Figure 47- File Tax and Wage Report Adjustment Screen

The UI Tax Report – Information Submitted By screen will appear. Enter the required information signified with a red \* and select Next.

TWR-001

UI Tax Report - Information Submitted By  
\* Required Information

Employer Name  
Employer Account Number (EAN)  
Quarter/Year

1. \* First Name  
2. Middle Initial  
3. \* Last Name  
4. \* Job Title  
5. \* Contact Number Ext.  
6. Email Address

<Back Next>

Figure 48- UI Tax Report – Information Submitted By Screen

The Report and Adjustment Type screen will appear.

TWR-238

Report and Adjustment Type  
\* Required Information

Employer Name  
EAN  
Quarter/Year 1/2017  
Submitted By

1. \* Choose the report to adjust.  
☐ Both Tax & Wage Reports  
☐ Tax Report Only  
☐ Wage Report Only

2. \* Choose the type of adjustment.  
☐ Correct the Existing Report  
☐ Replace the Existing Report

<Back Next>

Figure 49- Report and Adjustment Type Screen

**Question 1 & 2 Options:**

[Option 1: Both Tax & Wage Reports/Correct Existing Report](#)

[Option 2: Both Tax & Wage Reports/Replace the Existing Report](#)

[Option 3: Wage Report Only/Correct Existing Report](#)

[Option 4: Wage Report Only/Replace Existing Report](#)

[Option 5: Tax Report Only/Correct Existing Report](#)

[Option 6: Tax Report Only/Replace Existing Report](#)

**Option 1: Question 1 - Both Tax & Wage Reports & Question 2 - Correct Existing Report**

TWR-238

**Report and Adjustment Type**  
\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

1. \* Choose the report to adjust. ?

☒ Both Tax & Wage Reports  
☐ Tax Report Only  
☐ Wage Report Only

2. \* Choose the type of adjustment. ?

☒ Correct the Existing Report  
☐ Replace the Existing Report

<Back Next>

Figure 50- Report and Adjustment Type Screen

The Update Wage Report – Provide Wage Details screen appears. You can delete any employee by checking off the box in the Delete column and select [Delete Selected Employees](#). You can update the earnings in the Should Be (\$) column. If you need to add blank rows [Select Add Blank Rows](#). Enter in a Reason for Update in the box below and then select Submit.

TWR-063

**Update Wage Report - Provide Wage Details**  
\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Keyed By  
Batch Number N/A

Sort By -Select- Order -Select- Sort

Select All Delete Selected Employees Add Blank Rows

	Delete	SSN*	Last Name*	First Name*	Middle Initial	Reported As (\$)	Should Be (\$)
1	<input type="checkbox"/>					1,546.47	1,546.47
2	<input type="checkbox"/>					837.87	837.87

Select All Delete Selected Employees Add Blank Rows

Reason For Update Add Missing Wages  
CSR Remarks

<Back Submit

Figure 51- Update Wage Report – Provide Wage Details Screen

The Wage Report Confirmation screen appears. Select Next to adjust the Tax Report.

TWR-014

### Wage Report Confirmation

The Wage Report has been successfully corrected for Quarter/Year 2/2018.

Select '**Next**' to adjust the Tax Report.

**Next>**

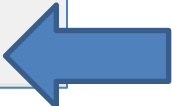


Figure 52- Wage Report Confirmation Screen

The Tax Report Adjustment screen appears. Enter in the Should Be (\$) and select Next

TWR-241

### Tax Report Adjustment

\* Required Information

Employer Name  
EAN  
Quarter/Year  
Submitted By

Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
<b>Total Wages</b>	13,000.00	<input type="text"/>
<b>Non-Taxable Wages</b>	1,000.00	<input type="text"/>
<b>Taxable Wages</b>	12,000.00	<input type="text"/>

**<Back** **Next>**




Figure 53- Tax Report Adjustment Screen

The Verify Tax Report Adjustment screen appears. If anything needs to be changed select back, if all is completed select submit.

TWR-242

### Verify Tax Report Adjustment

\* Required Information

Employer Name  
EAN  
Quarter/Year  
Submitted By

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
<b>Total Wages</b>	13,000.00	20,000.00	7,000.00
<b>Non-Taxable Wages</b>	1,000.00	8,000.00	7,000.00
<b>Taxable Wages</b>	12,000.00	12,000.00	0.00

**<Back** **Submit**


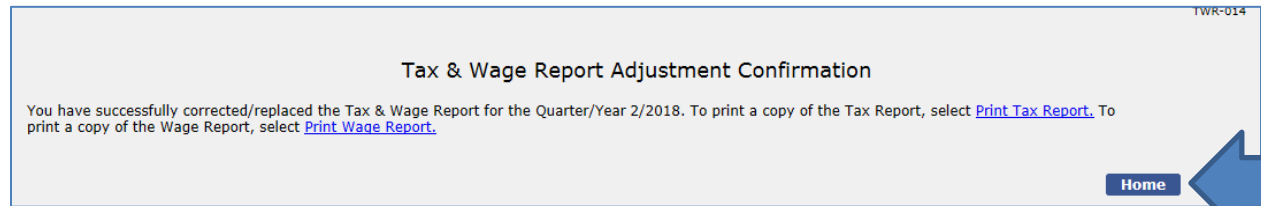


Figure 54- Verify Tax Report Adjustment Screen

The Tax & Wage Report Adjustment Confirmation screen appears. You can select [Print Tax Report](#) or [Print Wage Report](#) to print a copy for your records. Once completed you can select

## Home to return to the Home Screen



TWR-014

### Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax & Wage Report for the Quarter/Year 2/2018. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#).

[Home](#)

Figure 55- Tax & Wage Report Adjustment Confirmation Screen

## Option 2: Question 1: Both Tax & Wage Reports & Question 2: Replace the Existing Report



TWR-238

### Report and Adjustment Type

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

1. \* Choose the report to adjust. ?

- ☒ Both Tax & Wage Reports
- ☐ Tax Report Only
- ☐ Wage Report Only

2. \* Choose the type of adjustment. ?

- ☐ Correct the Existing Report
- ☒ Replace the Existing Report

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

Figure 56- Report and Adjustment Type Screen

The Tax Report Adjustment screen appears. Enter in the Should be (\$) as necessary for the

Total Wages, Non-Taxable Wages, and Taxable Wages and then Select Next.

TWR-241

**Tax Report Adjustment**  
\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

Report the Total, Non-Taxable, and Taxable quarterly wages for all employees, not just the employee(s) for which you have made a revision.  
Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
Total Wages	61,000.00	<input type="text"/>
Non-Taxable Wages	41,000.00	<input type="text"/>
Taxable Wages	20,000.00	<input type="text"/>

<Back Next>

Figure 57- Tax Report Adjustment Screen

The Verify Tax Report Adjustment Screen appears. Verify the differences have calculated accurately, if not select Back to re-enter, if correct select next to proceed to the next screen.

TWR-242

**Verify Tax Report Adjustment**  
\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	60,000.00	65,000.00	5,000.00
Non-Taxable Wages	40,000.00	42,000.00	2,000.00
Taxable Wages	20,000.00	23,000.00	3,000.00

<Back Submit

Figure 58- Verify Tax Report Adjustment Screen

The Tax & Wage Report Adjustment Confirmation Screen appears. You can print a copy of the Tax report for your records by selecting [Print Tax Report](#) or select Home to return to the Home screen.

TWR-014

**Tax & Wage Report Adjustment Confirmation**

You have successfully corrected/replaced the Tax report for the Quarter/Year 2/2018. To print a copy of the Tax Report, select [Print Tax Report](#).

Home

Figure 59- Tax & Wage Report Adjustment Confirmation Screen

### Option 3: Wage Report Only/Correct Existing Report

TWR-238

### Report and Adjustment Type

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

1. \* Choose the report to adjust. ?

☐ Both Tax & Wage Reports  
☐ Tax Report Only  
☒ Wage Report Only

2. \* Choose the type of adjustment. ?

☒ Correct the Existing Report  
☐ Replace the Existing Report

<Back Next>

Figure 60- Report and Adjustment Type Screen

The Update Wage Report – Provide Wage Details screen appears. You can delete any employee by checking off the box in the Delete column and select [Delete Selected Employees](#). You can update the earnings in the Should Be (\$) column. If you need to add blank rows [Select Add Blank Rows](#). Enter in a Reason for Update in the box below and then select Submit.

TWR-063

### Update Wage Report - Provide Wage Details

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Keyed By  
Batch Number N/A

Sort By -Select- Order -Select- Sort

Select All Delete Selected Employees Add Blank Rows

	Delete	SSN *	Last Name *	First Name *	Middle Initial	Reported As (\$)	Should Be (\$)
1	<input type="checkbox"/>					1,546.47	1,546.47
2	<input type="checkbox"/>					837.87	837.87

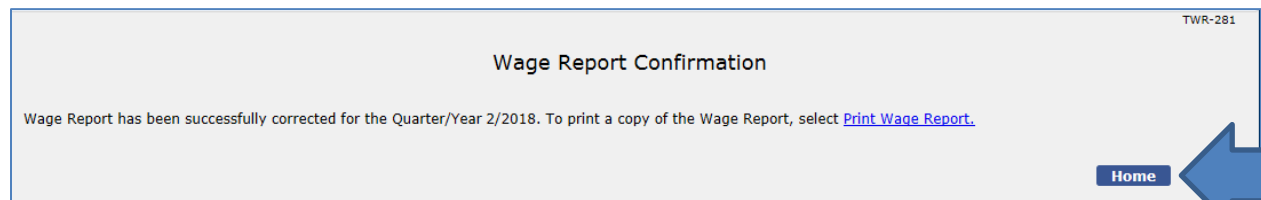
Select All Delete Selected Employees Add Blank Rows

Reason For Update Add Missing Wages  
CSR Remarks

<Back Submit

Figure 61- Update Wage Report – Provide Wage Details Screen

The Wage Report Confirmation screen appears. Select [Print Wage Report](#) to print a copy of the Wage Report for your records or select Home to return to the Home Screen.



TWR-281

Wage Report Confirmation

Wage Report has been successfully corrected for the Quarter/Year 2/2018. To print a copy of the Wage Report, select [Print Wage Report](#).

[Home](#)

Figure 62- Wage Report Confirmation Screen

#### Option 4: Wage Report Only/Replace Existing



TWR-238

Report and Adjustment Type

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

1. \* Choose the report to adjust. ?

- ☐ Both Tax & Wage Reports
- ☐ Tax Report Only
- ☒ Wage Report Only

2. \* Choose the type of adjustment. ?

- ☐ Correct the Existing Report
- ☒ Replace the Existing Report

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

Figure 63- Report and Adjustment Type Screen

The Wage Report Replacement Methods screen displays. You have two methods for reporting the detailed employee wages previously reported – **Method A: Filing** can be done by entering wage data online using the ReEmployME application or **Method B: Filing** can be done by uploading a file using a pre-approved file format (MDOL accepts the following approved format: Excel. For more information visit [www.maine.gov/labor](http://www.maine.gov/labor) or you may contact Maine at 207-621-5120.)



Figure 64- Wage Report Replacement Method Screen

**Method A- Enter your wage data online using this application:**

The UI Tax Report – Provide Wage Details – Wage Report Screen appears. Enter in SSN, First Name, Last Name, Middle Initial (if available), and Total Wages for each employee. You can select an employee to delete by checking the box next to the claimant or if you want to select all to delete select [Select All](#) and then select [Delete Selected Employees](#). If you need to add rows select [Add Blank Rows](#). If you want to save what you have entered or feel you may need to come back to this screen select Save and Close in the bottom left hand corner of the screen. If you are finished then select Submit.



	Delete	SSN*	Last Name*	First Name*	Middle Initial	Reported As (\$)	Should Be (\$)
1	<input type="checkbox"/>						
2	<input type="checkbox"/>						
3	<input type="checkbox"/>						
4	<input type="checkbox"/>						
5	<input type="checkbox"/>						
6	<input type="checkbox"/>						
7	<input type="checkbox"/>						
8	<input type="checkbox"/>						
9	<input type="checkbox"/>						
10	<input type="checkbox"/>						

Figure 65- Update Wage Report – Provide Wage Details Screen

The Wage Report Confirmation screen appears. Select [Print Wage Report](#) to print a copy of the Wage Report or select Home to return to the Home screen.

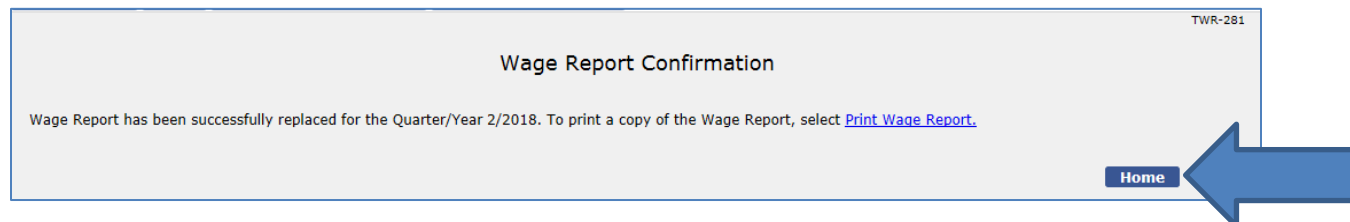


Figure 66- Wage Report Confirmation Screen

**Method B selection, follow the steps below:**

The UI Tax Report – Provide Wage Details – Wage Report Screen appears. You will want to have the file you are wanting to upload saved to your desktop or a computer file to access. Select File Format from the drop down list and then select **+ Choose File** to go into your computer files to select the saved document to upload. Once you have selected the document and have uploaded it successfully select Submit.



Figure 67- Upload Wage Report Replacement Screen

The Wage Report Confirmation Screen will appear after you hit submit. You can opt to file another Tax Report by selecting the File Tax Report button or just select Home up in the Right hand corner of the screen to return to the Home Screen.

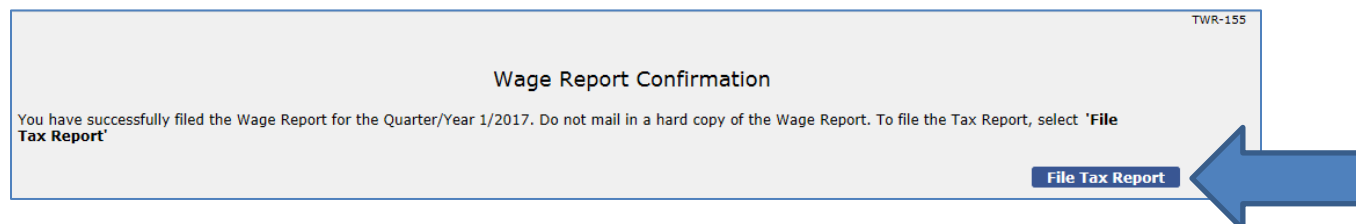


Figure 68- Wage Report Confirmation Screen

## Option 5: Tax Report Only/Correct Existing Report

TWR-238

### Report and Adjustment Type

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

1. \* Choose the report to adjust. ?

- ☐ Both Tax & Wage Reports
- ☒ Tax Report Only
- ☐ Wage Report Only

2. \* Choose the type of adjustment. ?

- ☒ Correct the Existing Report
- ☐ Replace the Existing Report

<Back Next>

Figure 69- Report and Adjustment Type Screen

The Tax Report Adjustment screen appears. Enter in the Should be (\$) as necessary for the Total Wages, Non-Taxable Wages, and Taxable Wages and then Select Next.

TWR-241

### Tax Report Adjustment

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

Report the Total, Non-Taxable, and Taxable quarterly wages for all employees, not just the employee(s) for which you have made a revision.  
Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
Total Wages	61,000.00	<input type="text"/>
Non-Taxable Wages	41,000.00	<input type="text"/>
Taxable Wages	20,000.00	<input type="text"/>

<Back Next>

Figure 70- Tax Report Adjustment Screen

The Verify Tax Report Adjustment Screen appears. Verify the differences have calculated accurately, if not select Back to re-enter, if correct select next to proceed to the next screen.

Verify Tax Report Adjustment  
\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	60,000.00	65,000.00	5,000.00
Non-Taxable Wages	40,000.00	42,000.00	2,000.00
Taxable Wages	20,000.00	23,000.00	3,000.00

<Back Submit

Figure 71- Verify Tax Report Adjustment Screen

The Tax & Wage Report Adjustment Confirmation Screen appears. You can print a copy of the Tax report for your records by selecting [Print Tax Report](#) or select Home to return to the Home screen.

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax report for the Quarter/Year 2/2018. To print a copy of the Tax Report, select [Print Tax Report](#).

Home

Figure 72- Tax & Wage Report Adjustment Confirmation Screen

## Option 6: Tax Report Only/Replace Existing Report

TWR-238

### Report and Adjustment Type

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

1. \* Choose the report to adjust. ?

☐ Both Tax & Wage Reports  
☒ Tax Report Only  
☐ Wage Report Only

2. \* Choose the type of adjustment. ?

☐ Correct the Existing Report  
☒ Replace the Existing Report

<Back Next>

Figure 73- Report and Adjustment Type Screen

The Tax Report Adjustment screen appears. Enter in the Should be (\$) as necessary for the Total Wages, Non-Taxable Wages, and Taxable Wages and then Select Next.

TWR-241

### Tax Report Adjustment

\* Required Information

Employer Name  
EAN  
Quarter/Year 2/2018  
Submitted By

Report the Total, Non-Taxable, and Taxable quarterly wages for all employees, not just the employee(s) for which you have made a revision.  
Taxable wage base is the amount of Wages for each employee for which the employer has to pay taxes to MDOL. The current Taxable Wage base is \$12000

	As Previously Reported (\$)	Should Be (\$)*
Total Wages	61,000.00	<input type="text"/>
Non-Taxable Wages	41,000.00	<input type="text"/>
Taxable Wages	20,000.00	<input type="text"/>

<Back Next>

Figure 74- Tax Report Adjustment Screen

The Verify Tax Report Adjustment Screen appears. Verify the differences have calculated accurately, if not select Back to re-enter, if correct select next to proceed to the next screen.

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	60,000.00	65,000.00	5,000.00
Non-Taxable Wages	40,000.00	42,000.00	2,000.00
Taxable Wages	20,000.00	23,000.00	3,000.00

Figure 75- Verify Tax Report Adjustment Screen

The Tax & Wage Report Adjustment Confirmation Screen appears. You can print a copy of the Tax report for your records by selecting [Print Tax Report](#) or select Home to return to the Home screen.

Home

Figure 76- Tax & Wage Report Adjustment Confirmation Screen

**To make an Online Payment do the following steps:**

**Select Online Payment**

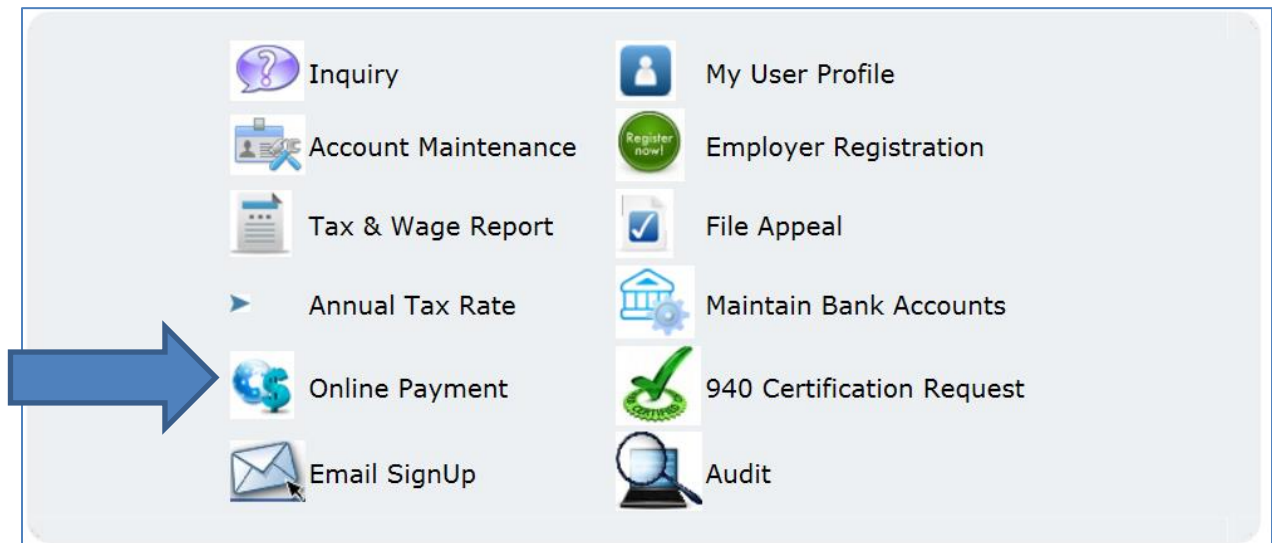


Figure 77- Online Payment Screen

**Select Online Payment**

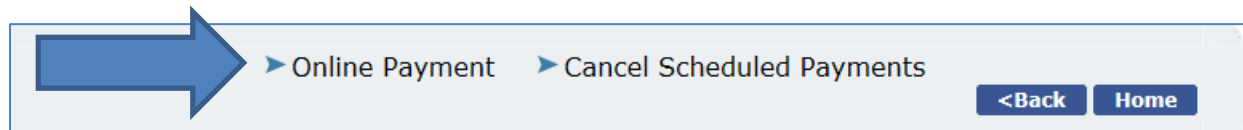


Figure 78- Online Payment Screen

**The Online Payment – Information Submitted by Screen appears. Enter the required information signified with a red \* and then select Next.**

The form is titled 'Online Payment - Information Submitted By' with a subtitle '\* Required Information'. It contains the following fields:

1. \* First Name
2. Middle Initial
3. \* Last Name
4. \* Job Title
5. \* Contact Number  -  -  Ext.
6. Email Address

A 'Next>' button is located at the bottom right. A large blue arrow points to the 'Next>' button.

Figure 79- Online Payment – Information Submitted By Screen

The UI Tax Report – Verify Address Details screen will appear. Verify the details and if they are not correct you can select the Modify button on the bottom left hand side of the screen to update. If you don't need to update the address details, select Next.

TWR-002

### UI Tax Report - Verify Address Details

Employer Name  
EAN  
Submitted By

Address Type	Address Details
Physical	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States
Tax Mailing	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States
Claims Mailing	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States
Payroll	ADDRESSLINE1 LINE2, AUGUSTA, Maine 04152, United States

Modify
<Back
Next>

Figure 80- UI Tax Report – Verify Address Details Screen

The Tax Reporting – Payment Screen appears. Select the quarters for payment, then select your method of payment from the below selections, Savings Account, Checking Account, or Payment by Mail. Once you have made your selections then select Next.

TWR-027

### Tax Reporting - Payment

Employer Account Number (EAN)  
Employer Name

For debt accrued prior to 05/12/2018 the total debt may not reflect processing fees. Processing fees include but are not limited to: lien, sheriff and non-sufficient fund fees. If you have any questions concerning this matter, contact an Employer Services Representative at (207)621-5120.

The following table displays the outstanding balances due. Any payment made within the last 3 business days may not be reflected here.

Pay	Quarter/Year	Contributions Due (\$)	CSSF Due (\$)	Interest Due (\$)	Contribution Penalty (\$)	Payroll Penalty (\$)	Processing Costs (\$)	Total (\$)
	2/2017							
							Credit (\$) ?	
<input type="checkbox"/>	Select all quarters for Payment						Total	

Select your method of payment below

- ☐ Checking Account Draft
- ☐ Savings Account Draft
- ☐ **Payment by mail** -- If payments are not postmarked by the due date, interest will accrue at 1.0% per month or portion of a month until balance is paid. In addition, penalties may be applied according to MDOL law. **If you choose not to make online payment you will receive a debit memo.**

To discontinue the payment process, select 'Exit'.

Exit
<Back
Next>

Figure 81- Tax Reporting – Payment Screen

The Bank Account Information screen displays. Enter the required information signified with a red \* and then select Next.

TWR-202

### Bank Account Information

\* Required Information

EAN  
Employer Name

Enter the details for the bank account from which you are making a payment. The bank account information will be saved in ACCESS ME in order to make a payment from a bank account. You may save up to three (3) checking accounts and three (3) savings accounts.

- \* Routing Transit Number
- \* Re-enter Routing Transit Number
- \* Bank Account Number
- \* Re-enter Bank Account Number
- \* Checking Account Type   
☐ Personal ☐ Corporate

<Back   Next>

Figure 82- Bank Account Information Screen

The Bank Account and Payment Information screen displays. Select the account you wish to use. Enter in the Payment amount you are looking to pay and payment/draft date. You can choose to select another bank account by selecting “Add Another Bank Account” select next.

TWR-204

### Bank Account and Payment Information

\* Required Information

EAN  
Employer Name  
Balance Due on Selected Quarters

Select the bank account(s) and enter the payment amount(s). If the bank account you wish to use is not displayed, select "New Account" to enter the bank account information.

Select *	Account Number	Account Type	Payment (\$)	Payment/Draft Date	Pending Payment
<input type="checkbox"/>		Checking	<input type="text"/>	MM / DD / YYYY <input type="button" value="M"/>	N/A
		<b>Total</b>	<b>\$0.00</b>		

Add Another Bank Account

<Back   Next>

Figure 83- Bank Account and Payment Information Screen

The Verify Payment Details Screen appears. Make sure all details are correct, if not select back, if you feel all is accurate then select Submit.

**\*\*Be sure to only select Submit one time or you may be charged for multiple payment.\*\***

TWR-032

Verify Payment Details

Employer Name  
EAN

Verify the payment details below. The total amount displayed below will be charged to your account when you select 'Submit'.

	Account 1
Routing Transit Number	
Bank Account Number	
Account Type	
Payment Date	
Total Paid for Selected Qtrs (\$)	
<b>Total Amount Charged (\$)</b>	

Select 'Submit' only one time or you may be charged for multiple payments.

<Back Submit

Figure 84- Verify Payment Details Screen

The Payment Confirmation screen displays. You can print a receipt for your records by selecting [Print](#). Select Exit or Home to return to the Home screen.

TWR-033

Payment Confirmation

Employer Name  
EAN

This Payment Authorization was successful. Your confirmation number(s) is listed below. This transaction should appear on your bank statement. You are encouraged to [Print](#) this page for your records.

	Account 1
Routing Transit Number	
Bank Account Number	
Account Type	
Payment Date	
Confirmation Number	
Total Paid for Selected Qtrs (\$)	
<b>Total Amount Charged (\$)</b>	

Exit

Figure 85- Payment Confirmation Screen

**To cancel a scheduled payment(s) do the following steps:**

**Select Online Payment**

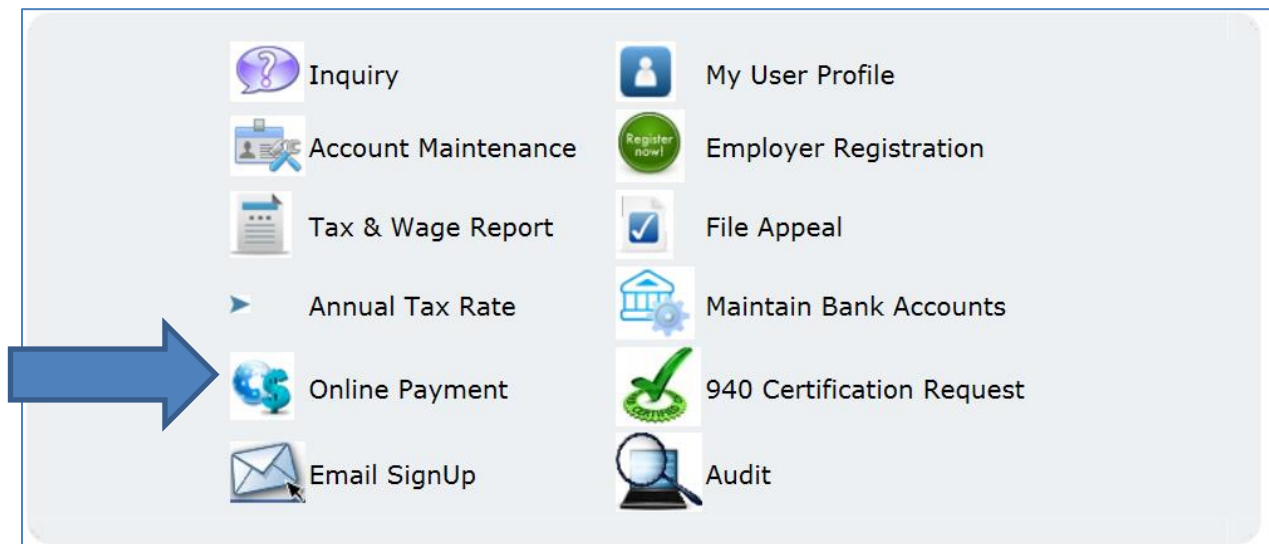


Figure 86- Online Payment Screen

**Select Cancel Scheduled Payments**

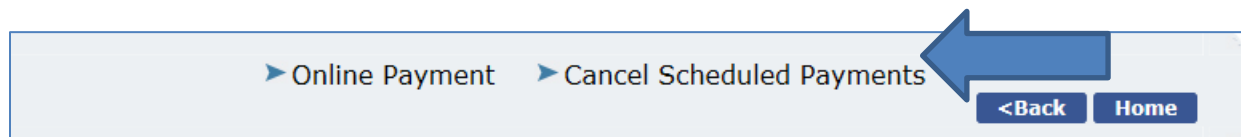


Figure 87- Cancel Scheduled Payments Screen

**The Information Submitted By screen appears. Enter the required information signified with a red \* and then select Next.**

TWR-001

**Information Submitted By**  
\* Required Information

Employer Name  
Employer Account Number (EAN)  
Quarter/Year

1. \* First Name

2. Middle Initial

3. \* Last Name

4. \* Job Title

5. \* Contact Number  -  -  Ext.

6. Email Address

Figure 88- Information Submitted By Screen

The **Cancel Scheduled Payment** screen appears. Select the payment date you are looking to cancel and then select **Cancel Payment**.

Select	Account Number	Payment (\$)	Payment Date
<input type="radio"/>			

Figure 89- Cancel Scheduled Payment Screen

The **Cancel Scheduled Payment Confirmation** screen appears. Select **Home** to return to the Home Screen

Figure 90- Cancel Scheduled Payment Confirmation Screen

**To maintain bank accounts do the following steps:**

**Select Maintain Bank Accounts**

Inquiry	My User Profile
Account Maintenance	Employer Registration
Tax & Wage Report	File Appeal
Annual Tax Rate	Maintain Bank Accounts
Online Payment	940 Certification Request
Email SignUp	Audit

Figure 91- Maintain Bank Accounts Screen

## Select Maintain Bank Account

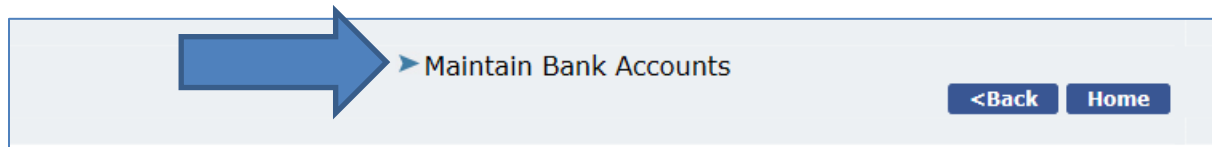


Figure 92- Maintain Bank Accounts Screen

The Maintain Bank Accounts screen appears. You can add a checking, add a savings, or delete the account currently on file.

A screenshot of the 'Maintain Bank Accounts' screen (TWR-233). It displays fields for 'Employer Account Number (EAN)' and 'Employer Name'. Below these is a note: 'To modify an existing account, you must first delete the account record and select 'Add Checking' or 'Add Savings' upon returning to this screen.' A table with four columns is shown: 'Account Number', 'Routing Number', 'Account Type', and 'Action'. The 'Action' column contains a 'Delete' link, which is pointed to by a black arrow. Below the table are two buttons: 'Add Checking' and 'Add Savings', both pointed to by black arrows.

Figure 93- Maintain Bank Accounts Screen

If you selected Add Checking the below screen would appear. Enter the required information signified with a red \* and then select Next.

A screenshot of the 'Add Bank Account Details' screen (TWR-234). It includes fields for 'Employer Account Number (EAN)' and 'Employer Name'. A note states: 'For security purposes and your protection, your bank account information is stored in an encrypted format.' Below this is a list of five required items, each marked with a red asterisk: 1. Routing Transit Number, 2. Re-enter Routing Transit Number, 3. Bank Account Number, 4. Re-enter Bank Account Number, and 5. Checking Account Type. Each item has a corresponding input field. The 'Checking Account Type' field has two radio button options: 'Personal' and 'Corporate'. At the bottom right, there are '<Back' and 'Next>' buttons, with a large blue arrow pointing towards them.

Figure 94- Add Bank Account Details Screen

The Verify Bank Account Information screen appears. Verify the details and select back to correct them or submit to complete the entry.

Verify Bank Account Information TWR-256

Employer Account Number (EAN)  
Employer Name

The following bank account will be added to ACCESS ME.

Account Number	Routing Number	Account Type

Figure 95- Verify Bank Account Information Screen

The Bank Account Confirmation screen appears. Select Home to return to the Home Screen.

Maintain Bank Account Confirmation SUC-002

The bank account information has been successfully saved.

Figure 96- Maintain Bank Account Confirmation Screen

If you selected Add Savings the below screen would appear. Enter the required information signified with a red \* and then select Next.

Add Bank Account Details TWR-234  
\* Required Information

Employer Account Number (EAN)  
Employer Name

For security purposes and your protection, your bank account information is stored in an encrypted format.

- \* Routing Transit Number  ?
- \* Re-enter Routing Transit Number
- \* Bank Account Number  ?
- \* Re-enter Bank Account Number
- \* Savings Account Type ☐ Personal ☐ Corporate

Figure 97- Add Bank Account Details Screen

The Verify Bank Account Information screen appears. Verify the details and select back to correct them or submit to complete the entry.

Verify Bank Account Information TWR-256

Employer Account Number (EAN)  
Employer Name

The following bank account will be added to ACCESS ME.

Account Number	Routing Number	Account Type

<Back Submit

Figure 98- Verify Bank Account Information Screen

The Bank Account Confirmation screen appears. Select Home to return to the Home Screen.

Maintain Bank Account Confirmation SUC-002

The bank account information has been successfully saved.

Home

Figure 99- Maintain Bank Account Confirmation Screen

If you selected Delete the verify bank account information screen would appear. To complete the deletion you would want to select Delete.

Verify Bank Account Information TWR-256

Employer Account Number (EAN)  
Employer Name

The following bank account will be deleted from ACCESS ME.

Account Number	Routing Number	Account Type

Select "Delete" to delete the account.

<Back Delete

Figure 100- Verify Bank Account Information Screen

The Maintain Bank Account Confirmation screen appears. Select Home to return to the Home Screen.

Maintain Bank Account Confirmation SUC-002

The bank account has been successfully deleted.

Home

Figure 101- Maintain Bank Account Confirmation Screen

**To request to close account do the following steps:**

**Select Account Maintenance**

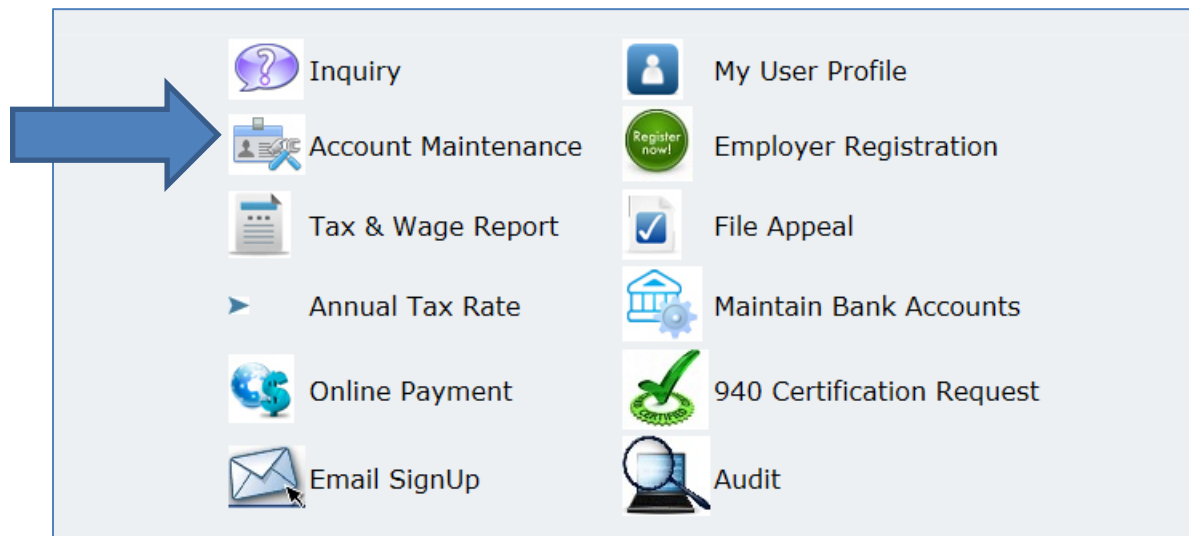


Figure 102- Account Maintenance Screen

**Select Request to Close Account**

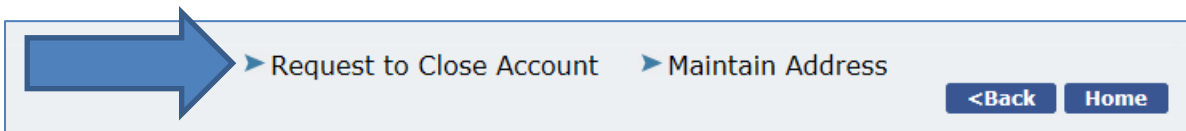


Figure 103- Request to Close Account Screen

The Request to close Account(s) screen will appear. Select Yes or No to would you like to close this account and then select Next.

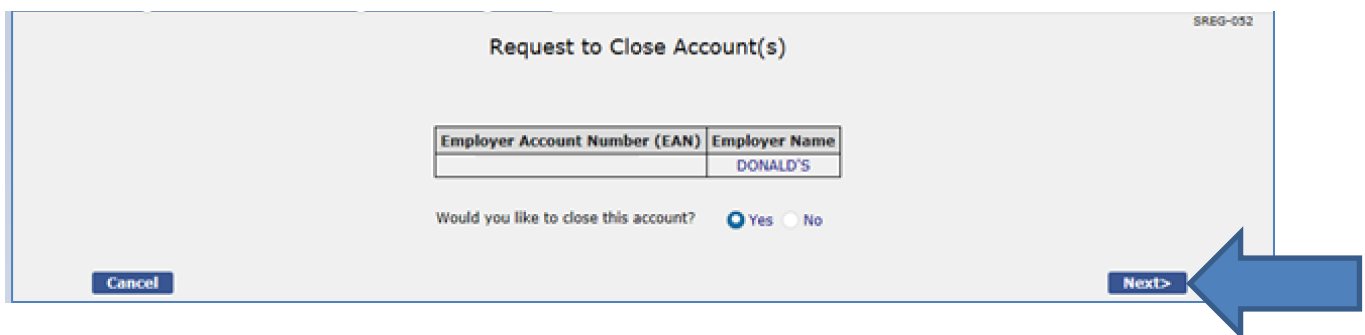


Figure 104- Request to Close Account(s) Screen

The Information Submitted By screen will appear. Enter the required information signified with a red \* and then select Next.

SREG-001

**Information Submitted By**  
\* Required Information

The information to Close this Account is being submitted by:

1. \* First Name
2. Middle Initial
3. \* Last Name
4. \* Job Title
5. \* Contact Number  -  -  Ext.
6. \* Email Address

Figure 105- Information Submitted By Screen

The Account Closure Details screen will appear. Enter the required information signified with a red \* and then select Next.

SREG-035

**Account Closure Details**  
\* Required Information


Employer Account Number (EAN)  
Employer Name



ENTITY NAME

1. \* Termination Details of Registration
  - a. Reason for Termination of Registration  
If Other, (Explain)
  - b. Converted EAN
  - c. What percentage of the business was transferred?  
(If Applicable)
  - d. Date of Termination  MM /  DD /  YYYY
  - e. Date of Last Payroll  MM /  DD /  YYYY
2. \* Have you sold your business?  
☐ Yes ☐ No  
 If yes, provide the successor information below:
  - a. Successor Name
  - b. Contact Person
  - c. Telephone Number  -  -  Ext.
  - d. Employer Account Number (EAN)
  - e. Did successor acquire the organization trade business or substantially all the assets of your business? ☐ Yes ☐ No
  - f. Did successor continue trade and business of your business? ☐ Yes ☐ No
  - g. Did successor retain your business's employees? ☐ Yes ☐ No
3. \* Do you have employees working in Maine?  
☐ Yes ☐ No  
 If yes, provide responses for questions below:
  - a. Are you paying any wages to contract laborers? ☐ Yes ☐ No
  - b. Are you leasing any of your workers? ☐ Yes ☐ No

Figure 106- Account Closure Screen

The Account Closure Details continued. Enter the required information signified with a red \* and then select Next.

4. \* Last date employment occurred MM / DD / YYYY 

5. \* Are you continuing any other business in Maine?  
If yes, Name, address and zip code of continuing Business:  
Business Name   
Address Line 1   
Address Line 2   
City   
State Maine   
ZIP Code   
Country United States 

6. Is there common ownership, management or control with the successor business? ☐ Yes ☐ No

7. \* Remarks  
(Must not exceed 1000 characters)

Cancel <Back Next>

Figure 107- Account Closure Details Continued Screen

The Corporate Officer Details screen will appear. You can select Edit or Delete the Corporate Office Details or Add Another Corporate Officer. If you want to move forward select Next.

SREG-005

### Corporate Officer Details

EAN  
Employer Name

ENTITY NAME

First Name	MI	Last Name	SSN	Job Title	Address	Action
				Owner	3 MAIN RD GU	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Another Corporate Officer](#)

<Back Next>

Figure 108- Corporate Officer Details Screen

The Person Having Custody of Books and Records Details screen will appear. Enter the required information signified with a red \* and then select Next.

Figure 109- Person Having Custody of Books and Records Details Screen

The Request to Close Account Confirmation Screen will appear. Select Home to return to the Home Screen.

Figure 110- Request to Close Account Confirmation Screen

**\*\*\* A Decision to close the account will be made by MDOL and will be mailed to the address on file once rendered.\*\*\***

**To maintain address information do the following steps:**

### Select Account Maintenance

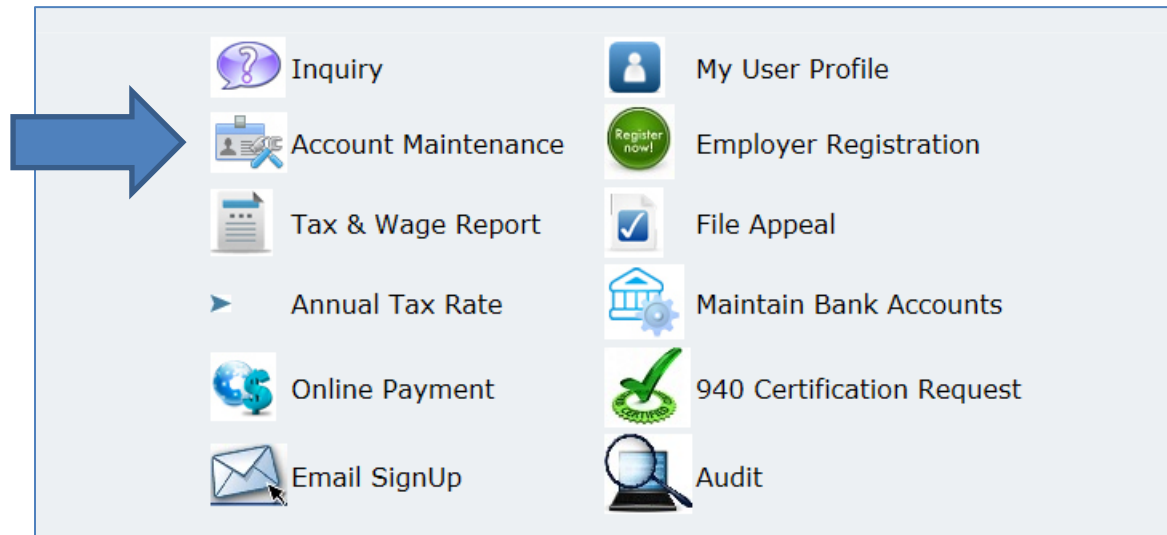


Figure 111- Account Maintenance Screen

### Select Request to Close Account

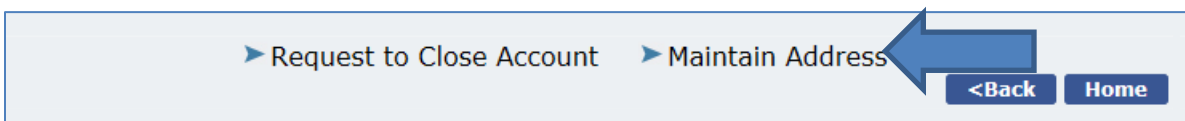


Figure 112- Maintain Address Screen

The Maintain Address screen will appear. Your EAN will prepopulate verify the number is correct and select Next.

The screenshot shows the 'Maintain Address' screen. At the top right is the text 'SREG-042'. Below it is the title 'Maintain Address' followed by a red asterisk and the text 'Required Information'. Below that is a red asterisk followed by the text 'EAN' and a text input field. A large blue arrow points from the right towards the 'Next>' button at the bottom right.

Figure 113 – Maintain Address Screen

The Employer Contact Details screen appears. Enter the required information signified with a red \* and then select Next.

**Employer Contact Details**  
\* Required Information

SREQ-004

EAN  
Employer Name

1. \* Employer's Physical Address

Address Line 1: 45 COMMERCE DR

Address Line 2:

City: AUGUSTA

State/Province: Maine

ZIP Code: 04330

Country: United States

If business is located in Maine, select Town: Augusta-04330

2. \* Unemployment Tax Mailing Address is

☒ Same as Physical Address

☐ Different

3. If Different, provide details below

Attention:

Address Line 1: 45 COMMERCE DR

Address Line 2:

City: AUGUSTA

State/Province: Maine

ZIP Code: 04330

Country: United States

4. \* Unemployment Claims Mailing Address is

☒ Same as Physical Address

☐ Same as Unemployment Tax Mailing Address

☐ Different

Figure 114- Employer Contact Details Screen

The Employer Contact Details screen continued. Enter the required information signified with a red \* and then select Next.

5. If Different, provide details below

Attention

Address Line 1 45 COMMERCE DR

Address Line 2

City AUGUSTA

State/Province Maine

ZIP Code 04330

Country United States

Telephone Number

Fax Number

6. \* Address where Payroll Records are maintained is ☒ Same as Physical Address  
☐ Same as Unemployment Tax Mailing Address  
☐ Same as Unemployment Claim Mailing Address  
☐ Different

7. If Different, provide details below

Address Line 1 45 COMMERCE DR

Address Line 2

City AUGUSTA

State/Province Maine

ZIP Code 04330

Country United States

Telephone Number

Fax Number

8. \* Contact Person for Unemployment Tax

a. First Name donald

b. Middle Initial

c. Last Name duck

d. Job Title boss

e. Telephone Number 207 - 111 - 1111 Ext.

f. Email Address

<Back Submit

Figure 115- Employer Contact Details Continued Screen

The Employer Contact Details Confirmation screen will appear. Select Home to return to the Home Screen.

Employer Contact Details

Employer Contact Details are successfully saved.

SUC-002

Home

Figure 116- Employer Contact Details Screen