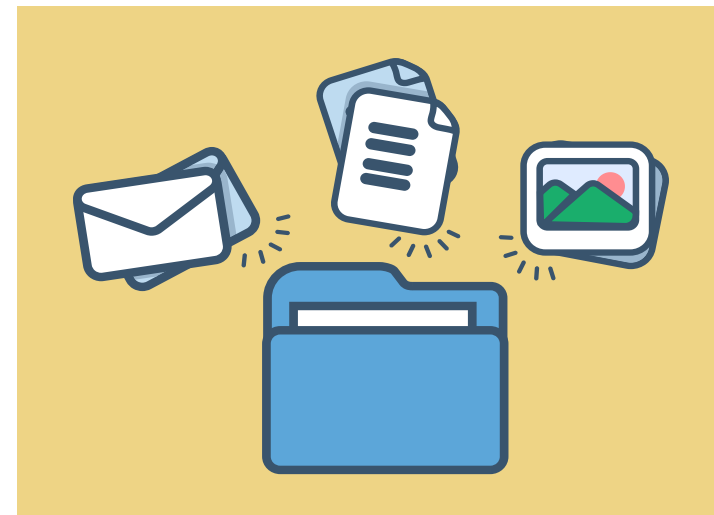


EMPLOYER REGISTRATION ON FRANCES ONLINE

Information you'll need to register for Frances Online:

- Employer identifier (FEIN, SSN, ITIN)
- Account identifier: Business Identification Number (BIN)
- Contact Information (Name and phone number)
- Verification Data
 - Quarterly filers: Use a payroll reporting period from the last two years
 - Annual filers: Use the 4th quarter of the year you are validating
 - Choose one validating program:
 - Unemployment Insurance
 - State Income Tax Withholding
 - Worker's Benefit Fund
 - TriMet Transit District Tax
 - Lane Transit District Tax
 - Paid Leave Oregon (starting 2023)
 - Statewide Transit Tax (starting 2023)
 - Subject Wages or Worker's Benefit Fund hours for the program selected



.....1.....

Gather Information

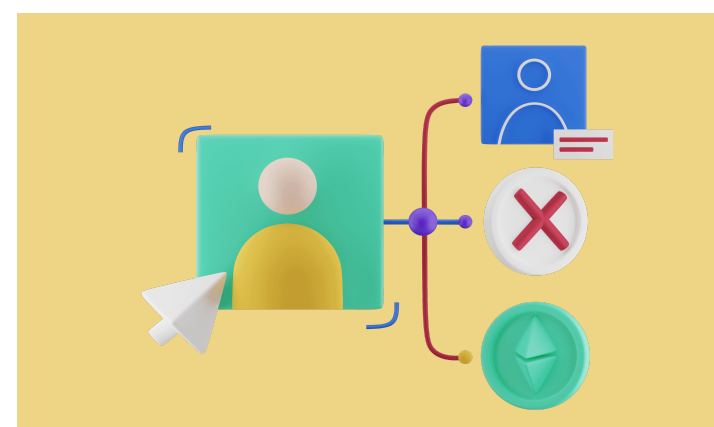
Refer to the list on the left to be sure you have the required information you need to start your registration.



.....2.....

Access Frances Online

Beginning **September 6, 2022**, go to Frances Online.
Select "Sign Up for Online Access."
Enter your business and contact information.
Validate your account by providing payroll data.



.....3.....

Create Your Web Logon

Create a username/email, password, and secret question.