

MAINE BUC
REEMPLOYME SYSTEM GUIDE
EMPLOYER PORTAL



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Section 1: Create or Register ReEmployME Employer Portal Account

An employer must register their organization/business with the Maine Department of Labor, Bureau of Unemployment Compensation. Federal and or state agencies are equipped with crossmatch programs that indicate a suspected business may need to register if they have not. A letter will be sent requesting them to register if they do meet the qualifications.

To meet general liability requirements, an employer must pay one thousand five hundred dollars (\$1,500.00) in gross wages in any calendar quarter in the current or preceding calendar year, or employ 1 or more persons for some portion of a day in twenty different weeks (weeks do not need to be consecutive) in a calendar year, whichever occurs first. A future date cannot be used to set up an account.

To meet liability requirement for a nonprofit 501(c)(3) employer, the business must employ 4 or more employees in some portion of a day in each of 20 weeks in a calendar year. The weeks do not need to be consecutive. A future date cannot be used to set up an account.

To meet liability requirements for an agricultural employer, the business must pay gross wages of at least twenty thousand dollars (\$20,000.00) in a calendar quarter or employ 10 or more employees in one day in 20 different weeks in a calendar year. A future date cannot be used to set up an account.

Employers are able to utilize the self-service ReEmployME account to adjust, submit tax & wage reports, make payments, and manage their account. Employer and TPA users will be able to:

- *reset their password*
- *review tax & wage reports, tax payments, upload wage files, and view account information*
- *update their "My User Profile"*
- *complete a variety of account maintenance functions*
- *update the registration - BIA*
- *file appeals*
- *make online payments*
- *review account balances*
- *complete questionnaires and post audit responses, if under audit*
- *maintain bank accounts*

Scenario 1: Register a business

This scenario shows the steps an employer will use to register a business if an EAN has not been assigned.

Step 1: Select *Register a new business*

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)



 Login

[Forgot user ID?](#) [Forgot Password?](#)

OR

New user?

 Create a Portal Account

Need to register for an Employer Account Number?

 Register a new business

Need someone to act on your behalf?

 Register TPA or Payroll Provider

Want to enroll, activate, update PIN or maintain contact details?

 SIDES E-Response

Need to contact the Maine Department of Labor?

 Contact Us

Want to update Missing Registration Information?

 Update BIA Information

Undergoing an audit?

 Upload your documents

Missed updating Federal Identification Number (FEIN) during registration?

 Add FEIN

Are you a claimant?

 Switch to claimant portal

Step 2: “Employer Registration” screen will display → Enter required information → Question 7 will depict if a POA is needed for TPAs as they are not the owner → Select *I’m not a robot* → Select *Next*

Welcome SREG-001



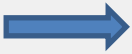
Unemployment System Alliance Partner

Employer Registration

* Required Information

The information to register this Employer is being submitted by:

1. * First Name
2. Middle Initial
3. * Last Name
4. * Job Title
5. * Contact Number - - Ext.
6. * Email Address
7. * Are you the owner of this business? ☐ Yes ☐ No



☐ I'm not a robot


reCAPTCHA
Privacy - Terms



Step 3: “General Information/Employer Signup” screen displays → Enter required information → Select *Next*

Welcome

REEMPLOY ME
Unemployment System Alliance Partner

MAINE
DEPARTMENT OF
LABOR
Bureau of Unemployment Compensation

SREG-002

General Information/Employer Signup
* Required Information

1. * Provide the information below to use the online system for wage and tax reporting.

a. Create a User ID Must be 6-30 characters that you can remember

b. Password ?

c. Confirm Password

d. First Name

e. Last Name

f. Email Address

g. Confirm Email Address

Cancel

<Back Next>

Step 4: “General Information/Employer Signup” screen displays → Enter FEIN if available → Select organization type → Select *Next*

SREG-025

General Information/Employer Signup
* Required Information

1. Federal Employer Identification Number (FEIN) ?

2. * Type of Organization

a. If Other, provide the type of organization.

Cancel

-Select- ?

- Corporation
- Sole Proprietor
- Local Government
- LLC Corporation
- LLC Single Member
- LLC Partnership
- Non-Profit (501 (c) 3)
- Other
- Partnership
- State Government

<Back Next>

Employer Entity Information Screen

Information gathered on this screen will aid in determining whether an employer is taxable or direct reimbursable.

Direct Reimbursement Employer:

Employers (usually nonprofit, state or local government) which elect or are required to pay into the State Unemployment fund a lump sum usually equal to the unemployment benefits drawn against their account.

Taxable Employer:

Employers who pay unemployment taxes quarterly based on the taxable wages paid to their employees.

Step 5: “Employer Entity Information” screen displays → Questions will vary depending on the type of organization selected → Answer required questions regarding business → Select **Next**

SREG-003

Employer Entity Information

* Required Information

1. * Legal Entity Name
(Must not exceed 100 characters)
2. Trade Name or Doing Business As (DBA)
3. Business Website Address
4. * Has this business paid employees for work performed in Maine? ☐ Yes ☐ No
 - a. If Yes, provide the date you first PAID someone in Maine.
MM / DD / YYYY / /
 - b. If Yes, provide the found date.
06 / 25 / 2024
5. * Does this business consist solely of agricultural work? ☐ Yes ☐ No ?
6. * Does this business employ domestic help?
(This includes in-home caregivers, housekeepers, nannies or other domestic services) ☐ Yes ☐ No ?
7. Is this business applying for reimbursable status under the Indian Tribal Law? ☐ Yes ☐ No ?
8. * Is this organization a State College, State University or State Hospital? ☐ Yes ☐ No
9. * Does this business operate fewer than 26 weeks per calendar year? ☐ Yes ☐ No
10. * Is this business FUTA liable in another state? ☐ Yes ☐ No ?
11. * Does this business have business location(s) in Maine? ☐ Yes ☐ No
 - a. If No, describe the business activity performed in Maine.
(Must not exceed 1024 characters)
12. * Is this business an employee leasing company or Professional Employment Organization(PEO)? ☐ Yes ☐ No
13. * Do you lease any employees through a Professional Employer Organization (PEO)? ☐ Yes ☐ No
14. * Does this business employ any individual(s)? (Employees should not include partners) ☐ Yes ☐ No
15. * Does the business have a valid state issued license or other valid certificate of authority to conduct business?
a. If yes, specify type of license issued.

↓

The ‘Add Business Location’ screen collects the location, number of employees and business activity information.

Employees should not include partners, it is not necessary to register with MDOL. If you have questions, please call 1-207-621-5120. Select here [MDOL](#) to go to the home page. ×

Step 6: The “Add Business Location” screen displays → Answer required questions 1-4 → Answer question 5 (all three selections are required) → Answer question 6 if seasonal employer → Select *Add Another* to add another business location <OR> Select *Next*

SREG-008

Add Business Location

* Required Information

1. * Number of employees at this location
2. * City
3. * County
4. * Describe in detail the nature of your business (business activities, goods, products or services provided) in Maine. What does the company build, sell, install, repair or manufacture in this state? Specify the products sold or services provided, and to whom. Provide as much detail as possible.
(Must not exceed 512 characters)
5. * Principal Business Activity in Maine

-Select-
 -Select-
 -Select-
6. Select Seasonal Industry Type (if applicable)

-Select-

Accommodation and Food Services
 Administrative and Support and Waste Management and Remediation Services
 Agriculture, Forestry, Fishing and Hunting
 Arts, Entertainment and Recreation
 Construction
 Educational Services
 Finance and Insurance
 Health Care and Social Assistance
 Information
 Management of Companies and Enterprises

Accommodation
 Administration of Economic Programs
 Administration of Environmental Quality Programs
 Administration of Housing Programs, Urban Planning, and Community Development
 Administration of Human Resource Programs
 Administrative and Support Services
 Agriculture and Forestry Support Activities
 Air Transportation
 Ambulatory Health Care Services
 Amusement, Gambling, and Recreation Industries

Abrasive Product Manufacturing
 Adhesive Manufacturing
 Administration of Air and Water Resource and Solid Waste Management Programs
 Administration of Conservation Programs
 Administration of Education Programs
 Administration of General Economic Programs
 Administration of Housing Programs
 Administration of Human Resource Programs (except Education, Public Health, and Veterans Affairs Programs)
 Administration of Public Health Programs
 Administration of Urban Planning and Community and Rural Development

• Answers to Question 5 creates the Employer's NAICS code.

- When 'Finish Later' is selected, the employer can return to complete the registration at another time. The system will save the information provided up to this point.
- The system will keep the information pending for an incomplete registration for 365 days.

- The “Business Location Details” screen is a confirmation of the information the user submitted on the ‘Add Business Location’ screen.
- Multiple business locations can be added by selecting ‘Add Another Business Location’ and ‘Edit’ can be selected to change information on the selected location.

Step 7: The “Business Location Details” screen displays → Select *Edit* to modify business information on the previous screen <OR> Select *Add Another Business Location* to create a new business location <OR> Select *Next* when this step is complete

SREG-007

Business Location Details

City	County	Number of Employees	Principal Business Activity	Seasonal Industry Type	
Augusta	HANCOCK	2	Accommodation and Food Services		Edit

[Add Another Business Location](#)

[Finish Later](#)

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



Step 8: The “Employer Contact Details” screen displays → Question 1: Provide employer’s physical address → Question 2: Make a selection → Provide address or move to Question 4 → Question 4-5: Make selection → Provide address or move to Question 6

SREG-004

Employer Contact Details

* Required Information

1. Employer's Physical Address In Maine

Address Line 1

Address Line 2

City

State/Province

ZIP Code

Country

Town

2. * Unemployment Tax Mailing Address is

☐ Same as Physical Address

☐ Different

3. If Different, provide details below

Attention

Address Line 1

Address Line 2

City

State/Province

ZIP Code

Country

4. * Unemployment Claims Mailing Address is

☐ Same as Physical Address

☐ Same as Unemployment Tax Mailing Address

☐ Different

5. If Different, provide details below

Attention

Address Line 1

Address Line 2

City

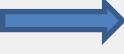
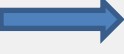
State/Province

ZIP Code

Country

Telephone Number - - Ext.

Fax Number - -

Employer Contact Details Screen

The address provided to each question is the address any correspondence generated by the bureau will be mailed to for the related subject.

Step 9 (“Contact Details” continued): Question 6: Make selection → Provide Address and/or move to Question 8 → Select *Next*

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

Address Line 2

City

State/Province

ZIP Code

Country

Telephone Number - - Ext.

Fax Number - -

8. * Contact Person for Unemployment Tax

a. First Name

b. Middle Initial

c. Last Name

d. Job Title

e. Telephone Number - - Ext.

f. Email Address

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

Step 10: The “Employer Verify Contact Details” screen displays → Confirm information is accurate → Select *Back* to edit <OR> Select *Next*

SREG-021

Employer Verify Contact Details

Verify the mailing address you have created. To modify the address, select **Back**.

Type	Address
Unemployment Physical Mailing	AUGUSTA, ME 04330, AUGUSTA-04330
Unemployment Tax Mailing	AUGUSTA, ME 04330
Unemployment Claims Mailing	AUGUSTA, ME 04330
Unemployment Payroll Mailing	AUGUSTA, ME 04330

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

For Steps 11 & 12, the screens will vary and are dependent upon what type of business category the employer has selected.

- Scenario 1.a. Partnership
- Scenario 1.b. Sole Proprietor
- Scenario 1.c. Corporation

After the verification screen for Scenarios' 1.a-1.c, the 'Wage History Details' screen will be next, in Step 13.

For all other business types, move directly to Step13, the 'Wage History Details' Screen.

Scenario 1.a: Partnership

Step 11.a: Provide required information on “Add Partnership Details” screen → Select *Add Another* (at least 2 Partners must be entered) <OR> When complete, select *Next*

SREG-006

Add Partnership Details

* Required Information

Provide the information requested below about each Partner associated with this business. Select 'Add Another' to add information about each additional Partner.

1. * SSN - -
2. * First Name
3. Middle Initial
4. * Last Name
5. * Residential Address
 - Address Line 1
 - Address Line 2
 - City
 - State/Province
 - ZIP Code
 - Country
6. * Telephone - - Ext.

[Finish Later](#) [Add Another](#) [<Back](#) [Next>](#)

Step 12.a: “Partner Details” screen displays → Confirm the information provided is accurate → Select *Edit* to make changes <OR> Select *Delete* to remove information and enter new information → Select *Add Another Partner* to add another partner → Select *Next*

SREG-005

Partner Details

First Name	MI	Last Name	SSN	Address	Action
					Edit Delete
					Edit Delete

[Finish Later](#) [Add Another Partner](#) [<Back](#) [Next>](#)

Step 13.a: When “Delete” is selected, a pop up window will display verifying the member be deleted → Make selection

reme-training.me.mdes.ms.gov:9114 say

Are you sure you want to delete this member?

OK Cancel

Welcome

Inquiry Wage Report Entry

Cancel Reimbursable Payment

File Non-Cash Tax Reports Maintain Security Details Generate Reimbursable Correspondence Maintain Collections Hold 940 Certification Request

Employee/Employer Relationship Investigation Document Transfer To DMS Tax Collection Audit Add/Update Process Cost Enter Employer Payment

Tally Employer Payment Details Enter Abatement Request Review Abatement Requests Broadcast Email WorkShare

Partner Details

First Name	MI	Last Name	SSN	Address	Action
					Edit Delete
					Edit Delete

[Add Another Partner](#)

Finish Later

<Back Next>

SREG-005

Scenario 1.b: Sole Proprietor

Step 11.b: “Add Sole Proprietor Details” screen displays → Provide required information → Select *Next*

Add Sole Proprietor Details
* Required Information

1. * SSN - -
2. * First Name
3. Middle Initial
4. * Last Name
5. * Residential Address
 - Address Line 1
 - Address Line 2
 - City
 - State/Province
 - ZIP Code
 - Country
6. * Telephone - - Ext.

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

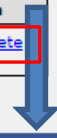


Step 12.b: “Sole Proprietor Details” screen displays → Confirm information provided is accurate → Select *Edit* to make changes <OR> Select *Delete* to remove information and enter new information <OR> Select *Next*

Sole Proprietor Details SREG-005

First Name	MI	Last Name	SSN	Address	Action
					Edit Delete

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



Scenario 1.c: Corporation

Step 11.c: Provide required information on “Add Corporate Officer” screen → Select *Add Another* <OR> select *Next*

SREG-006

Add Corporate Officer

* Required Information

Provide the information requested below about each Corporate Officer associated with this business. Select 'Add Another' to add information about each additional Corporate Officer.

1. * SSN - -
2. * First Name
3. Middle Initial
4. * Last Name
5. * Job Title
6. * Residential Address
 - Address Line 1
 - Address Line 2
 - City
 - State/Province
 - ZIP Code
 - Country
7. * Telephone - - Ext.

[Finish Later](#) [Add Another](#) [<Back](#) [Next>](#)

Step 12.c: “Corporate Officer Details” screen displays → Confirm information provided is accurate → Select *Edit* to make changes <OR> Select *Delete* to remove information and enter new information <OR> Select *Add Another Corporate Officer* <OR> Select *Next*

Corporate Officer Details

First Name	MI	Last Name	SSN	Job Title	Address	Action
John		Doe	123-45-6789	CEO	123 Main St, Portland, ME 04101	Edit Delete

[Add Another Corporate Officer](#)

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

Step 13: “Wage History Details” screen displays → Enter wages for quarters employees were employed <OR> Enter zero (0) for the current quarter if no wages were administered → Select *Next*

Note: Step 13 returns all scenarios back to the regular flow

SREG-009

Wage History Details

Provide the amount of wages paid in each quarter for all employees. If you did not pay wages enter a zero.



Year	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
2024		\$	\$	



[Finish Later](#)

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

Wage History Details Screen

- A number value must be entered for each quarter where the white space is provided by the system, which can be 0. For the current quarter, be sure to enter “0”. Only enter wages for completed quarters.
- More than one year may require information and is based on the employer’s answer to Question 4 on the ‘Employer Entity Information’ screen.

Step 14: “Business Acquisition” screen displays → Question 1 – Select ‘No’ → Select *Next* <OR>
Question 1 – Select ‘Yes’ → Answer 1a – 1h → Select *Next*

SKES-011

Business Acquisition

* Required Information

1. * Did you acquire (purchase, inherit, merge, change organization type, etc.) this business? ☐ Yes ☐ No 

If yes, provide details about the previous owner

a. Federal Employer Identification Number (FEIN)

b. Name this business was operating under (Trade Name or Doing Business As)

c. Previous Owner's Current Address

Address Line 1

Address Line 2

City

State/Province

ZIP Code

Country

d. EAN

e. Telephone Number

f. Previous Owner's Business

g. Did you acquire multiple businesses? ☐ Yes ☐ No

h. Do you have common ownership, management or control with the predecessor business? ☐ Yes ☐ No



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

Step 15: “Prior Registration Information” screen displays → Question 1 - Select ‘No’ → Select *Next*
<OR> Select ‘Yes’ → Answer questions 1a – 1c → Select *Next*

Prior Registration Information
* Required Information

1. * Has TEST previously been registered with MDOL? ☐ Yes ☐ No

If Yes, provide the following information about the previous registration (at least one is required)

a. Federal Employer Identification Number (FEIN)

b. Entity Name
(Must not exceed 100 characters)

c. EAN

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

Step 16: “Controlling Interest Liability” screen displays → Select ‘No’ if no additional businesses → Select *Next* <OR> Select ‘Yes’ to add a business → Provide required details → If needed, select *Add Row* <OR> Select *Next*

Controlling Interest Liability
* Required Information

1. * Do you own another business in Maine? ☐ Yes ☐ No

If Yes, enter the following:

EAN	FEIN	Entity Name*

[Add Row](#)

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

Step 16a: If ‘Add Row’ was selected, additional boxes will populate to add other businesses → Select *Next*

Controlling Interest Liability
* Required Information

1. * Do you own another business in Maine? ☐ Yes ☐ No

If Yes, enter the following:

EAN	FEIN	Entity Name*

[Add Row](#)

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

Step 17: The “Statement of Acknowledgement” screen displays → Select ‘I accept’ box → Select *Submit*

Statement of Acknowledgement SREG-043

The Statement of Acknowledgement must be accepted to submit the application and complete the registration process.

I, Test Test, under the penalty of perjury, accept that this registration application has been examined by me and to the best of my knowledge is true, correct, and complete.

Wage and other confidential unemployment compensation information may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual's eligibility for other government programs.

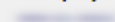
 ☐ I accept

Finish Later <Back Submit

Step 18: The “Employer Registration Confirmation” screen displays providing the employer their EAN → Select *Exit*

Employer Registration Confirmation SREG-013

The employer registration process has been completed. The MDOL Employer Account Number (EAN) is




Exit

Step 18a: If the employer was deemed non-liable or potentially non-liable, no EAN will be created

Employer Registration Confirmation SUC-002

You have determined that the employer will never be liable and no follow up should be made.

Home

18b: TE issue, this message appears. A question is out to business testers

Employer Registration Confirmation SREG-013

Your registration information has been submitted to a customer service representative for review. If you are determined liable for unemployment taxes under Maine law, you will be mailed a Notice of Liability. If you have any questions concerning unemployment tax you may contact a MDOL representative at 207-621-5120.

If you do not meet the minimum requirements for mandatory unemployment insurance coverage, you may elect to make voluntary contributions, even though you are not required by law to do so, by printing and completing Form FX-2 (Voluntary Election Application) found on our website: www.maine.gov/labor.

Exit

Post Registration:

System processes (Predecessor/Successor situation):

- If an employer specifies the previous owner business Status as "No Longer in Business" on Business Acquisition, the system saves the newly registered employer as "Total Successor", terminates the predecessor employer account, and links them as Total Transfer.
- If an employer specifies the previous owner business Status as "Continues to Operate" on Business Acquisition, the system saves the newly registered employer as "Partial Successor".

Correspondence Generated:

- If a direct reimbursable employer wants a ME-C-24 Direct Reimbursement Option and Election mailed to them, they must indicate that in the registration as this is a manual process.
- The following correspondences are mailed out once the employer is successfully registered with MDOL:
 - 'Notice of Liability' (ME-Notice of Liability FX1.1)
 - 'Rate Notice' (ME-Notice of Tax Rate)
- If employer is direct reimbursable, Request of Security' correspondence is generated.
- If an employer call MDOL to assist in registration with best information available (BIA), a correspondence 'Request for Missing Registration Information' is generated.
- If the FEIN is not provided during the registration process, a 'Request for FEIN' correspondence is generated.
- An informational letter for Maine leasing companies; this information is included with correspondences:
 - ME-Notice of Liability FX1.1
 - ME-Employer's Status Report/Leasing Client Application
 - ME-Notice of Tax Rate when their account is set up on registration of PEO / Leasing Employer
 - ME-I-16 Notice – Professional Employer Organizations and Leasing Companies.
- If the employer is deemed non-labile, a 'Non-Liable Employer Registration' [Letterletter](#) is generated.
- If a total transfer, a 'ME-Notification of Liability Predecessor / Successor' is generated for the successor.

Scenario 2: Employer Registration - Direct Reimbursement Screens

Certain businesses have the option to elect direct reimbursable payments. This choice is available to not-for-profit organizations (with valid 501(c) status), as well as local, state, or tribal government entities. Businesses selecting this method are not required to make quarterly tax payments like taxable employers. Instead, they must reimburse the Maine Department of Labor (MDOL) for the full amount paid to claimants. Monthly statements detailing these reimbursements will be provided.

Scenario 1.a: 501(c)(3) Non-Profit Employer

The following scenario will demonstrate how not-for-profit employers register with the state.

Follow [Section 1 Scenario 1 Steps 1-3](#)

(Register a new business → Employer Registration → General Information/Employer Signup)

Step 4: “General Information/Employer Signup” screen displays → Select Non-Profit (501(c) 3) → Select Next

General Information/Employer Signup
* Required Information

1. Federal Employer Identification Number (FEIN)

2. * Type of Organization

a. If Other, provide the type of organization.

Cancel

Next>

Stay Informed

Follow us on social media or sign up for email alerts.

FACEBOOK

Find it by Topic

Child Labor Laws

Employment and Training Services

Free Labor Posters

Find it by Audience

Workers

Job Seekers

Employers / Businesses

Services

REEMPLOY ME

Unemployment System Alliance Partner

CareerCenter

Step 5: On the “Employer Entity Information” screen, answer Question 14 ‘Yes’ → Select ‘Direct Reimbursable’ <OR> ‘Taxable’ from the drop-down menu → Complete question 15 → Select **Next**

SREG-003

Employer Entity Information

* Required Information

1. * Legal Entity Name
(Must not exceed 100 characters)
2. Trade Name or Doing Business As (DBA)
3. Business Website Address
4. * Has this business paid employees for work performed in Maine?
 a. If Yes, provide the date you first PAID someone in Maine.
 b. If Yes, provide the found date.
5. * Does this business consist solely of agricultural work?
6. * Does this business employ domestic help?
(This includes in-home caregivers, housekeepers, nannies or other domestic services)
7. Is this business applying for reimbursable status under the Indian Tribal Law?
8. * Is this organization a State College, State University or State Hospital?
9. * Does this business operate fewer than 26 weeks per calendar year?
10. * Is this business FUTA liable in another state?
11. * Does this business have business location(s) in Maine?
 a. If No, describe the business activity performed in Maine.
(Must not exceed 1024 characters)
12. * Is this business an employee leasing company or Professional Employment Organization(PEO)?
13. * Do you lease any employees through a Professional Employer Organization (PEO)?
14. * Does your non-profit organization have Internal Revenue Service documentation of 501(c)(3) status?
 a. If Yes, do you choose to be Taxable or Direct Reimbursable?
 b. If Direct Reimbursable, are you joining an existing Group Account such as Maine Municipal Association (MMA) Unemployment Compensation Group Fund or Maine School Management Association (MSMA) Unemployment Compensation Trust Fund?
15. * Does the business have a valid state issued license or other valid certificate of authority to conduct business?
 a. If yes, specify type of license issued.

☒ Yes ☐ No
☐ Yes ☐ No ?
☐ Yes ☐ No ?
☐ Yes ☐ No ?
☐ Yes ☒ No ?
☐ Yes ☐ No ?
☐ Yes ☐ No ?
☒ Yes ☐ No
☐ Yes ☒ No
☒ Yes ☐ No
☐ Yes ☒ No ?
☐ Yes ☐ No
☐ Yes ☒ No ?

MM / DD / YYYY
 01 / 18 / 2018

Educational Services

-Select-
 Taxable
 Direct Reimbursable

<Back Next>

Step 6: "Election to Make Direct Reimbursable Payments" screen displays → Employers can choose to have this form mailed. (Question at the top of the screen) → Complete Questions 1-3

Election To Make Direct Reimbursable Payments

* Required Information

If you prefer to print and mail this Election form go to www.maine.gov/reemployme. On the Employer Services tab, select Downloadable Forms, then C-24 Election to Make Direct Reimbursement Payments. Select "Yes" if you need an Election form mailed to you. ☐ Yes ☐ No

1. * By selecting the direct reimbursement option, I agree to the following requirements to satisfy my unemployment insurance obligations required by Employment Security Law:
 - A. I am required to pay, in full, the amount of any assessment for unemployment benefits paid to my employees. The assessment may include payments made to individuals who are unemployed, or not working full-time and receiving reduced unemployment benefits. The amount of assessment is based on wages I paid to the worker who is paid benefits. I will be advised of my potential share of each worker's benefit payment.
 - B. All assessments (Form Me. B-29DR) must be paid in full by 30 days from the date mailed. All late payments are subject to the penalty provisions of the law.
 - C. I may appeal an assessment; however, I am obligated to pay the full amount of the assessment.
 - D. If my employer account is assessed for benefits paid, and later it is determined the payment should not have been made, my account will NOT be granted a credit until the Bureau is paid by the claimant. If the claimant is granted a waiver, or the Bureau is unable to recover the overpayment, NO credit is applied to my employer account.
 - E. I (Nonprofit Organizations and Indian Tribes) must file a surety in the amount prescribed by the law to guarantee payment of assessments. (Governmental employers are exempt from this provision.)
 - F. This agreement shall be for a period of not less than one (1) calendar year which begins January 1, 2025.
 - G. To change to taxable status, I must file a request before December 1st. The change becomes effective on January 1st of the year following the request.
 - H. The Department may refuse to grant approval of, or revoke, direct reimbursement status.
2. * Enter total taxable wages paid for covered employment during the last four (4) completed calendar quarters prior to the date indicated in item #1,F. \$
3. * I (Nonprofit Organizations and Indian Tribes) wish to provide the following type of security (Governmental employers are exempt from this provision):

-Select-
▼

 - Surety Bond
 - Cash Security (Certificate of Deposit, Savings Account, Money Market Fund or Investment Account)
 - Letter of Credit

These forms are available online and may be obtained at: www.maine.gov/reemployme

On the Employer Services tab select Downloadable Forms; for Surety Bonds select C-24.1, Cash Securities select C-24.2 and C-24.3, and for Letter of Credit select C-24.4.

Select "Yes" if you need a Memorandum of Agreement for the above selected security type mailed to you. ☐ Yes ☐ No

Step 6 continued: “Election to Make Direct Reimbursable Payments” screen continued → Answer questions 4-6 → Select *Next*

This security must be in place within sixty (60) days after the date of election, and must be equal to 5% of your total taxable wages for the 4 most recent reporting quarters (as indicated on item #2 above). All documents must use language that states the interest of the security in the name of, and to read: “Treasurer, State of Maine, Custodian for the Maine Department of Labor.”

Please note: As a Direct Reimbursing employer, you are required to send renewal information to the Department on an annual basis and to change the amount of your obligation as needed in order to maintain a security on file that represents 5% of your taxable wages for any current year. You can change the type of security you have on file at any time provided coverage is not interrupted.

Although delinquency is rare, if you default on your obligation to pay benefit charges and a delinquency is created, the Department has the right to use the security obligation in place to satisfy any debt to the Unemployment Compensation Tax Fund. Continuing non-payment terminates your Direct Reimbursing status and you will be converted to a tax contributor status.

If your facility ceases to employ, closes operation, or becomes delinquent, the security must remain in place until all benefit charges that may be assessed against your account or against any delinquency amounts accrued, have been assessed and paid. This could extend for up to 30 months depending on the circumstance. After that time, your security is returned to you and we are released of any rights against it.

4. * Is this account covered under Umbrella Security? ☐ Yes ☐ No [?](#)

a. Provide Master Umbrella Account Number - -

5. * Enter Printed Name as a signature

6. * Enter Business Title

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

Follow Steps 7-10 from Section 1 Scenario 1 (Steps 11 & 12 from Scenario 1 do not apply)
(*Business Location Details → Employer Contact Details → Employer Verify Contact Details*)

Step 13: “Employment History Details” screen displays → Enter information → Select *Next*

SREG-010

Employment History Details

Specify the number of employees that worked for you during each week indicated below. If you did not have any employees during a particular week, enter a zero for that week. [?](#)

2024			
01/28 - 02/03	02/04 - 02/10	02/11 - 02/17	02/18 - 02/24
02/25 - 03/02	03/03 - 03/09	03/10 - 03/16	03/17 - 03/23
03/24 - 03/30	03/31 - 04/06	04/07 - 04/13	04/14 - 04/20
04/21 - 04/27	04/28 - 05/04	05/05 - 05/11	05/12 - 05/18
05/19 - 05/25	05/26 - 06/01	06/02 - 06/08	06/09 - 06/15
06/16 - 06/22	06/23 - 06/29	06/30 - 07/06	

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

Follow Section 1 Scenario 1, Steps 14-18 to complete 501(c)(3) Non-Profit Employer registration:
(*Business Acquisition → Prior Registration Information → Controlling Interest Liability → Statement of Acknowledgement → Employer Registration Confirmation*)

Step 19: “Employer Registration Confirmation” screen displays → The employer is instructed to send a copy of their 501 (c) 3 exemption certification

Employer Registration Confirmation

Your registration information has been submitted to a customer service representative for review. For you to become a reimbursable employer, a copy of your 501 (c) 3 exemption should be submitted to MDOL within 30 calendar days or you will be registered as a regular rate paying employer. The 501 (c) 3 should be mailed to MDOL at 47 State House Station Augusta, ME 04333-0047, or may be submitted by Fax to: 207-287-3733. If you have any questions concerning unemployment tax you may contact a MDOL representative at 207-621-5120.

Exit

Scenario 1.b: Local, State and Tribal Government

This scenario demonstrates how local, state or tribal government entities file. It will follow Section 2 for most of the steps. As with Scenario 1.a., Steps 11 & 12 from Section 2 are not relevant in this scenario.

Follow [Section 1 Scenario 1 Steps 1-3](#)

(Register a new business → Employer Registration → General Information/Employer Signup)

Step 4: “General Information/Employer Signup” screen displays → Select ‘Type of Organization’ → Select *Next*

General Information/Employer Signup
* Required Information

1. Federal Employer Identification Number (FEIN)

2. * Type of Organization

a. If Other, provide the type of organization.

Cancel

State Government

-Select-
Corporation
Sole Proprietor
Local Government
LLC Corporation
LLC Single Member
LLC Partnership
Non-Profit (501 (c) 3)
Other
Partnership
State Government

<Back Next>

Stay Informed
Follow us on social media or sign up for email alerts.
FACEBOOK

Find it by Topic
[Child Labor Laws](#)
[Employment and Training Services](#)
[Free Labor Posters](#)

Find it by Audience
[Workers](#)
[Job Seekers](#)
[Employers / Businesses](#)

Services
REEMPLOYME
Unemployment System Alliance Partner
CareerCenter
A proud partner of the [Maine Department of Labor](#)

Organization Type (General Information/Employer Signup screen)

Be sure to select the appropriate “Type of Organization”. For a Tribal Government, in the state of Maine see below statute:

“An Indian tribe electing to make payments in lieu of contributions shall make that election in the same manner and under the same conditions as provided in section 1221, subsection 11 for the State and local governments and nonprofit organizations...” (Title 26, Statute §1221-B)
Historically, Tribal Government entities have been placed in the State or Local Government organization type.

Step 5: “Employer Entity Information” screen displays → Complete required information → Select *Next*

SREG-003

Employer Entity Information

* Required Information

1. * Legal Entity Name
(Must not exceed 100 characters)
2. Trade Name or Doing Business As (DBA)
3. Business Website Address
4. * Has this business paid employees for work performed in Maine?
 a. If Yes, provide the date you first PAID someone in Maine. 05 / 01 / 2024
 b. If Yes, provide the found date. 07 / 01 / 2024
5. * Does this business consist solely of agricultural work? ☐ Yes ☒ No
6. * Does this business employ domestic help?
(This includes in-home caregivers, housekeepers, nannies or other domestic services) ☐ Yes ☒ No
7. Is this business applying for reimbursable status under the Indian Tribal Law? ☐ Yes ☒ No
8. * Is this organization a State College, State University or State Hospital? ☐ Yes ☒ No
9. * Does this business operate fewer than 26 weeks per calendar year? ☐ Yes ☒ No
10. * Is this business FUTA liable in another state? ☐ Yes ☒ No
11. * Does this business have business location(s) in Maine?
 a. If No, describe the business activity performed in Maine.
(Must not exceed 1024 characters)
12. * Is this business an employee leasing company or Professional Employment Organization(PEO)? ☐ Yes ☒ No
13. * Do you lease any employees through a Professional Employer Organization (PEO)? ☐ Yes ☒ No
14. * Do you choose to be a taxable or direct reimbursable employer?
 Direct Reimbursable
☐ Yes ☒ No

Select 'Yes' for Tribal Governments.

Select Direct Reimbursable <OR> Taxable from the dropdown

Follow Steps 6-18 from Scenario 1a (Non-Profit Employer Registration) complete the Local or State Government Registration.

(Add Business Location Screen → Business Location Details Screen → Employer Contact Details Screen → Employer Verify Contact Details Screen → Business Acquisition → Prior Registration Information → Controlling Interest Liability → Statement of Acknowledgement → Employer Registration Confirmation)

Election to Make Direct Reimbursable Payments Screen

Question 3, from the ‘Election to Make Direct Reimbursable Payments’ screen, is not applicable to local or state government entities and will not need to be answered to move forward. This does apply to Tribal government entities.

Step 19: “Employer Registration Confirmation” screen displays → The employer will be instructed on next steps

Employer Registration Confirmation

Your registration information has been submitted to a customer service representative for review. If you are determined liable for unemployment taxes under Maine law, you will be mailed a Notice of Liability. If you have any questions concerning unemployment tax you may contact a MDOL representative at 207-621-5120.

If you do not meet the minimum requirements for mandatory unemployment insurance coverage, you may elect to make voluntary contributions, even though you are not required by law to do so, by printing and completing Form FX-2 (Voluntary Election Application) found on our website: www.maine.gov/labor.

Exit

Scenario 3: Create an account

This scenario shows the steps an employer will use to create an account if the business was already registered, but an account was not created. An EAN is required. This process has been streamlined with registering a new business; however, old registrations may not have created an account.

Step 1: Navigate to ReEmployME employer website via [Employer Landing Page](#) → Select *Create a Portal Account*

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

[Forgot user ID?](#) [Forgot Password?](#)

[Login](#)

OR

New user?

[Create a Portal Account](#)

Need to register for an Employer Account Number?

[Register a new business](#)

Need someone to act on your behalf?

[Register TPA or Payroll Provider](#)

Want to enroll, activate, update PIN or maintain contact details?

[SIDES E-Response](#)

Need to contact the Maine Department of Labor?

[Contact Us](#)

Want to update Missing Registration Information?

[Update BIA Information](#)

Undergoing an audit?

[Upload your documents](#)

Missed updating Federal Identification Number (FEIN) during registration?

[Add FEIN](#)

Are you a claimant?

[Switch to claimant portal](#)

[Back to Table of Contents](#)

Employer Portal

Page 31

Step 2: “Employer Signup” screen displays → Enter all required information to create a User ID → Make note of User ID and Password → Select *Submit*

The screenshot shows the 'Employer Signup' screen of the ReEmployME system. At the top, there are logos for 'REEMPLOYME Unemployment System Alliance Partner' and 'MAINE DEPARTMENT OF LABOR Bureau of Unemployment Compensation'. The page is titled 'Employer Signup' with a sub-header '* Required Information'. A list of six required fields is on the left, each with a corresponding input field on the right. A blue arrow points to the 'Create Password' field. A yellow error message box is overlaid on the right side, stating: 'Must be 6-30 characters that you can remember. In order to keep your account secure, we have updated our password policy requirements. The password you entered does not meet the new policy. Your password needs to be updated to meet the Federal requirements as follows:'. The error message lists four requirements: 'Must start with a letter', 'Must contain at least 14 characters and no more than 21 characters', 'Must contain at least one number', and 'Must contain both uppercase & lowercase letters'. It also lists special characters that are allowed: '_', '@', '*', '\$', '!', '#', and '.'. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Submit' button, which is also pointed to by a blue arrow.

Welcome

SREG-200

REEMPLOYME
Unemployment System Alliance Partner

MAINE
DEPARTMENT OF
LABOR
Bureau of Unemployment Compensation

Employer Signup
* Required Information

1. * Employer Account Number (EAN) - - ?
2. * FEIN ?
3. * Create User ID
4. * Create Password
5. * Confirm Password
6. * Information Submitted By
 - a. First Name
 - b. Middle Initial
 - c. Last Name
 - d. Phone Number - -
 - e. Email Address
 - f. Confirm Email Address

Must be 6-30 characters that you can remember

Password Instructions Helper - Work - Microsoft Edge

<https://tax.reemployme.maine.gov/accessme/html/Help/cin...>

In order to keep your account secure, we have updated our password policy requirements. The password you entered does not meet the new policy. Your password needs to be updated to meet the Federal requirements as follows:

- Must start with a letter
- Must contain at least 14 characters and no more than 21 characters
- Must contain at least one number
- Must contain both uppercase & lowercase letters
- Must contain at least two of the following special characters: _, @, *, \$, !, #, .

Cancel

Submit

Step 3: “Employer Signup” confirmation screen displays → The message, “Employer user signed up successfully” will display

The screenshot shows the ReEmployME website header with the Maine Department of Labor logo and navigation links. The main content area is titled "Employer Signup" and displays the message "Employer user signed up successfully." A "Login" button is located in the bottom right corner. The page ID "SUC-002" is visible in the top right corner.

Step 4: To verify the self-service portal account is established → Navigate to ReEmployME website → Enter 'User ID' and 'Password' → Select *Login*

The screenshot shows the self-service portal with the heading "Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal". The left column contains a login section with fields for "User ID" and "Password (Case Sensitive)", a "Login" button, and links for "Forgot user ID?" and "Forgot Password?". Below this is a "New user?" section with a "Create a Portal Account" button. The middle column has three sections: "Need to register for an Employer Account Number?" with a "Register a new business" button; "Need someone to act on your behalf?" with a "Register TPA or Payroll Provider" button; and "Want to enroll, activate, update PIN or maintain contact details?" with a "SIDES E-Response" button. The bottom of the middle column has a "Need to contact the Maine Department of Labor?" section with a "Contact Us" button. The right column has three sections: "Want to update Missing Registration Information?" with an "Update BIA Information" button; "Undergoing an audit?" with an "Upload your documents" button; and "Missed updating Federal Identification Number (FEIN) during registration?" with an "Add FEIN" button. The bottom of the right column has an "Are you a claimant?" section with a "Switch to claimant portal" button.

Scenario 4: Verify Employer Email

This scenario demonstrates the steps an employer will need to take to verify their email address.

Step 1: Navigate to ReEmployME website (www.maine.gov/reemployme) to verify email → Enter User ID and password → Select *Login*

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

[Forgot user ID?](#) [Forgot Password?](#)

OR

New user?

Need to register for an Employer Account Number?

Need someone to act on your behalf?

Want to enroll, activate, update PIN or maintain contact details?

Need to contact the Maine Department of Labor?

Want to update Missing Registration Information?

Undergoing an audit?

Missed updating Federal Identification Number (FEIN) during registration?

Are you a claimant?

Step 2: “Email Notification – Correspondence Sign-up/Password Reset” screen displays → Enter email address → Select application → Review and agree to terms and conditions → Select *Next*

Welcome Home | Log out

[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](#) [Verify E-mail](#) [Enter Abatement Request](#) [WorkShare](#) [Enter Employer Refund Request](#)

EMAIL-002

Email Notification - Correspondence Sign-up/Password Reset

* Required Information

EAN
Employer Name

You have not signed-up for email communication, please provide an email ID and complete email sign-up now.

User ID	Email Address*	Confirm Email Address*	Application*
			☐ Unemployment Claim Correspondence ☐ Tax Correspondence ☒ Password Reset

Email Acknowledgement

TERMS AND CONDITIONS:
 By checking "I Agree", you agree and consent to receive notification of correspondence by email. You will receive an email notification at the email address you provided when correspondence is issued. It will be your responsibility to login to the ReEmployME unemployment system when

☐ I AGREE to the Terms and Conditions of MDOL regarding electronic notifications.

By Providing your email address you can receive important information faster and more efficiently.

[Next>](#)

Step 3: "Email Notification – Verification" screen displays → If correct, select *Submit*

Email Notification - Verification

* Required Information

EAN

Employer Name

User ID	Email Address	Application	Verification Status
		Unemployment Claim Correspondence Tax Correspondence Password Reset	Pending Verification

[<Back](#)
[Submit](#)

Step 4: "Email Notification Confirmation" screen displays → Select *Home*

Email Notification Confirmation

Email notification information saved.

[Home](#)

Step 4a: An email with a verification code will be sent

MDOL EMAIL VERIFICATION

ReEmployME Test ENotification <testENotify@mdes.ms.gov>
To

[Reply](#)
[Reply All](#)
[Forward](#)

Thu 6/12/2025 10:41 AM

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for registering your email address with the Maine Department of Labor (MDOL). Once you have verified your email address you will be able to receive important notifications and may reset your password via email.

To complete the verification process, please verify that this e-mail address belongs to you.

Log in to www.maine.gov/reemployme, and then under the **Verify E-mail** tab, select "**Verify E-mail**."

Enter your unique verification code: **340418925**

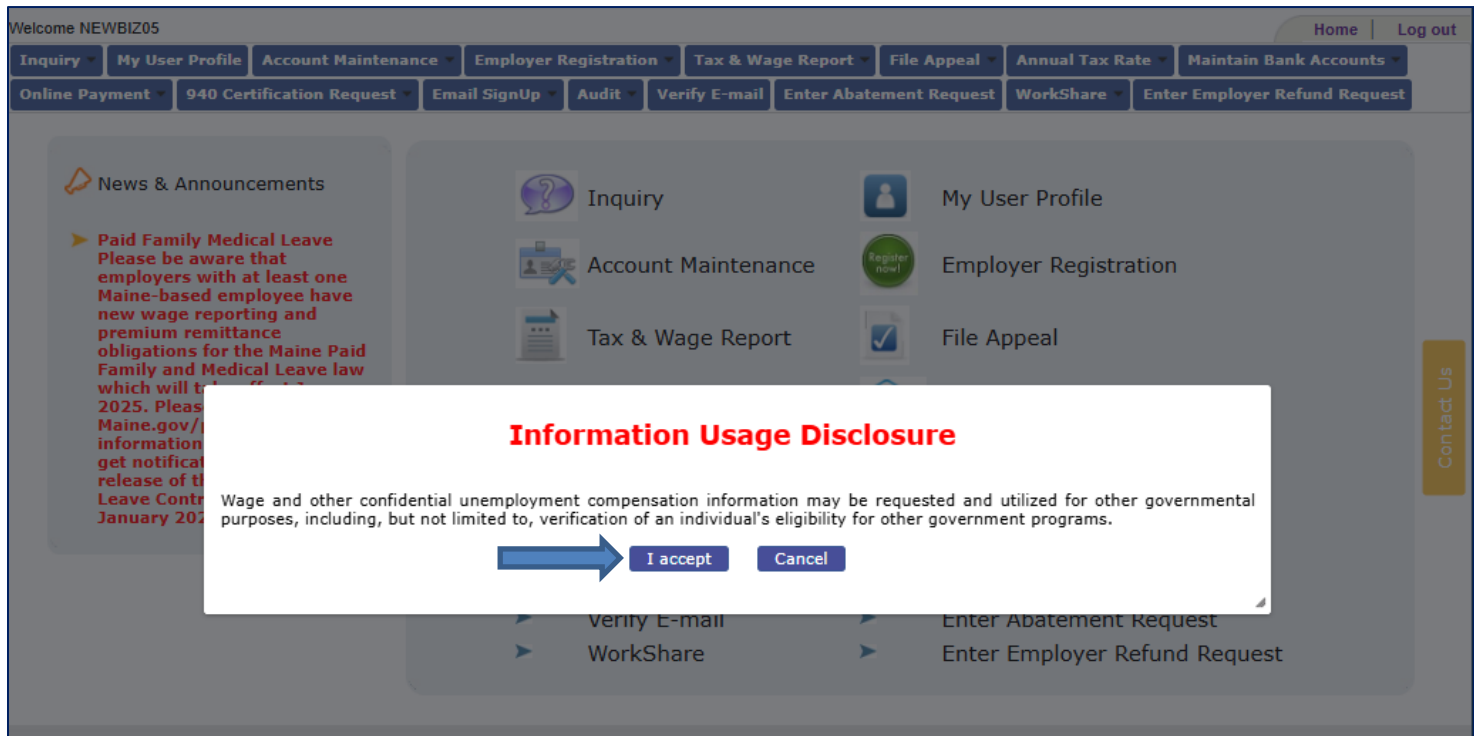
If you did not register this email address with MDOL or feel you received this email in error, do not complete the verification process.

This is an unattended mail box; do not reply to this email.

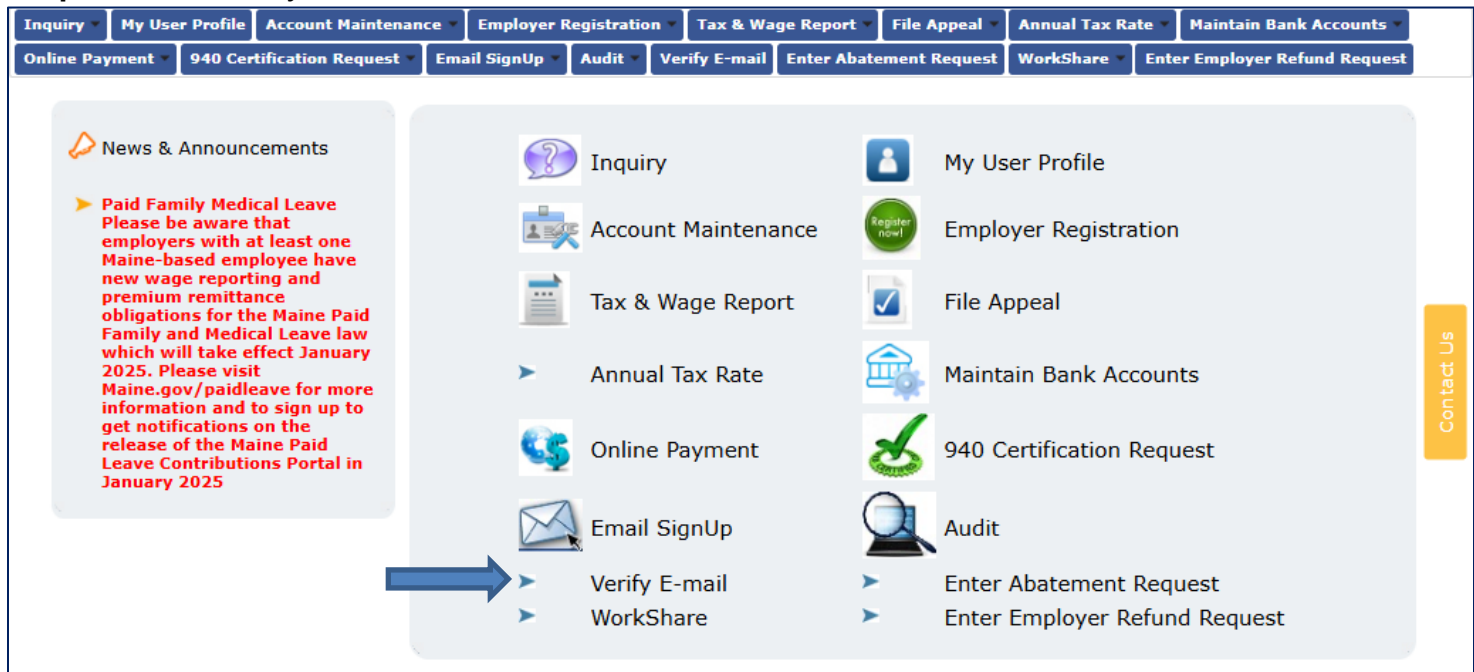
[Privacy & Security Disclaimer](#) | [Accessibility Policy](#) | [Internal Security](#)

The Maine Department of Labor is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

Step 5: Main menu will display after home is selected → Select “I accept”



Step 6: Select *Verify E-mail*



Step 3: “Email Verification” screen displays → Enter the unique ‘Verification Code’ from the automated email notification → Select *Next*

EMAIL-001

Email Verification
* Required Information

Please enter the verification code from the email.

Verification Code

Didn't get the Code?
Make sure that:
- Your Email address is correct.
- Check your Email account junk/spam folder for email from enotification@maine.gov
- Add enotification@maine.gov as a trusted contact in your email account's contact list

[Cancel](#) [Next>](#)

Step 4: “Email Verification” screen redisplay with a confirmation message → Select *Home* to return to the main menu

SUC-002

Email Verification

Your email address has been verified. You may sign up to receive correspondence via email if not already done. You may also reset your password should you forget it, or need to change it, via our automated system. Please make sure you check your email regularly.

[Home](#)

Step 5: An email will be sent upon successfully completing the verification process

EMAIL VERIFICATION SUCCESSFUL



ReEmployME Test ENotification <testENotify@mdes.ms.gov>

To



Reply

Reply All

Forward



...

Thu 6/12/2025 11:19 AM

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The email address you provided the Maine Department of Labor (MDOL) has been successfully verified.

You can now receive important information regarding MDOL Unemployment services electronically. You can also reset your password if you forget it.

Go to <http://www.maine.gov/reemployme>, enter your user ID, and click on "**Forgot Password**".

It is important that you check your email regularly. If your email address changes, log in to your MDOL online account and update your contact information.

This is an unattended mail box; do not reply to this email.

[Privacy & Security Disclaimer](#) | [Accessibility Policy](#) | [Internal Security](#)

The Maine Department of Labor is an equal opportunity employer.

Auxiliary aids and services are available upon request to individuals with disabilities.

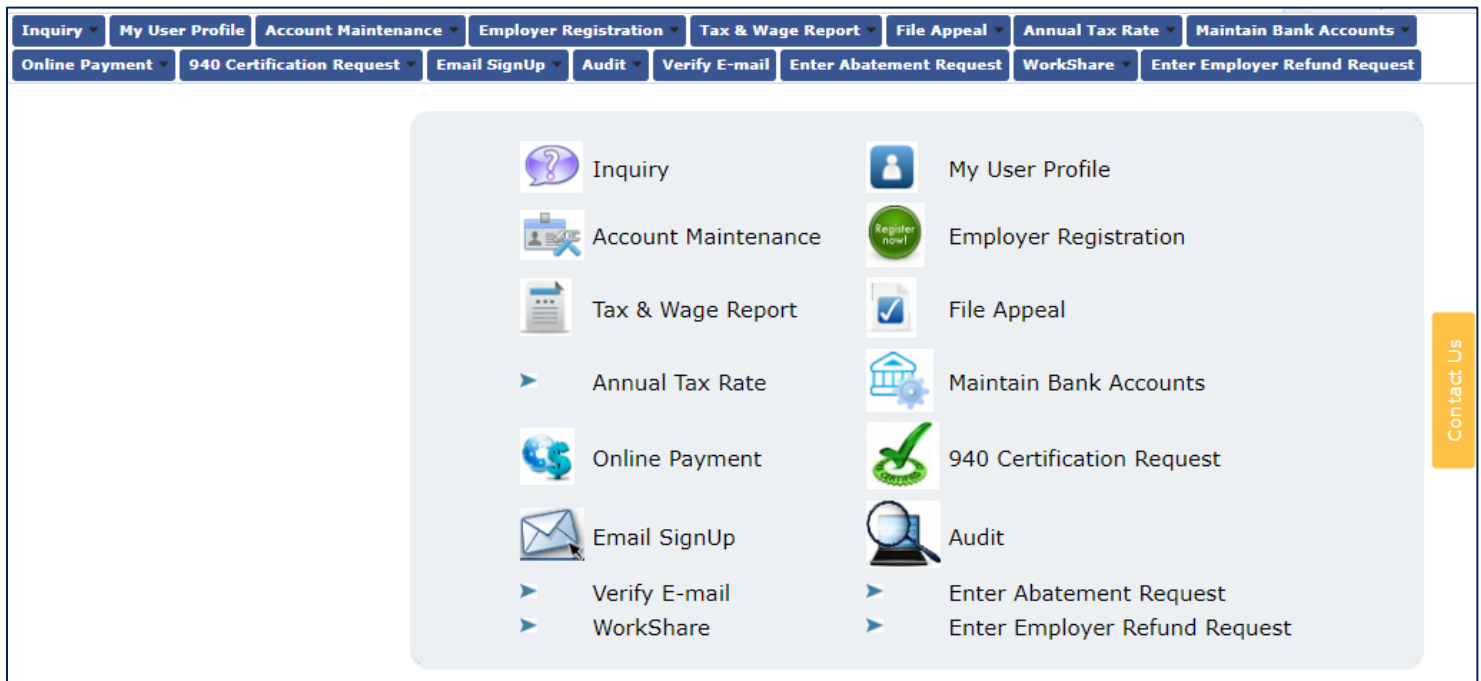
Section 2: Employer Inquiries

This section will review various inquiry screens employers can select to view their account information. If you have multiple accounts, you must log in individually for each account to access the information.

Step 1: Go to [Employer Landing Page \(maine.gov\)](https://maine.gov) → Enter your User ID and Password → Select Login

Step 2: Select / accept

Step 3: The employer's screen will display



Scenario 1: Tax Report Inquiry

This scenario outlines the steps that allow employers to access account information.

Step 1: From the “Home” screen → Select *Inquiry*

The screenshot shows the ReEmployME system home screen. At the top, there is a navigation bar with various menu items: 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, Verify E-mail, Enter Abatement Request, WorkShare, and Enter Employer Refund Request. Below the navigation bar, there is a large light blue area containing a grid of icons and labels for various services. A blue arrow points to the 'Inquiry' icon, which is a question mark inside a circle. Other icons include a person for 'My User Profile', a document for 'Account Maintenance', a document with a checkmark for 'Tax & Wage Report', a document with a checkmark for 'File Appeal', a building for 'Maintain Bank Accounts', a dollar sign for 'Online Payment', a checkmark for '940 Certification Request', an envelope for 'Email SignUp', and a magnifying glass for 'Audit'. To the right of the grid, there is a vertical yellow button labeled 'Contact Us'.

Step 2: Select *Tax Inquiry*

The screenshot shows the ReEmployME system home screen. On the left side, there is a section titled 'News & Announcements' with a red arrow pointing to a notice about 'Paid Family Medical Leave'. The notice states: 'Please be aware that employers with at least one Maine-based employee have new wage reporting and premium remittance obligations for the Maine Paid Family and Medical Leave law which will take effect January 2025. Please visit Maine.gov/paidleave for more information and to sign up to get notifications on the release of the Maine Paid Leave Contributions Portal in January 2025'. In the center, there is a large light blue area containing a grid of icons and labels for various services. A blue arrow points to the 'Tax Inquiry' icon, which is a document with a checkmark. Other icons include a document with a checkmark for 'View Charges', a document with a checkmark for 'Correspondence', and a document with a checkmark for 'Enter Abatement Request'. To the right of the grid, there is a vertical yellow button labeled 'Contact Us'. At the bottom of the grid, there are two buttons: '<Back' and 'Home'.

Step 3: Select *Employer Tax Reports*

Navigation Menu:

- Inquiry
- My User Profile
- Account Maintenance
- Employer Registration
- Tax & Wage Report
 - Employer Tax Reports
 - Employer Tax Payments
 - Account Information
 - Uploaded Tax and Wage File Status
- File Appeal
- Annual Tax Rate
- Maintain Bank Accounts
- Online Payment
- 940 Certification Request
- Email SignUp
- Audit
- Verify E-mail
- Enter Abatement Request
- WorkShare
- Enter Employer Refund Request

News & Announcements:

- Paid Family Medical Leave**
Please be aware that employers with at least one Maine-based employee have new wage reporting and premium remittance obligations for the Maine Paid

Buttons: <Back, Home, Contact Us

Step 4: The “Inquiry Tax Report” screen displays → *Employer Account Number (EAN)* is pre-filled → Enter year for desired report → Select *Tax Reports*

Inquiry Tax Report
* Required Information

1. * Employer Account Number (EAN)

2. Year

Buttons: Summary, Tax Reports

TWR-041

Step 5: The “Inquiry Tax Report Summary” screen displays → Select the hyperlinks at the bottom

Inquiry Tax Report Summary

Employer Account Number (EAN)
 Employer Name
 Employer Entity Name
 Account Status **Active**
 Status Effective Date **01/01/1958**

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.

	1/2024	2/2024	3/2024	4/2024	Total 2024
Rates (%)					
Total Rate	6.03%	6.03%	6.03%	6.03%	
UI Rate	5.75%	5.75%	5.75%	5.75%	
CSSF Rate	0.13%	0.13%	0.13%	0.13%	
UPAF Rate	0.15%	0.15%	0.15%	0.15%	
Wages (\$)					
Total Wages (\$)	23,500.00	87,000.00	41,261.08	0.00	151,761.08
Non-Taxable Wages (\$)	0.00	0.00	0.00	0.00	0.00
Taxable Wages (\$)	23,500.00	87,000.00	41,261.08	0.00	151,761.08
Due (\$)					
UI Contribution Due (\$)	1,351.25	5,002.50	2,372.51	0.00	8,726.26
CSSF Due (\$)	30.55	113.10	53.64	0.00	197.29
UPAF Due (\$)	35.25	130.50	61.89	0.00	227.64
Interest Due (\$)	0.00	70.25	83.64	0.00	153.89
Contribution Penalty Due(\$)	0.00	83.94	99.54	0.00	183.48
Payroll Penalty Due(\$)	0.00	500.25	237.25	25.00	762.50
Process Cost Due (\$)	0.00	0.00	0.00	0.00	0.00
Total Due (\$)	1,417.05	5,900.54	2,908.47	25.00	10,251.06
Applied (\$)					
UI Contribution Paid (\$)	1,351.25	5,002.50	2,372.51	0.00	8,726.26
CSSF Paid (\$)	30.55	113.10	53.64	0.00	197.29
UPAF Paid (\$)	35.25	130.50	61.89	0.00	227.64
Interest Paid (\$)	0.00	70.25	83.64	0.00	153.89
Contribution Penalty Paid(\$)	0.00	83.94	99.54	0.00	183.48
Payroll Penalty Paid(\$)	0.00	500.25	237.25	25.00	762.50
Process Cost Paid (\$)	0.00	0.00	0.00	0.00	0.00
Total Paid (\$)	1,417.05	5,900.54	2,908.47	25.00	10,251.06
Balance (\$)					
UI Taxes	0.00	0.00	0.00	0.00	0.00
CSSF Taxes	0.00	0.00	0.00	0.00	0.00
UPAF Taxes	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
Contribution Penalty	0.00	0.00	0.00	0.00	0.00
Payroll Penalty	0.00	0.00	0.00	0.00	0.00
Process Cost	0.00	0.00	0.00	0.00	0.00
Balance	0.00	0.00	0.00	0.00	0.00
Step 6a:					
	Tax Reports	Tax Reports	Tax Reports	Tax Reports	
Step 6b:					
	Qtr Applied Payments	Qtr Applied Payments	Qtr Applied Payments	Qtr Applied Payments	
Step 6c:					
	Detailed Wages	Detailed Wages	Detailed Wages	Detailed Wages	

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

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

Step 6a: The “*Inquiry Tax Report Transactions*” screen displays

- a) Select *Qtr Applied Payments* to see details on payments, OR
- b) Select *Back* to return to the “Inquiry Tax Report Summary” screen

TWR-043

Inquiry Tax Report Transactions

Employer Account Number (EAN)
 Employer Name
 Employer Entity Name
 Tax Rate 6.03%
 Quarter/Year 1/2024
 Current Balance \$ 0.00
 Number of Employees
 12 January 5
 12 February 5
 12 March 5
 Comment N/A

Detail

Transaction Date	Date Posted	Type	Batch Identifier	Total Wages (\$)	Non-Taxable Wage	Taxable Wage
05/23/2025	05/23/2025	Adjustment Decrease Taxable Wages	Adjustment	23,500.00	0.00	23,500.00
05/19/2025	05/19/2025	Adjustment Increase Taxable Wages	Adjustment	112,500.00	0.00	112,500.00
05/14/2025	05/14/2025	Adjustment Increase Taxable Wages	Adjustment	28,500.00	0.00	28,500.00
05/14/2025	05/14/2025	Report Filed - Not Paid	Report Filed Not Paid	25,000.00	0.00	25,000.00
06/01/2024	06/01/2024	Assessment Wages	Assessments	41,826.76	0.00	41,826.76

[Qtr Applied Payments](#)

[<Back](#)

c) “Tax Report Transaction Details” screen displays when the ‘Transaction Date’ is selected

Tax Report Transaction Details

Employer Account Number (EAN)
 Employer Name
 Transaction Type *Adjustment Decrease Taxable Wages*
 Transaction Date *05/23/2025*
 Quarter/Year 1/2024
 Batch Identifier *Adjustment*
 Submitted By

Adjustment Details

Total Wages (\$)	-89,000.00
Non-Taxable Wages (\$)	0.00
Taxable Wages (\$)	-89,000.00

Reason for Adjustment *Wages Incorrectly Reported*

[<Back](#)

Step 6b: The “Inquiry Payment Applied on Quarter History” screen displays → Review the payment → Select *Back* to return to the “Inquiry Tax Report Summary” screen

Inquiry Payment Applied on Quarter History

May Contain Federal Tax Information

EAN
Employer Name
Quarter/Year 3/2024

Inquiry Payment Applied on Quarter

Payment Applied Date	Payment Number	Payment Date	UI Paid (\$)	CSSF Paid (\$)	UPAF Paid (\$)	Interest Paid (\$)	Contribution Penalty Paid (\$)	Payroll Penalty Paid (\$)	Process Cost Paid (\$)	Total Payment Applied (\$)	Remarks
05/23/2025	159	05/23/2025	2,372.51	53.64	61.89	83.64	99.54	237.25	0.00	2,908.47	Original Payment
Grand Total										2,908.47	



Step 6c: The “*Inquiry Detailed Wages*” screen displays

- To see wage changes, select here (bottom of screenshot), <OR>
- Select *Back* to return to the “Inquiry Tax Report Summary” screen

TWR-122

Inquiry Detailed Wages

Employer Account Number (EAN)
 Employer Name
 Quarter/Year 1/2024
 Original Mode Online
 Updated By Employer
 Wage Report Total Wages \$23,500.00
 Number of Employees 4

Total number of covered employees who worked during or received pay for any part of the payroll period that includes the **12th of the month:**

January 2024	February 2024	March 2024
5	5	5

SSN	First Name	Middle Initial	Last Name	Total Wages (\$)
		M		5,000.00
		P		8,500.00
		M		5,000.00
		P		5,000.00

To see changes on this Wage Report, Select [here](#)

Step c.1: Example of the “Inquiry Details Wage Changes” screen when [here](#) is selected on the “Inquiry Detailed Wages” screen:

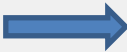
Select the *Transaction Date* to review the details <OR> select *Back*

TWR-123

Inquiry Detail Wage Changes

Employer Account Number (EAN) _____
Employer Name _____
Quarter/Year [1/2024](#)
Batch Number [N/A](#)

Quarter/Year	Update Reason	Transaction Date	User Name	Comments
1/2024	Wages Incorrectly Reported	05/23/2025	Employer	
1/2024	Add Missing Wages	05/19/2025	Employer	
1/2024	Add Missing Wages	05/14/2025	Tax Auditor	Underclaimed Adam's wages
1/2024	-Initial Version-	05/14/2025	Tax Auditor	

 [<Back](#)

Step 6c.2: The “Inquiry Detailed Wage History” screen displays → Review wage history details → Select *Back* to return to the “*Inquiry Detail Wage Changes*” screen

Inquiry Detailed Wage History

Employer Account Number (EAN) _____
Employer Name _____
Quarter/Year [1/2024](#)
Transaction Date [05/19/2025](#)

SSN	First Name	Middle Initial	Last Name	Change	Added/Modified/Deleted
005-84-7863		M		-Name/SSN Change-	Modified
005-84-9467		P		-Name/SSN Change-	Modified
005-84-9474		M		-Name/SSN Change-	Modified
123-36-5999				12,000.00	Added
123-58-4222				12,000.00	Added
149-82-3894		P		-Name/SSN Change-	Modified
222-55-5555				12,000.00	Added
225-45-6668				12,000.00	Added
555-55-5844				12,000.00	Added
556-55-4599				12,000.00	Added
565-69-8422				12,000.00	Added
888-99-1111				-Name/SSN Change-	Modified
997-12-3694				12,000.00	Added

 [<Back](#)

Scenario 2: Tax Payments Inquiry

This process explains the steps employers use to view payments.

Follow [Section 2 Scenario 1 Steps 1-2](#)

(*Inquiry* → *Tax Inquiry*)

Step 3: Select *Employer Tax Payments*

The screenshot shows the ReEmployME system navigation menu. At the top, there are two rows of menu items: Inquiry, My User Profile, Account Maintenance, Employer Registration, Tax & Wage Report, File Appeal, Annual Tax Rate, and Maintain Bank Accounts; and Online Payment, 940 Certification Request, Email SignUp, Audit, Verify E-mail, Enter Abatement Request, WorkShare, and Enter Employer Refund Request. Below these is a 'News & Announcements' section with a red alert about Paid Family Medical Leave. The main navigation area contains a list of options: Employer Tax Reports, Employer Tax Payments (highlighted with a blue arrow), Account Information, and Uploaded Tax and Wage File Status. At the bottom of this list are '<Back' and 'Home' buttons. A 'Contact Us' button is located on the right side of the menu.

Step 4: The Employer Account Number (EAN) is pre-filled → Select *Next*

The screenshot shows the 'Inquiry Tax Payments' screen. The title 'Inquiry Tax Payments' is centered at the top, with '* Required Information' below it. A list of required information is displayed, starting with '1. * Employer Account Number (EAN)' followed by a blurred field. A large blue arrow points down from the list to a 'Next>' button at the bottom right. The text 'TWR-004' is visible in the top right corner.

Step 5: The “Inquiry Online Payment Details” screen displays → Review

Inquiry Online Payment Details

May Contain Federal Tax Information

Employer Account Number (EAN) 

Employer Name 

Tax Payments

Payment Number	Payment Date	Type of Payment	Confirmation Number	Total Paid (\$)	Status
159	05/23/2025	Checking Account Draft	15293151	7,956.22	Applied
158	05/19/2025	Checking Account Draft	15293052	500.00	Applied
157	05/19/2025	Checking Account Draft	15293049	500.00	Applied
156	10/28/2024	Checking Account Draft	15248002	5,852.07	Applied
155	03/11/2024	Check (MDOL)	15151506	327.93	Applied
154	01/19/2024	Check (MDOL)	15130063	2,562.79	Applied
153	01/19/2024	Check (MDOL)	15130062	135.89	Applied
152	01/19/2024	Check (MDOL)	15130061	25.15	Applied
151	05/10/2023	Checking Account Draft	15050736	1,561.04	Applied
150	07/15/2022	Checking Account Draft	14909764	173.59	Applied
149	04/12/2022	Checking Account Draft	14864055	2,119.62	Applied
148	01/06/2022	Checking Account Draft	14831913	364.13	Applied

[Display All](#)

[Tax Report Summary](#)

Select *Tax Report Summary* hyperlink to review additional information.

[<Back](#)

Scenario 3: Account Information Inquiry

This scenario demonstrates how the employer can view account information.

Follow [Section 2 Scenario 1 Steps 1-2](#)

(*Inquiry* → *Tax Inquiry*)

Step 3: Select Account Information

The screenshot shows the ReEmployME system interface. At the top is a navigation bar with various menu items: 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, Verify E-mail, Enter Abatement Request, WorkShare, and Enter Employer Refund Request. Below the navigation bar, there is a main content area. On the left, there is a sidebar with 'News & Announcements' and a red alert message about 'Paid Family Medical Leave'. The main content area has a large blue arrow pointing to the 'Account Information' link. Other links in this area include 'Employer Tax Reports', 'Employer Tax Payments', and 'Uploaded Tax and Wage File Status'. There are also '<Back' and 'Home' buttons. A 'Contact Us' button is located on the right side of the main content area.

Step 4: The Employer Account Number (EAN) is pre-filled → Select Next

The screenshot shows the 'Inquiry Tax Payments' screen. At the top right, the text 'TWR-044' is visible. The main heading is 'Inquiry Tax Payments' with a sub-heading '* Required Information'. Below this, there is a form field for the 'Employer Account Number (EAN)' which is pre-filled with the value '1. *'. To the right of the form field, there is a large blue arrow pointing down to a 'Next>' button.

Step 5: The “Inquiry Employer Account Information” screen displays → the last 4 years are initially displayed:

- Select hyperlink *here* to see the rates for all years (go to Step 5a) OR,
- Select a specific year hyperlink (go to Step 5b) OR,
- Select *Details* to see further details (go to Step 5d) OR,
- Select *Back* to return to the “Inquiry Employer Account” screen

Inquiry Employer Account Information

EAN _____
Entity Name _____
FEIN 010244414

Rate Year	Total Rate	UI Rate	Training Rate	UPAF Rate	Mail Date
2025	6.27	5.97	0.14	0.16	12/23/2024
2024	6.03	5.75	0.13	0.15	12/15/2023
2023	5.69	5.47	0.07	0.15	12/29/2022
2022	6.37	6.16	0.07	0.14	12/17/2021

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

[< Back](#)
[Details](#)

Step 5a: The “Inquiry Employer Account Rates” screen displays rate information for all years:

- select Year hyperlink ([go to Step 5b](#)) OR,
- select *Back* to return to the “Inquiry Employer Account Information” screen

Inquiry Employer Account Rates					
EAN Entity Name					
Rate Year	Total Rate	UI Rate	Training Rate	UPAF Rate	Mail Date
2025	6.27	5.97	0.14	0.16	12/23/2024
2024	6.03	5.75	0.13	0.15	12/15/2023
2023	5.69	5.47	0.07	0.15	12/29/2022
2022	6.37	6.16	0.07	0.14	12/17/2021
2021	5.08	4.88	0.07	0.13	12/30/2020
2020	4.22	4.16	0.06	0.00	12/20/2019
2019	4.16	4.10	0.06	0.00	12/31/2018
2018	4.09	4.03	0.06	0.00	12/31/2017
2017	4.03	3.97	0.06	0.00	12/31/2016
2016	3.99	3.93	0.06	0.00	12/31/2015
2015	5.05	4.99	0.06	0.00	12/31/2014
2014	2.90	2.84	0.06	0.00	12/31/2013
2013	2.39	2.33	0.06	0.00	12/31/2012
2012	2.83	2.77	0.06	0.00	12/31/2011
2011	2.00	1.94	0.06	0.00	12/31/2010
2010	1.67	1.61	0.06	0.00	12/31/2009
2009	1.05	1.00	0.05	0.00	12/31/2008
2008	1.26	1.21	0.05	0.00	12/31/2007
2007	1.98	1.98	0.00	0.00	12/31/2006
2006	1.42	1.42	0.00	0.00	12/31/2005
2005	1.73	1.73	0.00	0.00	12/31/2004
2004	1.09	1.09	0.00	0.00	12/31/2003
2003	1.29	1.29	0.00	0.00	12/31/2002
2002	1.99	1.99	0.00	0.00	12/31/2001
2001	2.23	2.23	0.00	0.00	12/31/2000
2000	2.44	2.44	0.00	0.00	12/31/1999
1999	3.20	3.20	0.00	0.00	12/31/1998
1998	3.40	3.40	0.00	0.00	12/31/1997
1997	2.50	2.50	0.00	0.00	12/31/1996
1996	3.70	3.70	0.00	0.00	12/31/1995
1995	3.30	3.30	0.00	0.00	12/31/1994
1994	3.20	3.20	0.00	0.00	12/31/1993
1993	3.10	3.10	0.00	0.00	12/31/1992
1992	2.40	2.40	0.00	0.00	12/31/1991
1991	1.70	1.70	0.00	0.00	12/31/1990
1990	1.60	1.60	0.00	0.00	12/31/1989
1989	1.70	1.70	0.00	0.00	12/31/1988
1988	1.80	1.80	0.00	0.00	12/31/1987
1987	1.90	1.90	0.00	0.00	12/31/1986
1986	1.90	1.90	0.00	0.00	12/31/1985
1985	2.40	2.40	0.00	0.00	12/31/1984
1984	3.00	3.00	0.00	0.00	12/31/1983

[<Back](#)

Step 5b: The “Employer Charges and Wages for Annual Rate Calculation” screen displays details on rate information by quarter for the specific year

- Select *Charges* hyperlink (go to Step 5c) OR,
- Continue to select *Back* to return to the “Inquiry Employer Account Information” screen

Employer Charges and Wages for Annual Rate Calculation

EAN
Employer Name
Rate Year 2025 ⓘ
Rate 6.27%

NOTE: The charges and wages listed below were used to calculate the employer's annual rate. These charges and wages do not include any adjustments that were made after the annual rate was calculated.

Fiscal Year 2024 ⓘ

Qtr/Year ⓘ	Taxable Wages (\$)
3/2023	0.00
4/2023	39,296.26
1/2024	5,087.50
2/2024	41,826.76
TOTAL	86,210.52

Fiscal Year 2023 ⓘ

Qtr/Year ⓘ	Taxable Wages (\$)
2/2023	29,610.00
3/2022	0.00
4/2022	0.00
1/2023	0.00
TOTAL	29,610.00

Fiscal Year 2022 ⓘ

Qtr/Year ⓘ	Taxable Wages (\$)
3/2021	0.00
4/2021	6,240.00
1/2022	0.00
2/2022	36,000.00
TOTAL	42,240.00



Charges Monthly Break Down:

Month/Year	Benefit Charges	Month/Year	Benefit Charges	Month/Year	Benefit Charges	Total
7/2023	0.00	8/2023	0.00	9/2023	0.00	0.00
10/2023	0.00	11/2023	0.00	12/2023	0.00	0.00
1/2024	0.00	2/2024	0.00	3/2024	0.00	0.00
4/2024	0.00	5/2024	0.00	6/2024	0.00	0.00



Step 5c: The “Employer Charge Details for Annual Rate Calculation by Month/Year” screen displays details on a specific charge → Review as needed

Employer Charge Details for Annual Rate Calculation By Month/Year

EAN	
Employer Name	
Rate Year	2020 ⓘ
Month/Year	7/2018
Rate	0.06%

No records were found that match the search criteria entered.

[<Back](#)

Step 5d: From the “Inquiry Employer Detail Information” screen displays → Select *Details* → Review employer details → If needed, select Contact/Address information [here](#) hyperlink <OR> Ownership information [here](#) hyperlink for more detail

SRFG-07.1

Inquiry Employer Detail Information

EAN			
Entity Name			
Trade Name			
Leasing Employer FEIN			
Field Representative	00000	Third Party Agent	
County of Operation	ANDROSCOGGIN	NAICS	238911
User ID			
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](#)

Transfer From

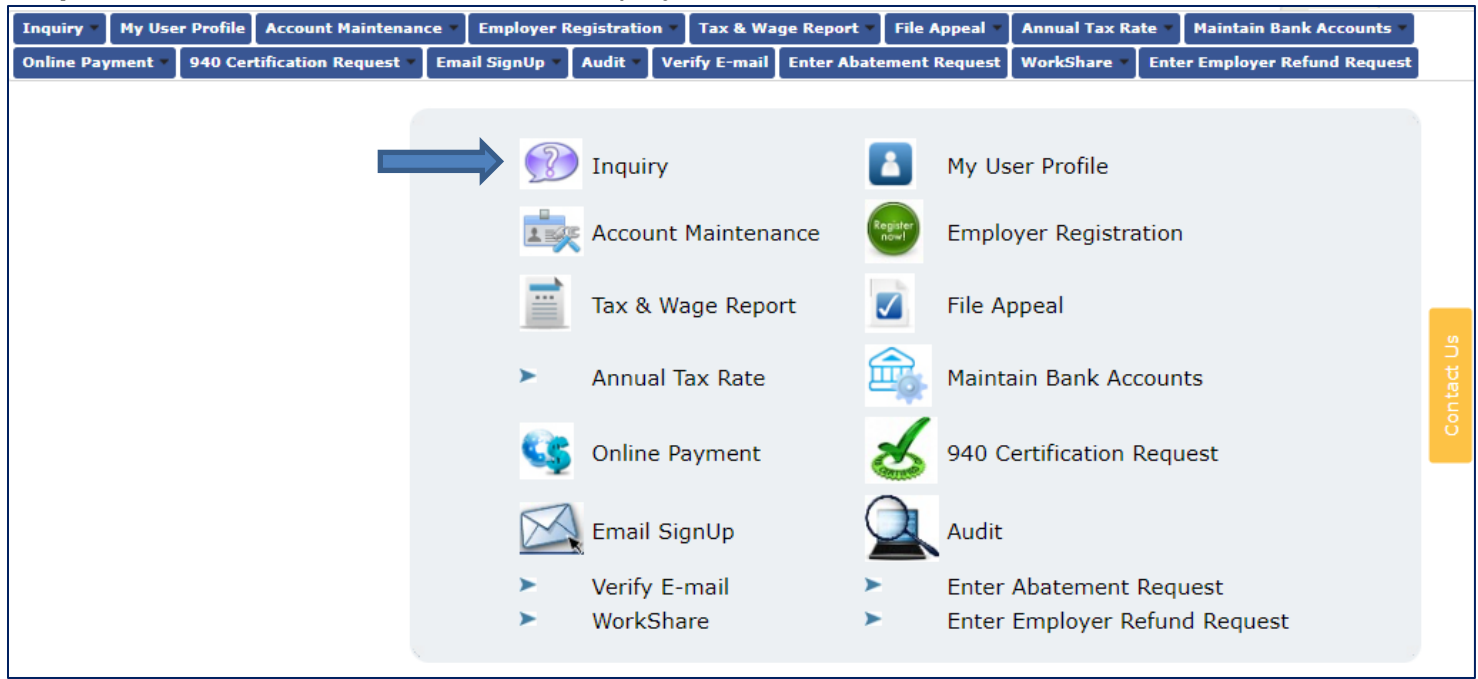
EAN	Date	Type	Reversed	Reverse Reason
	12/31/1989	Total Transfer, Direct Transfer	No	

[<Back](#)

Scenario 4: Correspondence Inquiry

This scenario demonstrates how employers can view correspondences sent to them via email or postal mail.

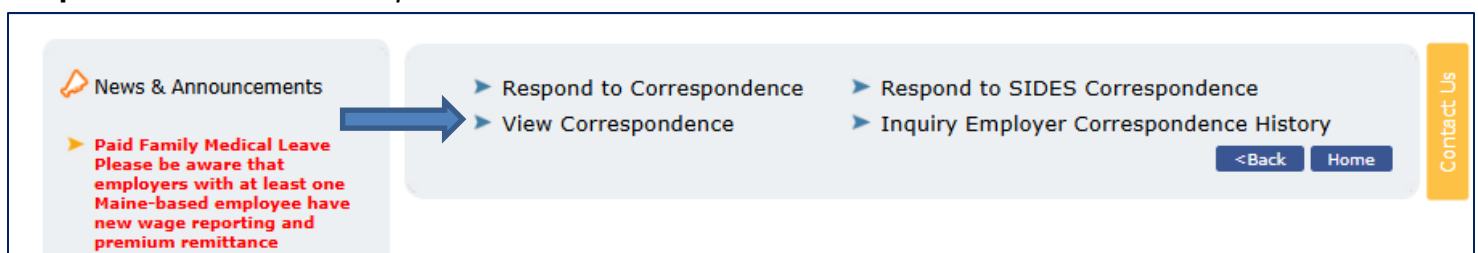
Step 1: From the “Home” screen, select *Inquiry*



Step 2: Select *Correspondence*



Step 3: Select *View Correspondence*



Step 4: Select your *MDOL EAN* from the dropdown list → Select *Next*

NMON-501

Select Employer Account Number (EAN)
* Required Information

* MDOL EAN 


[Next>](#)

Step 5: Enter *Correspondence Type* (Tax, Benefits or Appeals) from dropdown options → Claimant SSN is “optional” → Select *Correspondence Date Range* From / To (30 day period) → Select *Search*

Employer Recent Correspondences

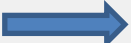
 1. * Correspondence Search Type 

2. Claimant SSN - -

 3. * Enter correspondence date range

a. From Date / / 

b. To Date / / 

 [Search](#)

[Home](#)

Date range search can only be done for the period of 30 days or less. For example, 01/01/2025 to 01/30/2025.

Step 6: Screen redisplay, and search results are found at the bottom of the screen → Select *Correspondence Type* hyperlink to see the actual correspondence → Select *Home* to return to the Home screen

NMON-502

Employer Recent Correspondences

1. * Correspondence Search Type Benefits
2. Claimant SSN - -
3. * Enter correspondence date range
 - From Date 02 / 01 / 2018 📅
 - To Date 03 / 01 / 2018 📅

Search

(No of Records: 1 - 3 of 3, Page: 1 of 1)

Correspondence Type	SSN	Name	Correspondence Date	Correspondence Due Date
Notice to Sew Employer of Claim Filed			2018-02-21	03/07/2018
Notice to Sew Employer of Claim Filed			2018-02-21	03/07/2018
Notice of Fact finding - Employer			2018-02-21	03/07/2018

(No of Records: 1 - 3 of 3, Page: 1 of 1)

➔ Home

Section 3: Maintain Address Information

Step 1: Select Account Maintenance

The screenshot shows the ReEmployME system interface. At the top, there is a navigation bar with the following links: 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, Verify E-mail, Enter Abatement Request, WorkShare, and Enter Employer Refund Request. Below this, a central area displays a grid of service icons. A blue arrow points to the 'Account Maintenance' icon. The grid includes icons for Inquiry, My User Profile, Employer Registration, Tax & Wage Report, File Appeal, Annual Tax Rate, Maintain Bank Accounts, Online Payment, 940 Certification Request, Email SignUp, Audit, and Enter Abatement Request. A 'Contact Us' button is located on the right side of the page.

Step 2: Select Maintain Address

The screenshot shows the 'Request to Close' screen in the ReEmployME system. A blue arrow points from the 'Request to Close' link to the 'Maintain Address' link. The page features a top navigation bar with the same links as the previous screenshot. Below the navigation bar, there is a 'News & Announcements' section with a message about Paid Family Medical Leave. A 'Contact Us' button is located on the right side of the page.

Step 3: The “Maintain Address” screen displays → Your *EAN* will prepopulate → Verify the number is correct → Select *Next*

The screenshot shows the 'Maintain Address' screen in the ReEmployME system. The title 'Maintain Address' is displayed, followed by the text '* Required Information'. Below this, there is a field labeled '* EAN' with a prepopulated value. A blue arrow points to the 'Next>' button.

Step 4: The “Employer Contact Details” screen displays. Enter the required information signified with a red * and then select Submit

BREG-004

Employer Contact Details

* Required Information

EAN
Employer Name

- * Employer's Physical Address

Address Line 1

Address Line 2

City

State/Province

ZIP Code

Country

If business is located in Maine, select Town
- * Unemployment Tax Mailing Address is

☒ Same as Physical Address

☐ Different
- If Different, provide details below

Attention

Address Line 1

Address Line 2

City

State/Province

ZIP Code

Country
- * Unemployment Claims Mailing Address is

☒ Same as Physical Address

☐ Same as Unemployment Tax Mailing Address

☐ Different
- If Different, provide details below

Attention

Address Line 1

Address Line 2

City

State/Province

ZIP Code

Country

Telephone Number Ext.

Fax Number
- * Address where Payroll Records are maintained is

☒ Same as Physical Address

☐ Same as Unemployment Tax Mailing Address

☐ Same as Unemployment Claim Mailing Address

☐ Different
- If Different, provide details below

Address Line 1

Address Line 2

City

State/Province

ZIP Code

Country

Telephone Number Ext.

Fax Number
- * Contact Person for Unemployment Tax

a. First Name

b. Middle Initial

c. Last Name

d. Job Title

e. Telephone Number

f. Email Address

Step 5: The “Employer Verify Contact Details” screen displays. Verify all information → Select *Back* to make any necessary changes OR Select *Next*

Employer Verify Contact Details

Verify the mailing address you have created. To modify the address, select **Back**.

Type	Address
Unemployment Physical Mailing	CARIBOU, ME 04736-0746, CARIBOU
Unemployment Tax Mailing	CARIBOU, ME 04736-0746
Unemployment Claims Mailing	CARIBOU, ME 04736-0746
Unemployment Payroll Mailing	CARIBOU, ME 04736-0746

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



Step 6: The “Employer Contact Details” confirmation screen displays

Employer Contact Details

Employer Contact Details are successfully saved.

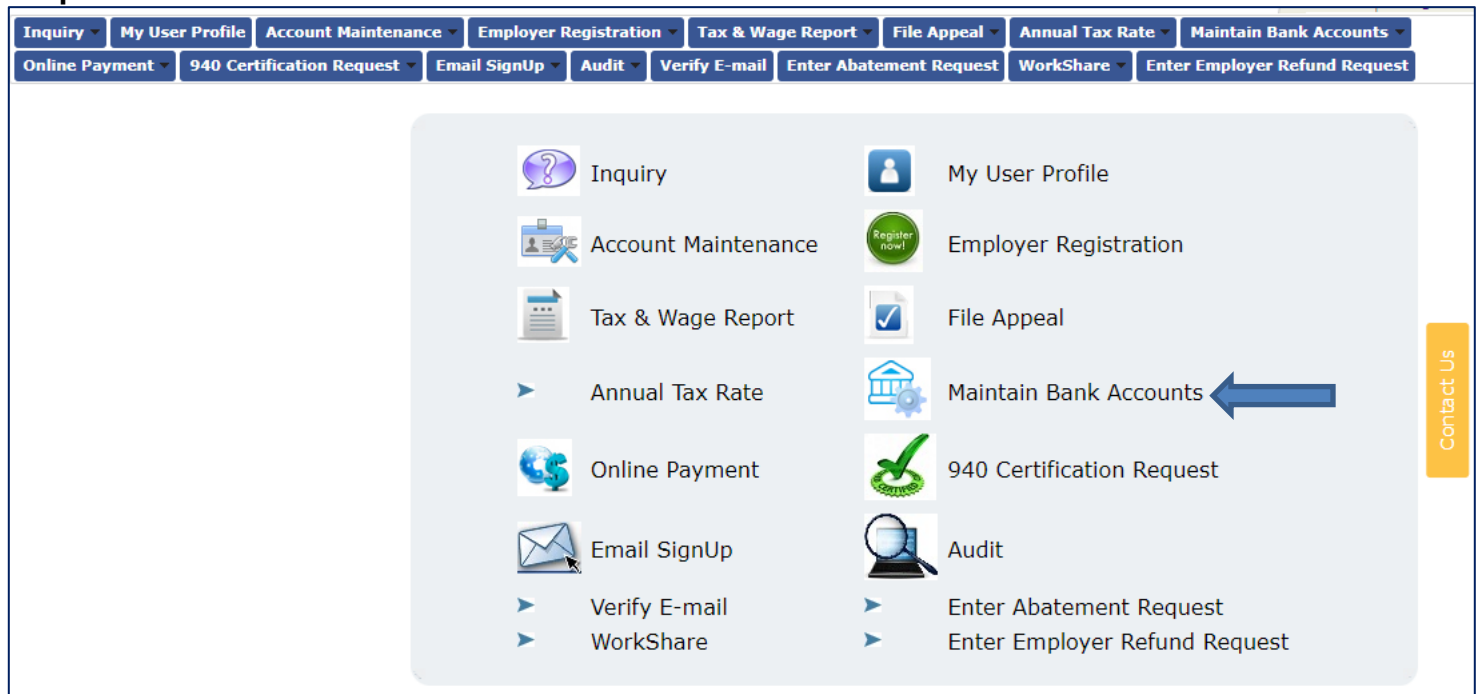
[Home](#)

Section 4: Maintain Bank Accounts

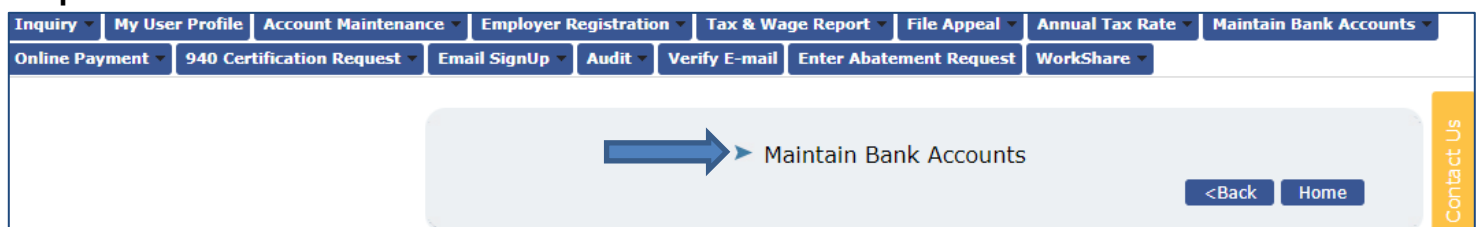
This is an overview of the process for Employers or Third-party Administrators to update bank account information via the Self-Service Portal. Prior to the below steps, the Employer or Third-party Administrator should have created a Self-Service Login account.

Scenario 1: Adding Bank Accounts by Employer

Step 1: Select *Maintain Bank Accounts*



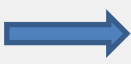
Step 2: Select *Maintain Bank Accounts*



Step 3: If multiple units, select appropriate unit → Select *Next*

TWR-260

List of Units
* Required Information



Select *	Employer Account Number	Trade Name
☐		
☐		
☐		



Next>

Step 4: “Maintain Bank Accounts” screen displays → Select *Add Checking* <OR> *Add Savings* to add bank account information

TWR-233

Maintain Bank Accounts

Employer Account Number (EAN)

Employer Name

To modify an existing account, you must first delete the account record and select '**Add Checking**' or '**Add Savings**' upon returning to this screen.

Account Number	Routing Number	Account Type	Action
	103000017	Checking	Delete

Add Checking

Add Savings



Step 5: “Add Bank Account Details” screen displays → Enter required bank account information → Select *Next*

TWR-234

Add Bank Account Details

* Required Information

Employer Account Number (EAN) [Redacted]

Employer Name NATIONAL CONSTRUCTION WORKFORCE

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

➔

1. * Routing Transit Number
2. * Re-enter Routing Transit Number
3. * Bank Account Number
4. * Re-enter Bank Account Number
5. * Checking Account Type

?

 ?

☐ Personal ☐ Corporate

↓

<Back Next>

Bank Account & Routing Numbers:

For employer accounts, the **Bank Routing numbers** have 9-digits.
For employer **checking account or savings accounts** digits may vary.



Step 6: “Verify Bank Account Information” screen displays → Select *Submit*

TWR-235

Verify Bank Account Information

Employer Account Number (EAN) [Redacted]

Employer Name [Redacted]

The following bank account will be added to ReEmploy ME.

Account Number	Routing Number	Account Type
[Redacted]	211287340	Personal - Checking

↓

<Back Submit

Step 7: “Maintain Bank Account Confirmation” screen displays

SUC-002

Maintain Bank Account Confirmation

The bank account information has been successfully saved.

Home

Scenario 2: Delete Bank Account by Employer

Employers cannot edit bank account information, they will need to delete the bank account associated with their EAN, then add the correct account information.

*Follow [Section Scenario Steps 1-3](#)

(Maintain Bank Accounts > Maintain Bank Accounts > Select EAN if multiple)

Step 4: “Maintain Bank Accounts” screen displays → Select *Delete* from the ‘Action’ column for the appropriate account

TWR-233

Maintain Bank Accounts

Employer Account Number (EAN)

Employer Name

To modify an existing account, you must first delete the account record and select '**Add Checking**' or '**Add Savings**' upon returning to this screen.

Account Number	Routing Number	Account Type	Action
	103000017	Checking	Delete

[Add Checking](#)
[Add Savings](#)



Step 5: “Verify Bank Account Information” screen displays → Select *Back* to stop the process <OR> select *Delete*

TWR-256

Verify Bank Account Information

Employer Account Number (EAN)

Employer Name

The following bank account will be deleted from ReEmploy ME.

Account Number	Routing Number	Account Type
	211287340	Personal - Checking

Select **Delete** to delete the account.

[<Back](#)
[Delete](#)



Step 6: “Maintain Bank Account Confirmation” screen displays

SUC-002

Maintain Bank Account Confirmation

The bank account has been successfully deleted.

[Home](#)

Section 5: Tax & Wage Report Filing

Unemployment is an insurance program providing temporary, partial wage replacement to workers who are unemployed through no fault of their own. The program is funded by Unemployment premiums paid by employers based on the amount of wages paid for covered employment. The Unemployment Premium or "tax" is paid on the first \$12,000 only in gross wages an employer pays to an individual in a calendar year.

Maine employers are required to file quarterly wage reports and contributions payments by the following due dates: April 30th, July 31st, October 31st, and January 31st. Late reports or payments may result in interest and/or penalties

Scenario 1: File Tax & Wage Report

This scenario shows the steps an employer would use to file their tax and wage reports.

Step 1: Select Tax & Wage Report



Step 2: Select File Tax & Wage Report



Step 3: Your *Employer Account Number (EAN)* will prefill → From dropdown options, Select *Quarter* → Type in *Year* > Select *Next*

Step 4: The “UI Tax Report – Information Submitted by” screen displays → Enter the required information signified with a red * → Select *Next*

Step 5: The “*UI Tax Report – Verify Address Details*” screen displays → Verify the details: if not correct, select the *Modify* hyperlink to update as needed <OR> Select *Next* (go to Step 6)

Address Type	Address Details
Physical	, CARIBOU, Maine 04736-0746,
Tax Mailing	PO BOX 746, CARIBOU, Maine 04736-0746, United States
Claims Mailing	PO BOX 746, CARIBOU, Maine 04736-0746, United States
Payroll	PO BOX 746, CARIBOU, Maine 04736-0746, United States

NOTE: If address details were updated, selecting *Next* will display the “UI Tax Report – Verify Address Details” screen again → From there, select *Next*

Step 6: The “UI Tax Report – Account Questions” screen displays → Answer the required information signified with a red * as appropriate / applicable → Select *Next*

UI Tax Report - Account Questions
* Required Information

Employer Name
EAN
Submitted By **New Business**
Quarter/Year **1/2025**

1. * Did you pay wages to any employee(s) during the Quarter/Year, 1/2025? ☐ 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>**

Step 7: The “UI Tax Report – Number of Employees” screen displays → Enter the required information signified with a red * → Select *Next*

Question 2: “Do you want to file the detailed employee wage report at this time?”

- a) If you select “No”, go to Step 9. Note, if not filed, penalties can be implemented.
- b) If you select “Yes”, go to Step 8

UI Tax Report - Number of Employees
* Required Information

Employer Name
EAN
Submitted By **New Business**
Quarter/Year **1/2025**

1. * For each month below, report the number of covered employees who worked during or received pay for any part of the payroll period that includes the **12th of the month**.
If no employment in the payroll period, enter zero.

January 2025	February 2025	March 2025
10000	10000	10000

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>**

Step 8: The “UI Tax Report – Wage Reporting Methods” screen displays. You have two methods for reporting the detailed employee wages:

- a) Method A: Filing can be done by manually entering wage data (go to Step 8a), or
 - b) Method B: Filing can be done by uploading a file using a pre-approved file format
- **NOTE:** MDOL only accepts Excel file format (go to Step 8b). For more information, visit www.maine.gov/labor or you may contact Maine at 207-621-5120.

UI Tax Report - Wage Reporting Methods

Employer Name
EAN
Submitted By New Business
Quarter/Year 1/2025

We offer two online methods for reporting the detailed employee wages.
If you are reporting more than 250 employees you must use **method B**.

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](#)

Step 8a: The “*UI Tax Report – Provide Wage Details – Wage Report*” screen displays

- The names of the employees may pre-populate if a prior wage report was entered. If this is the first time, 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 click *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.
- When you are finished then select *Submit*

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

Employer Name
 EAN
 Submitted By New Business
 Quarter/Year 1/2025
 Report Received Date 06 / 17 / 2025

Sort By -Select- Order -Select- Sort

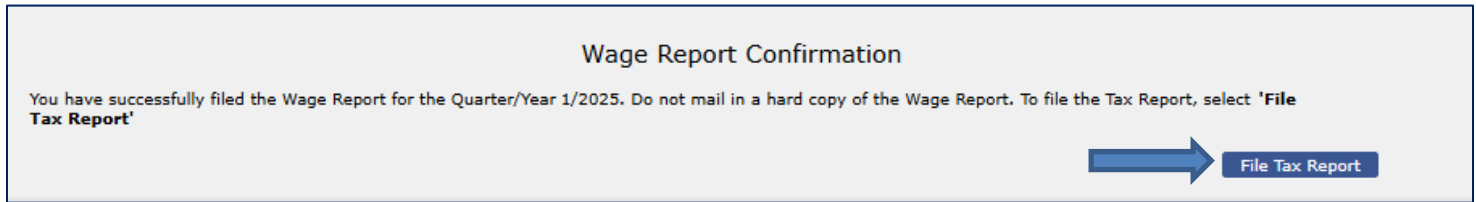
Select All
Delete Selected Employees
Add Blank Rows

	Delete	SSN*	First Name*	Last Name*	Middle Initial	Total Wages(\$)*
1	☐				M	3,000.00
2	☐				M	3,000.00
3	☐				P	3,000.00
4	☐					3,000.00
5	☐					3,000.00
6	☐					3,000.00
7	☐					3,000.00
8	☐					3,000.00
9	☐					3,000.00
10	☐					3,000.00
Total						30,000.00

Select All
Delete Selected Employees
Add Blank Rows

Save and Close
<Back
Submit

Step 8a.1: The “Wage Report Confirmation” screen displays → To File the Tax report, select the link → Go to Step 9

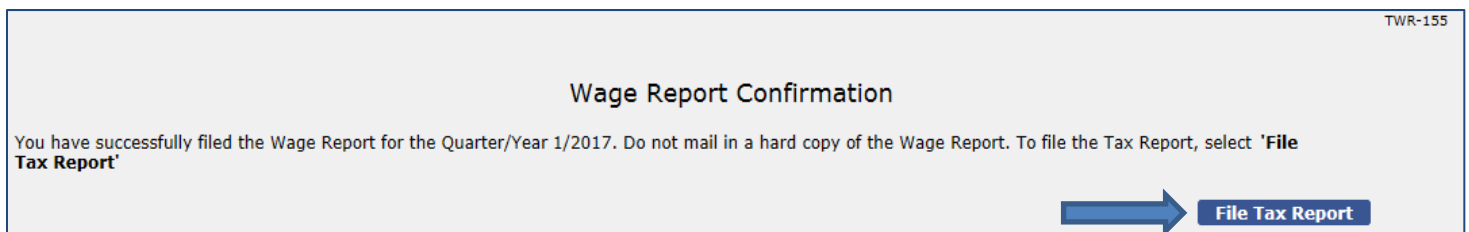


Step 8b: The “UI Tax Report – Upload Wages – Wage Report” Screen appears. Have the file you will be uploading saved on your computer to access.

- 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.



Step 8b.1: The “Wage Report Confirmation” screen displays → You can opt to file another Tax Report by selecting the *File Tax Report* button



Step 9: The “UI Tax Report – Total/Non-Taxable/Taxable Wages – Tax Report” screen displays → This should be pre-filled based on the information provided in the Wage Report. If not (you opted not to submit the wage report in Step 7), you must enter ‘Total Wages’ and calculate ‘Non-Taxable Wages’ and ‘Taxable Wages’ → Enter ‘Reported Received Date’ → Select *Next*

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

Employer Name _____
 Employer Account Number (EAN) _____
 Submitted By **New Business**
 Quarter/Year **1/2025**

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 / /
 5. Comments
 (Must not Exceed 512 characters)


Next>

Step 10: “UI Tax Report – Number of Employees” screen displays → Enter in required information → Select if a wage report needs to be completed at this time → Select *Next*

UI Tax Report - Number of Employees
* Required Information

Employer Name _____
 EAN _____
 Submitted By **New Business**
 Quarter/Year **1/2025**

1. * For each month below, report the number of covered employees who worked during or received pay for any part of the payroll period that includes the **12th of the month:**
 If no employment in the payroll period, enter zero.

January 2025	February 2025	March 2025
15000	15000	15000

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>

Step 11: The “UI Tax Report - Tax Report Verification” screen displays → Review details → If corrections are needed, select *Back*, otherwise select *Submit*

UI Tax Report - Tax Report Verification

Employer Name
Employer Account Number (EAN)
Submitted By **New Business**
Quarter/Year **1/2025**

Total number of covered employees who worked during or received pay for any part of the payroll period that includes the **12th of the month:**

January 2025	February 2025	March 2025
10000	10000	10000

Total Wages	\$30,000.00
Non-Taxable Wages	\$0.00
Taxable Wages	\$30,000.00

UI Tax Rate	5.97%
CSSF Tax Rate	0.14%
UPAF Tax Rate	0.16%
Total Tax Rate	6.27%

UI Tax Due	\$1,791.00
CSSF Tax Due	\$42.00
UPAF Tax Due	\$48.00
Total Tax Due	\$1,881.00

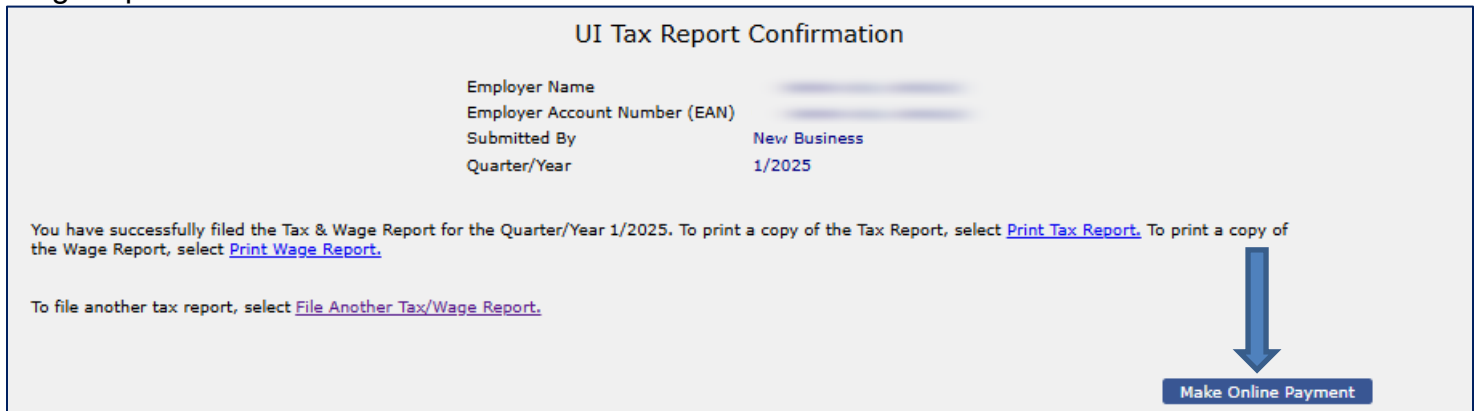
Interest	\$7.66
Contribution Penalty	\$9.23
Payroll Penalty	\$179.10
Process Cost	\$0.00 ?

Total Amount due for the reporting quarter	\$2,076.99
---	-------------------

Comments

[<Back](#) [Submit](#)

Step 12: The “UI Tax Report Confirmation” screen displays with a hyperlink to Make Online Payment → There are also hyperlinks to print either the Wage or Tax report, as well as to file another Tax & Wage report



UI Tax Report Confirmation

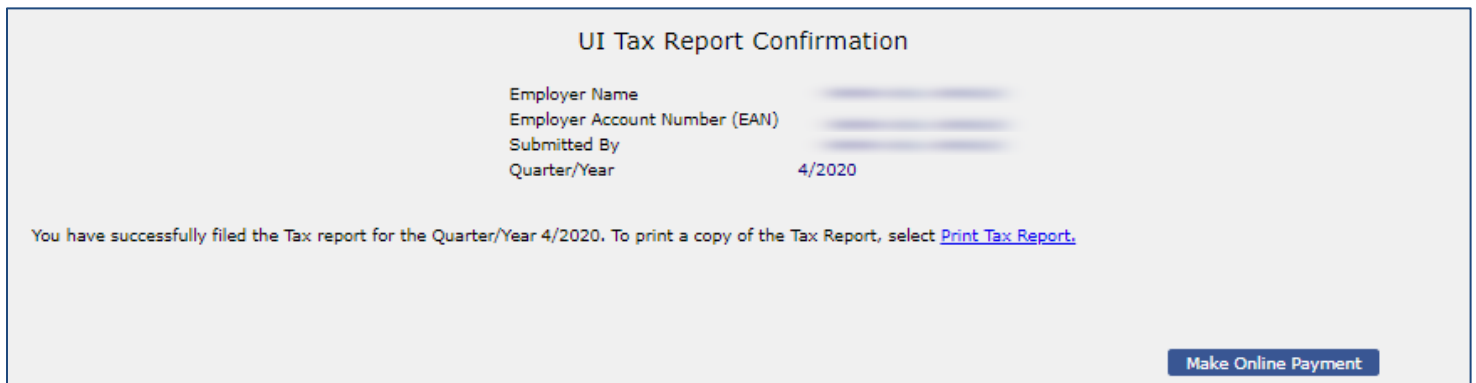
Employer Name
Employer Account Number (EAN)
Submitted By New Business
Quarter/Year 1/2025

You have successfully filed the Tax & Wage Report for the Quarter/Year 1/2025. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#).

To file another tax report, select [File Another Tax/Wage Report](#).

[Make Online Payment](#)

Step 12a: If the tax report was filed without a wage report, the confirmation screen will look like this.



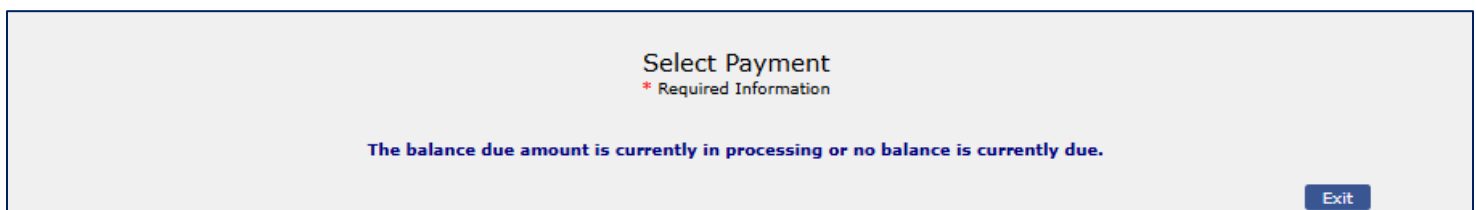
UI Tax Report Confirmation

Employer Name
Employer Account Number (EAN)
Submitted By
Quarter/Year 4/2020

You have successfully filed the Tax report for the Quarter/Year 4/2020. To print a copy of the Tax Report, select [Print Tax Report](#).

[Make Online Payment](#)

Step 13: If “Make Online Payment” is chosen, go to [Section 4, Scenario 1, Step 5](#) → If no payment is due or the report is still processing, the below screen will display



Select Payment
* Required Information

The balance due amount is currently in processing or no balance is currently due.

[Exit](#)

Scenario 2: Correct a Tax and Wage Report

Errors may occur and a tax and wage report may need to be altered. This scenario will review the steps necessary to adjust an incorrect tax and wage report.

Step 1: Select Tax & Wage Report

News & Announcements

- Paid Family Medical Leave**
 Please be aware that employers with at least one Maine-based employee have new wage reporting and premium remittance obligations for the Maine Paid Family and Medical Leave law which will take effect January 2025. Please visit [Maine.gov/paidleave](https://maine.gov/paidleave) for more information and to sign up to get notifications on the release of the Maine Paid Leave Contributions Portal in January 2025

Inquiry
 Account Maintenance
 Tax & Wage Report
 Annual Tax Rate
 Online Payment
 Email SignUp
 Verify E-mail
 WorkShare

My User Profile
 Employer Registration
 File Appeal
 Maintain Bank Accounts
 940 Certification Request
 Audit
 Enter Abatement Request
 Enter Employer Refund Request

Contact Us

Step 2: Select Adjust Tax & Wage Report

News & Announcements

- Paid Family Medical Leave**
 Please be aware that employers with at least one Maine-based employee have

File Tax & Wage Report
 Upload Tax and Wage Report File
 Adjust Tax & Wage Report

[<Back](#)
[Home](#)

Contact Us

Step 3: The “File Tax and Wage Report Adjustment” screen displays → The *Employer Account Number (EAN)* will be pre-filled → 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’
- When ready, select *Next*

Step 4: The “UI Tax Report – Information Submitted By” screen displays → Enter the required information signified with a red * → Select *Next*

Step 5: The “Report and Adjustment Type” screen displays → Make the appropriate selections

Report and Adjustment Type
* Required Information

Employer Name
EAN
Quarter/Year 1/2025
Submitted By New Business

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>

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: Both Tax & Wage Reports/Correct Existing Report

Step 1: The “Update Wage Report – Provide Wage Details” screen displays data entered previously

- Delete any employee by checking off the box in the ‘Delete’ column and select *Delete Selected Employees*
- Update the earnings in the ‘Should Be (\$)’ column
- If you need to add employees, Select *Add Blank Rows*
- When ready, select *Submit*

Update Wage Report - Provide Wage Details
* Required Information

Employer Name
 EAN
 Quarter/Year
 Keyed By
 Batch Number
 Report Received Date

Sort By Order

	Delete	SSN*	Last Name*	First Name*	Middle Initial	Reported As (\$)	Should Be (\$)*
1	☐					3,000.00	3,000.00
2	☐					3,000.00	3,000.00
3	☐					3,000.00	3,000.00
4	☐					3,000.00	3,000.00
5	☐					3,000.00	3,000.00
6	☐					3,000.00	3,000.00
7	☐					3,000.00	3,000.00
8	☐					3,000.00	3,000.00
9	☐					3,000.00	3,000.00
10	☐					3,000.00	3,000.00

Reason For Update

Step 2: The “Wage Report Confirmation” screen displays → Select *Next* to adjust the Tax Report

Wage Report Confirmation

The Wage Report has been successfully corrected for Quarter/Year 1/2025.

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

Next>

Step 3: The “Tax Report Adjustment” screen displays → Enter the corrected wage amounts in the ‘Should Be (\$)’ fields → Select *Next*

Tax Report Adjustment

* Required Information

Employer Name

EAN

Quarter/Year 1/2025

Submitted By New Business

Report Received Date 06/17/2025

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	30,000.00	30,100.00
Non-Taxable Wages	0.00	0.00
Taxable Wages	30,000.00	30,100.00

Next>

Step 4: The “Verify Tax Report Adjustment” screen displays → For changes select *Back*, otherwise select *Submit*

Verify Tax Report Adjustment

* Required Information

Employer Name

EAN

Quarter/Year 1/2025

Submitted By New Business

Report Received Date 06/17/2025

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	30,000.00	30,100.00	100.00
Non-Taxable Wages	0.00	0.00	0.00
Taxable Wages	30,000.00	30,100.00	100.00

<Back
Submit

Step 5: The “Tax & Wage Report Adjustment Confirmation” screen displays → Employers can select *Print Tax Report* or *Print Wage Report* to print a copy for your records → If taxes are not paid yet, there is a link to *Make Online Payment*

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax & Wage Report for the Quarter/Year 1/2025. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#).

Make Online Payment

Option 2: Both Tax & Wage Reports and Replace the Existing Report

Employers can use this option when both the tax and wage report need to be replaced instead of altering the existing report.

Step 1: Select Both Tax & Wage Reports and Replace the Existing Report → Select *Next*

Report and Adjustment Type
* Required Information

Employer Name
EAN
Quarter/Year 1/2025
Submitted By New Business

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 >

Step 2: The “Wage Report Replacement Methods” screen displays → Select *Method A* or *Method B*

Wage Report Replacement Methods

Employer Name
EAN
Submitted By New Business
Quarter/Year 1/2025

We offer two online methods for reporting the detailed employee wages previously reported .
If you are reporting more than 250 employees you must use **method B**.

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

To replace previously reported employee details and wage amounts online, select one of the following methods

< Back Method A Method B

- If *Method B* is selected – the process is the same as when filing the original Wage Report by uploading a new wage report

Upload Wage Report Replacement
* Required Information

Employer Name [Redacted]
 EAN [Redacted]
 Submitted By New Business
 Quarter/Year 1/2025
 Report Received Date 06/17/2025

1. * Select File Format -Select-

2. * Select File + Choose File

<Back
Next>

- If *Method A* is selected, the “Update Wage Report – Provide Wage Details” screen is displayed → Take note, no previous information is provided. All names, SSN's and wage data must be entered → Select *Submit*

Update Wage Report - Provide Wage Details
* Required Information

Employer Name [Redacted]
 EAN [Redacted]
 Quarter/Year 1/2025
 Keyed By Tax Auditor
 Batch Number N/A
 Report Received Date 06/17/2025

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	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
4	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
5	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
6	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
7	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
8	☐	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Step 3: The “Wage Report Confirmation” screen displays to show the wage report was successfully replaced → Select *Next* to replace the Tax Report

TWR-014

Wage Report Confirmation

The Wage Report has been successfully replaced for Quarter/Year 1/2025.

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


[Next>](#)

Step 4: The “Tax Report Adjustment screen displays → Enter in the ‘Should be (\$)’ as necessary for the Total Wages, Non-Taxable Wages, and Taxable Wages → Select *Next*

Tax Report Adjustment

* Required Information

Employer Name

EAN

Quarter/Year 1/2025

Submitted By New Business

Report Received Date 06/17/2025

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	30,100.00	
Non-Taxable Wages	0.00	
Taxable Wages	30,100.00	


[Next>](#)

Step 5: The “Verify Tax Report Adjustment” screen displays → Verify the differences have calculated accurately, if not select *Back* to re-enter, if correct select *Submit*

Verify Tax Report Adjustment

* Required Information

Employer Name

EAN

Quarter/Year 1/2025

Submitted By New Business

Report Received Date 06/17/2025

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	13,000.00	33,050.00	20,050.00
Non-Taxable Wages	0.00	6,000.00	6,000.00
Taxable Wages	13,000.00	27,050.00	14,050.00

<Back
Submit

Step 6: The “Tax & Wage Report Adjustment Confirmation” screen displays → You can print a copy of the Tax and/or Wage report for your records → There is a link to *Make Online Payment*

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax & Wage Report for the Quarter/Year 1/2025. To print a copy of the Tax Report, select [Print Tax Report](#). To print a copy of the Wage Report, select [Print Wage Report](#).

Make Online Payment

Option 3: Wage Report Only/Correct Existing Report

When only the wage report needs to be corrected with an existing report.

Step 1: The “Update Wage Report – Provide Wage Details” screen displays

- Delete any employee by checking off the box in the ‘Delete’ column and select *Delete Selected Employees*
- Update the earnings in the ‘Should Be (\$)’ column*
- Select *Add Blank Rows* to add employees
- Select *Submit*

Update Wage Report - Provide Wage Details
* Required Information

Employer Name
EAN
Submitted By New Business
Quarter/Year 1/2025
Keyed By
Batch Number N/A
Report Received Date 06/17/2025

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	☐					3,050.00	3,050.00
2	☐					3,050.00	3,050.00
3	☐					3,000.00	3,050.00
4	☐					3,000.00	3,050.00

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

Reason For Update [Add Missing Wages](#)

[<Back](#) [Submit](#)

Step 2: The “The Wage Report Confirmation” screen appears → Select *Print Wage Report* to print a copy of the Wage Report for your records

Wage Report Confirmation

Wage Report has been successfully corrected for the Quarter/Year 1/2025. To print a copy of the Wage Report, select [Print Wage Report](#).

[Home](#)

Option 4: Wage Report Only/Replace Existing Report

When only the wage report needs replace an existing report.

Step 1: The “Wage Report Replacement Methods” screen displays → You have two methods for reporting the detailed employee wages:

- c) Method A: Filing can be done by manually entering wage data (go to Step 8a) or
- d) Method B: Filing can be done by uploading a file using a pre-approved file format MDOL only accepts Excel file format (go to Step 8b). For more information visit www.maine.gov/labor or you may contact Maine at 207-621-5120.)

Wage Report Replacement Methods

Employer Name

EAN

Submitted By

New Business

Quarter/Year

1/2025

We offer two online methods for reporting the detailed employee wages previously reported .
If you are reporting more than 250 employees you must use **method B.**

Method A: Enter your wage data online using this application.
-OR-
Method B: Upload a file using a pre-approved file format. [?](#)

To replace previously reported employee details and wage amounts online, select one of the following methods

[<Back](#)[Method A](#)[Method B](#)

Step 2: Follow [Scenario 1: Step 8](#) for remaining steps (same as when filing the original wage report)

Option 5: Tax Report Only/Correct Existing Report

When only the tax report needs to be corrected with an existing report.

Step 1: Select 'Tax Report Only' → Select 'Correct the Existing Report' → Select *Next*

Report and Adjustment Type
* Required Information

Employer Name
 EAN
 Quarter/Year 1/2025
 Submitted By New Business

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



Step 2: The “Tax Report Adjustment” screen displays → Enter Total Wages, Non-Taxable Wages, and Taxable Wages in the Should Be column → Select *Next*

Tax Report Adjustment
* Required Information

Employer Name
 EAN
 Quarter/Year 1/2025
 Submitted By New Business
 Report Received Date 06/17/2025

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	12,200.00	
Non-Taxable Wages	0.00	
Taxable Wages	12,200.00	



Step 3: The “Verify Tax Report Adjustment” screen displays → Verify the differences have calculated accurately, if not select *Back* to re-enter, if correct select *Submit*

Verify Tax Report Adjustment

* Required Information

Employer Name

EAN

Quarter/Year 1/2025

Submitted By New Business

Report Received Date 06/17/2025

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	12,200.00	12,500.00	300.00
Non-Taxable Wages	0.00	0.00	0.00
Taxable Wages	12,200.00	12,500.00	300.00

<Back
Submit

Step 4: The “Tax & Wage Report Adjustment Confirmation” screen displays → You can print a copy of the tax report for your records by selecting *Print Tax Report* → If you have not paid yet, there will be a link to Make Online Payment

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax report for the Quarter/Year 1/2025. To print a copy of the Tax Report, select [Print Tax Report](#).

Make Online Payment

Option 6: Tax Report Only/Replace Existing Report

When only the tax report needs to be corrected and the employer elects to replace the existing report.

Step 1: Select 'Tax Report Only' → Select 'Replace the Existing Report' → Select Next

Report and Adjustment Type
* Required Information

Employer Name |
EAN
Quarter/Year 1/2025
Submitted By New Business

1. * Choose the report to adjust. ?

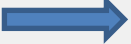
☐ Both Tax & Wage Reports

 ☒ Tax Report Only

☐ Wage Report Only

2. * Choose the type of adjustment. ?

☐ Correct the Existing Report

 ☒ Replace the Existing Report



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

Step 2: The "Tax Report Adjustment" screen displays → Enter Total Wages, Non-Taxable Wages, and Taxable Wages in the Should Be column → Select Next

Tax Report Adjustment
* Required Information

Employer Name
EAN
Quarter/Year 1/2025
Submitted By New Business
Report Received Date 06/17/2025

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	12,500.00	
Non-Taxable Wages	0.00	
Taxable Wages	12,500.00	



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



Step 3: The “Verify Tax Report Adjustment” screen displays → Verify the differences have calculated accurately, if not select *Back* to re-enter, if correct select *Submit*

Verify Tax Report Adjustment

* Required Information

Employer Name

EAN

Quarter/Year 1/2025

Submitted By New Business

Report Received Date 06/17/2025

	As Previously Reported (\$)	Should Be (\$)	Difference (\$)
Total Wages	12,500.00	13,000.00	500.00
Non-Taxable Wages	0.00	0.00	0.00
Taxable Wages	12,500.00	13,000.00	500.00

<Back
Submit

Step 4: The “Tax & Wage Report Adjustment Confirmation” screen displays → You can print a copy of the tax report for your records by selecting *Print Tax Report* → If you have not paid yet, there will be a link to *Make Online Payment*

Tax & Wage Report Adjustment Confirmation

You have successfully corrected/replaced the Tax report for the Quarter/Year 1/2025. To print a copy of the Tax Report, select [Print Tax Report](#).

Make Online Payment

Section 6: Online Payments

Scenario 1: Make an Online Payment

Employers have the capability to go back into their self-service portal to make a payment after a report has been filed. This scenario demonstrates the steps to make an online payment.

Step 1: Select Online Payment

The screenshot displays the ReEmployME self-service portal interface. On the left, a sidebar contains a 'News & Announcements' section with a red alert about Paid Family Medical Leave obligations for January 2025. The main content area is a grid of service options. A blue arrow points from the 'Online Payment' option in the grid to the 'Step 2' section. The 'Online Payment' option is highlighted with a blue border. To the right of the grid is a vertical 'Contact Us' button.

Service Options		
- News & Announcements - Paid Family Medical Leave: Please be aware that employers with at least one Maine-based employee have new wage reporting and premium remittance obligations for the Maine Paid Family and Medical Leave law which will take effect January 2025. Please visit Maine.gov/paidleave for more information and to sign up to get notifications on the release of the Maine Paid Leave Contributions Portal in January 2025.	- Inquiry - Account Maintenance - Tax & Wage Report - Annual Tax Rate Online Payment - Email SignUp - Verify E-mail - WorkShare	- My User Profile - Employer Registration - File Appeal - Maintain Bank Accounts 940 Certification Request - Audit - Enter Abatement Request - Enter Employer Refund Request

Step 2: Select Online Payment

The screenshot shows the ReEmployME self-service portal interface. The 'Online Payment' option is highlighted with a blue arrow pointing to it from the left. The 'Cancel Scheduled Payments' option is also visible. Below these options are '<Back' and 'Home' buttons. A vertical 'Contact Us' button is on the right.

Navigation Options		
- News & Announcements - Paid Family Medical Leave: Please be aware that employers with at least one Maine-based employee have new wage reporting and premium remittance obligations for the Maine Paid Family and Medical Leave law which will take effect January 2025. Please visit Maine.gov/paidleave for more information and to sign up to get notifications on the release of the Maine Paid Leave Contributions Portal in January 2025.	- Online Payment - Cancel Scheduled Payments	<Back - Home

Step 3: The “Online Payment – Information Submitted by” screen displays → Enter the required information signified with a red * → Select *Next*

Online Payment - Information Submitted By
* Required Information

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


[Next>](#)

Step 4: The “UI Tax Report – Verify Address Details” screen displays → Verify the details → If changes are needed, select *Modify* → Select *Next*

UI Tax Report - Verify Address Details

Employer Name

EAN

Submitted By [New Business](#)

Address Type	Address Details
Physical	
Tax Mailing	
Claims Mailing	
Payroll	


[Modify](#)


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

Step 5: The “Tax Reporting – Payment” screen displays

- Select the quarters for payment
- Select method of payment from the selections: Savings Account, Checking Account, or Payment by Mail. If Payment by Mail, go to [Section 6 Scenario 4](#)
- Once you have made your selections then select *Next*
- If Checking or Savings is selected and an account is already in the system, Go to Step 7, otherwise go to Step 6

Tax Reporting - Payment

Employer Account Number (EAN)

Employer Name

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.

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 (\$)	UPAF Due (\$)	Interest Due (\$)	Contribution Penalty (\$)	Payroll Penalty (\$)	Processing Costs (\$)	Total (\$)
	1/2025	738.50	49.00	56.00	14.06	16.87	73.85	0.00	948.28
								Credit (\$) ?	0.00
☐	Select all quarters for Payment							Total	948.28

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 an online payment, you will receive a debit memo.**

To discontinue the payment process, select 'Exit'.

Exit

<Back

Next>

Step 6: The “Bank Account Information” screen displays → Enter the required information signified with a red * → Select *Next*

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 ReEmploy 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.

1. * Routing Transit Number
2. * Re-enter Routing Transit Number
3. * Bank Account Number
4. * Re-enter Bank Account Number
5. * Checking Account Type ☐ Personal ☐ Corporate

<Back Next>

Step 7: The “Bank Account and Payment Information” screen displays

- Select the account you wish to use
- Enter the payment amount you are looking to pay and payment/draft date. **The payment/draft date cannot be in the future when paying for the previous quarter.**
- You can choose to select another bank account by selecting *Add Another Bank Account*
- Select *Next*

Bank Account and Payment Information
* Required Information

EAN _____
Employer Name _____
Balance Due on Selected Months \$948.28

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
☐	1234	Checking		MM / DD / YYYY 📅	N/A
		Total	\$0.00		

[Add Another Bank Account](#)

<Back Next>

Step 8: The “Verify Payment Details” screen displays → Make sure all details are correct, if not select *Back*, otherwise select *Submit*

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

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	051405515
Bank Account Number	
Account Type	Personal - Checking
Payment Date	06/17/2025
Total Paid for Selected Qtrs (\$)	500.00
Total Amount Charged (\$)	500.00

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

<Back
Submit

Step 9: The “Payment Confirmation” screen displays → Employers can print a receipt for their records by selecting *Print* → Select *Exit*

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	051405515
Bank Account Number	
Account Type	Personal - Checking
Payment Date	06/17/2025
Confirmation Number	15293508
Total Paid for Selected Qtrs (\$)	500.00
Total Amount Charged (\$)	500.00

Exit

Step 10: The “Instructions for Mailing a Payment” screen is displayed with a link to print the voucher → Select *Exit*

TWR-034

Instructions for Mailing a Payment

Print these vouchers to be submitted with your payment. Remember to note your MDOL Employer account number on your check/money order.

[Print Voucher for 1/2021](#)

NOTE: If payments are not postmarked by the last day of the current month 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.

[<Back](#)[Exit](#)

Scenario 2: Cancel a Scheduled Payment(s)

Employers can use the self-service portal to cancel an online payment. Payments cannot be cancelled the same day as it was scheduled.

Step 1: Select Online Payment

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	Verify E-mail	Enter Abatement Request	WorkShare	Enter Employer Refund Request

 Inquiry

 Account Maintenance

 Tax & Wage Report

➤ Annual Tax Rate

 Online Payment

 Email SignUp

➤ Verify E-mail

➤ WorkShare

 My User Profile

 Employer Registration

 File Appeal

 Maintain Bank Accounts

 940 Certification Request

 Audit

➤ Enter Abatement Request

➤ Enter Employer Refund Request



[Contact Us](#)

Step 2: Select Cancel Scheduled Payments

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	Verify E-mail	Enter Abatement Request	WorkShare	Enter Employer Refund Request

➤ Online Payment
➤ Cancel Scheduled Payments



[<Back](#)
[Home](#)

[Contact Us](#)

Step 3: Fill out “Information Submitted By” screen → Select *Next*

TWR-001

Information Submitted By

* Required Information

Employer Name _____

Employer Account Number (EAN) _____

Quarter/Year 3/2024

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

Step 4: “Cancel Scheduled Payment” screen displays → Select payment(s) to cancel → Select *Cancel Payment*

Cancel Scheduled Payment

Employer Account Number (EAN) _____

Employer Name _____

Submitted By _____

Select	Account Number	Payment (\$)	Payment Date
☒	25	700.00	04/30/2025

Step 4a: “Select Payment” screen displays if there are no payments due

TWR-275

Select Payment

* Required Information

The balance due amount is currently in processing or no balance is currently due.

Step 5: “Cancel Scheduled Payment” question popup window displays → Review → Select *OK* to proceed → Select *Cancel Payment*

reme-training.me.mdes.ms.gov:9114 says

You have selected to cancel a payment. Select 'OK' to cancel the payment. To return to the previous screen, select 'Cancel'.

Cancel Scheduled Payment

Employer Account Number (EAN)
Employer Name
Submitted By

Select	Account Number	Payment (\$)	Payment Date
☒	25	700.00	04/30/2025

[<Back](#) [Cancel Payment](#)

Step 6: “Cancel Scheduled Payment Confirmation” screen displays

Cancel Scheduled Payment Confirmation

The payment in the amount of \$100.00 from the Account Number ending with 5557 has been cancelled.

[Home](#)

Scenario 3: Direct Reimbursable Online Payment

This section demonstrates how a direct reimbursable employer makes an online payment. If a transfer needs to happen between a Reimbursable employer account and a Rated (taxable) employer account, then the payment needs to be cancelled and reapplied to the correct account.

Once a payment error has been determined and reported by a Reimbursable employer, or through an internal identification process by Employer Services staff, the error(s) will be adjusted in the system by designated staff.

Step 1: Employer logs in → Enter User ID and Password → Select Login

REEMPLOYME
Unemployment System Alliance Partner

ReEmployME Logo

Welcome to the Maine Department of Labor's Bureau of Unemployment Insurance Tax self-service portal

Already have a Portal Account? Log in here.

User ID

Password (Case Sensitive)

Login

Forgot user ID? Forgot Password?

OR

New user?

Create a Portal Account

Need to register for an Employer Account Number?

Register a new business

Need someone to act on your behalf?

Register TPA or Payroll Provider

Want to enroll, activate, update PIN or maintain contact details?

SIDES E-Response

Need to contact the Maine Department of Labor?

Contact Us

Want to update Missing Registration Information?

Update BIA Information

Undergoing an audit?

Upload your documents

Missed updating Federal Identification Number (FEIN) during registration?

Add FEIN

Are you a claimant?

Switch to claimant portal

Contact Us

Step 2: Employer screen displays → Select *Online Payment*

Welcome REIMBURSABLE EMPLOYER LOGIN Home | Log out

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	Verify E-mail	Enter Abatement Request	WorkShare	

 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
  Verify E-mail
  Enter Abatement Request
  WorkShare

➤

Step 3: Select *Online Payment*

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	Verify E-mail	Enter Abatement Request	WorkShare	

 Online Payment
  Cancel Scheduled Payments

➤

[<Back](#) [Home](#)

Step 4: “Online Payment – Information Submitted By” screen displays → Enter required information → Select *Next*

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 ▼ Verify E-mail Enter Abatement Request WorkShare ▼

TWR-050

Online Payment - Information Submitted By

* Required Information

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

[Next>](#)

Step 5: “UI Tax Report – Verify Address Details” screen displays → Review address → Select *Next*

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 ▼ Verify E-mail Enter Abatement Request WorkShare ▼

TWR-002

UI Tax Report - Verify Address Details

Employer Name
EAN
Submitted By

Address Type	Address Details
Physical	United States
Tax Mailing	United States
Claims Mailing	United States
Payroll	149 TROY RD, BURNHAM, Maine 04922, United States

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

Step 6: “Payment of Benefit Charges” screen displays → Select the payment and payment method → Select *Next*

REM-328

Payment of Benefit Charges

Employer Account (EAN) _____
Employer Name _____

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

Pay	Month/Year	Charges Due (\$)	Interest Due (\$)	Contribution Penalty (\$)	Processing Costs (\$)	Total (\$)
	8/2023	876.51	90.70	121.03	0.00	1,088.24
	9/2023	1,719.00	108.41	137.52	0.00	1,964.93
	10/2023	3,438.00	195.76	240.66	0.00	3,874.42
	1/2024	3,680.05	123.70	147.20	0.00	3,950.95
	2/2024	2,239.44	56.23	67.17	0.00	2,362.84
	3/2024	1,125.78	18.76	22.52	0.00	1,167.06
					Credit(?)	0.00
☒	Select all Month for Payment				Grand Total	14,408.44

Select your method of payment below.

☒ Checking Account Draft
☐ Savings Account Draft

To discontinue the payment process, select 'Exit'.

Exit <Back Next>

Step 7: “Bank Account Information” screen displays → Enter account information → Select *Next*

REM-343

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 ReEmploy 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
- * e-Check Account Type
☐ Personal ☒ Corporate

<Back Next>

Step 8: “Bank Account and Payment Information” screen displays → Select bank account → Review and enter payment and date → Select *Next*

REM-344

Bank Account and Payment Information

* Required Information

EAN _____

Employer Name _____

Balance Due on Selected Months **\$14,408.44**

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
☒	_____	Checking	14,408.44	06 / 06 / 2024	N/A
		Total	14,408.44		

[Add Another Bank Account](#)

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

Step 9: “Verify Payment Details” screen displays → Review, and if correct, select *Submit* → If alterations need to be made, select *Back* to return to the previous screen

REM-345

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	Corporate - Checking
Payment Date	06/06/2024
Total Paid for Selected Qtrs (\$)	14,408.44
Total Amount Charged (\$)	14,408.44

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

[<Back](#) [Submit](#)

Step 10: "Payment Confirmation" screen displays

REM-346

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	Corporate - Checking
Payment Date	06/06/2024
Confirmation Number	15194449
Total Paid for Selected Qtrs (\$)	14,408.44
Total Amount Charged (\$)	14,408.44

Exit

Scenario 4: Payment by mail

Employers and TPAs have the option to select payment by mail. The following steps demonstrate the process after they have already elected to make a payment.

Follow steps 1-5 [Section 6 Scenario 1](#)

Step 6: On “Tax Reporting – Payment” screen, select *Payment by mail* → Select Next

TWR-027

Tax Reporting - Payment

Employer Account Number (EAN)
Employer Name

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.

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 (\$)	UPAF Due (\$)	Interest Due (\$)	Contribution Penalty (\$)	Payroll Penalty (\$)	Processing Costs (\$)	Total (\$)
	1/2022	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.01
	3/2022	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.01
	4/2023	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.01
	1/2024	0.01	0.00	0.00	0.00	0.00	25.00	0.00	25.01
								Credit (\$) ?	0.00
☒	Select all quarters for Payment							Total	25.04

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 an online payment, you will receive a debit memo.**

To discontinue the payment process, select 'Exit'.

Exit <Back Next>

Step 7: A memo will open → Select a quarter/year or print all → A PDF file will download. If this option is chosen, but the employer or TPA later decides to make an online payment, they still can.

TWR-034

Instructions for Mailing a Payment

Print these vouchers to be submitted with your payment. Remember to note your MDOL Employer account number on your check/money order.



[Print Voucher for 1/2022](#)
[Print Voucher for 3/2022](#)
[Print Voucher for 4/2023](#)
[Print Voucher for 1/2024](#)
[Print All](#)

NOTE: If payments are not postmarked by the last day of the current month 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.

[<Back](#) [Exit](#)

Step 8: Open PDF → TPA or employer will remit payment with voucher



**Unemployment Insurance
Internet Payment Voucher**

Return Voucher with Remittance

Employer Name: _____

Employer Account Number: _____

Amount Due: \$25.01

Period Covered: 01/01/2024 - 03/31/2024

Payment Due on or Before: 04/30/2024

Amount Remitted: \$ _____

Telephone Number

Signature

Title

Date

Make checks payable to Treasurer, State of Maine in U.S. funds and write your
account number on your check.

Your payment should be mailed to:

Maine Department of Labor
Employer Services Division
47 State House Station
Augusta, ME 04333-0047

DO NOT CUT THIS PAGE

Please mail entire page with your payment.

Section 7: Close Account

This section demonstrates how an employer will use the self-service portal to close their account.

Step 1: Select Account Maintenance

The screenshot displays the ReEmployME System Guide interface. At the top, there is a navigation bar with various menu items: 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, Verify E-mail, Enter Abatement Request, WorkShare, and Enter Employer Refund Request. Below the navigation bar, a large light blue box contains a grid of icons and labels for each menu item. A blue arrow points to the 'Account Maintenance' icon, which is highlighted with a blue border. To the right of the grid, there is a vertical orange button labeled 'Contact Us'.

Step 2: Select Request to Close Account

The screenshot displays the ReEmployME System Guide interface. On the left, there is a 'News & Announcements' section with a red banner that reads: 'Paid Family Medical Leave Please be aware that employers with at least one Maine-based employee have new wage reporting and premium remittance'. To the right, a large light blue box contains a grid of icons and labels for each menu item. A blue arrow points to the 'Request to Close Account' icon, which is highlighted with a blue border. To the right of the grid, there is a vertical orange button labeled 'Contact Us'.

Step 3: The “Request to Close Account(s)” screen displays → Select “Yes” or “No” to would you like to close this account → Select *Next*

The screenshot displays the 'Request to Close Account(s)' screen. At the top, the title 'Request to Close Account(s)' is centered. Below the title, there is a table with two columns: 'Employer Account Number (EAN)' and 'Employer Name'. Below the table, there is a question: 'Would you like to close this account?'. To the right of the question, there are two radio buttons: 'Yes' and 'No'. At the bottom left, there is a 'Cancel' button. At the bottom right, there is a 'Next>' button. A blue arrow points to the 'Next>' button.

If no was selected this is the response... is this supposed to be like this?

Please select Yes to close this account.

Request to Close Account(s)

Employer Account Number (EAN)	Employer Name

Would you like to close this account? ☐ Yes ☒ No

Cancel Next>

Step 4: The “Information Submitted By” screen displays → Enter the required information signified with a red * → Select *Next*

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
6. * Email Address

Cancel <Back Next>

Step 5: The “Account Closure Details” screen displays → Enter the required information signified with a red * → Select *Next*

SREG-035

Account Closure Details

* Required Information

Employer Account Number (EAN)
Employer 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

e. Date of Last Payroll

2. * Have you sold your business?

If yes, provide the successor information below:

a. Successor Name

b. Contact Person

c. Telephone Number

d. Employer Account Number (EAN)

e. Did successor acquire the organization trade business or substantially all the assets of your business?

f. Did successor continue trade and business of your business?

g. Did successor retain your business's employees?

3. * Do you have employees working in Maine?

If yes, provide responses for questions below:

a. Are you paying any wages to contract laborers?

b. Are you leasing any of your workers?

4. * Last date employment occurred

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

ZIP Code

Country

6. Is there common ownership, management or control with the successor business?

7. * Remarks
(Must not exceed 1000 characters)

-Select-
 Sale
 Liquidation
 Reorganization
 Lease
 Death of Owner
 Bankruptcy
 Foreclosure
 Receivership
 Merger
 Other
 Employer Conversion

Step 6: The “Corporate Officer Details” screen displays → Employers can select *Edit* or *Delete* or *Add Another Corporate Officer* → If no changes are needed, select *Next*

Corporate Officer Details

EAN
Employer Name

First Name	MI	Last Name	SSN	Job Title	Address	Action
				MIGRATION		Edit Delete

[Add Another Corporate Officer](#)

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



Step 6a: If ‘Edit’ is selected the corporate officer information will display → Alter information as necessary → Select *Next*

Add Corporate Officer

* Required Information

Provide the information requested below about each Corporate Officer associated with this business. Select '**Add Another**' to add information about each additional Corporate Officer.

1. * SSN
2. * First Name
3. Middle Initial
4. * Last Name
5. * Job Title
6. * Residential Address
 - Address Line 1
 - Address Line 2
 - City
 - State/Province
 - ZIP Code
 - Country
7. * Telephone

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

[Finish Later](#)
[Add Another](#)



Step 6b: If delete is selected, employer will have to fill in corporate officer information → Select *Ok* → Select *Next*

reme-training.me.mdes.ms.gov:9114 says
Are you sure you want to delete this member?

OK Cancel

Corporate Officer Details

EAN
Employer Name

First Name	MI	Last Name	SSN	Job Title	Address	Action
				MIGRATION		Edit Delete

[Add Another Corporate Officer](#)

<Back Next>

Note: If only one person is listed, another will have to be added prior to deleting the first. An error message will display. Add another corporate officer prior to deleting.

Cannot delete, At least one corporate officer should be present.

Corporate Officer Details

EAN
Employer Name

First Name	MI	Last Name	SSN	Job Title	Address	Action
				MIGRATION		Edit Delete

[Add Another Corporate Officer](#)

<Back Next>

Step 6c: If 'Add Another' is selected, all corporate officer information will need to be filled in → Select *Next*

Add Corporate Officer
* Required Information

Provide the information requested below about each Corporate Officer associated with this business. Select '**Add Another**' to add information about each additional Corporate Officer.

1. * SSN - -
2. * First Name
3. Middle Initial
4. * Last Name
5. * Job Title
6. * Residential Address
 - Address Line 1
 - Address Line 2
 - City
 - State/Province
 - ZIP Code
 - Country
7. * Telephone - - Ext.



[Finish Later](#) [Add Another](#) [<Back](#) [Next>](#)

Step 7: The "Person Having Custody of Books and Records Details" screen displays → Enter the required information signified with a red * → Select *Submit*

Person Having Custody of Books and Records Details
* Required Information

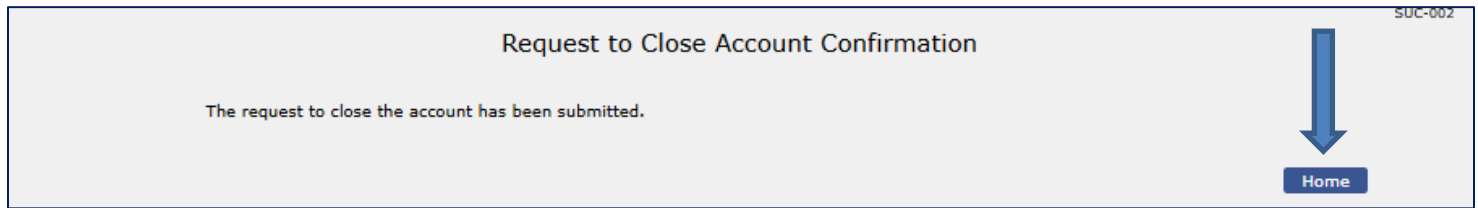
Employer Account Number (EAN)
Employer Name

1. * Person Having Custody of Books and Records
 - a. First Name
 - b. Middle Initial
 - c. Last Name
 - d. Custodian Address
 - Address Line 1
 - Address Line 2
 - City
 - State
 - ZIP Code
 - Country
 - e. Telephone - - Ext.



[Cancel](#) [<Back](#) [Submit](#)

Step 8: The “Request to Close Account Confirmation” screen displays → Select *Home* to return to the home screen



*** A Decision to close the account will be made by MDOL staff. Once request to close account has been approved, a correspondence with the decision will be mailed to the address on file once rendered.***