



Helping employers strategize, not downsize

How to Update Authorized Representatives

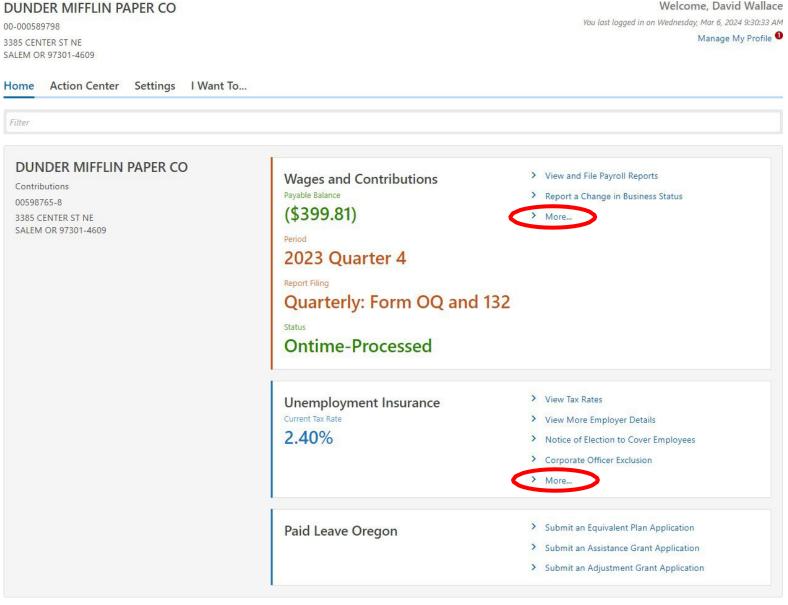
# How to Update Work Share Plan Authorized Representatives

- An employer can make changes to the Authorized Representatives at any point while a plan is active.
- You must provide one Primary Employer Representative; however, we strongly encourage designating an alternate.
- Only Authorized Representatives may have access to Work Share plan information.



On the Home tab, select the "More" hyperlink in either the Wages and Contributions panel or the Unemployment Insurance panel.

(Depending on your access, you may not see both panels.)





On the More tab, you will see several sub-panels, including Work Share Plans.

(Depending on your access, you may not see all panels.)



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### More...

Contributions 00598765-8

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### More...

**Q** What are you looking for?

# Wages and Contributions

Submit requests relating to your wages and contributions account.

- > View and File Payroll Reports
- > Make Garnishment Payment
- > Report a Change in Business Status
- > Add Authorized Representative
- > Tax Compliance Certification

## Refunds

Request a new or replacement refund for your

- > Request a New Refund
- > Request a Replacement Refund

# m Unemployment Insurance

Submit requests relating to Unemployment Insurance.

- > Enter School Break Dates
- > FUTA Certification
- > Request a Good Cause Waiver or Deletion
- Report Separation Reason and Request Relief of Charges
- > Notice of Election to Cover Employees
- > Corporate Officer Exclusion
- > Benefit Charges Inquiry

# Appeals

Submit requests relating to appeals.

- > Submit a Benefits Appeal
- > View Benefits Appeal
- > Submit a Tax Appeal
- Withdraw a Tax Appeal

### **ĕjĕ** Tax Rates

Submit requests relating to your tax rates.

- > View Tax Rates
- > Rate Review and Redetermination

### Raid Leave Oregon

Submit requests relating to Paid Leave Oregon.

- > Submit an Equivalent Plan Application
- > Request Data Access for Coverage

# Multi-BIN Filing

File payroll reports for multiple BINs.

- > Multi-BIN Filing
- > Add New Client Accounts To My Business
- > Work With My Clients
- > Remove Clients My Business No Longer Works With

# Work Share Plans

Apply for Work Share or view and manage an existing Work Share plan.

- > Apply for Work Share
- > Work Share Plans
- > View Filed Claims

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The State Information Data Exchange System (SIDES), is a system that allows electronic transmission of information regarding unemployment insurance claims between agencies and employers. Click below to register for SIDES or request a PIN reset.

- > Register for SIDES
- > Reset SIDES PIN

From the Work Share Plan panel, you can:

Select "Apply for Work Share" to submit an application.

Select "Work Share Plans" to change an existing plan.

Select "View Filed Claims" to view or dispute previous weeks claimed.



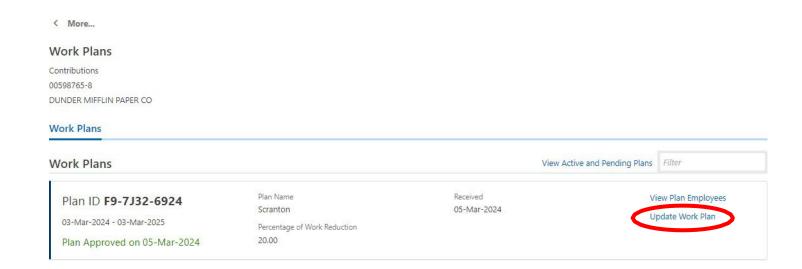
Apply for Work Share or view and manage an existing Work Share plan.

- > Apply for Work Share
- Work Share Plans
- View Filed Claims



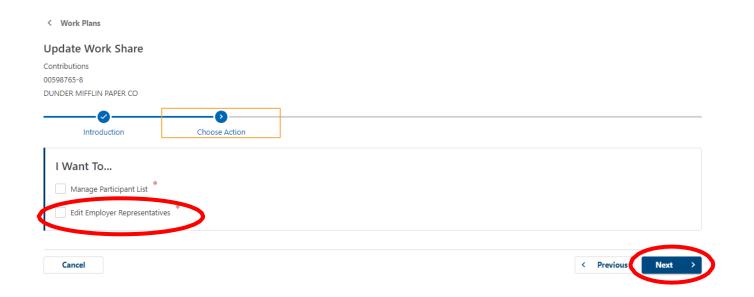
The Work Share Plans panel shows all active and inactive Work Share Plans associated with the business' BIN.

To edit the Authorized Representatives for a specific plan, select "Update Work Plan" for the appropriate plan.



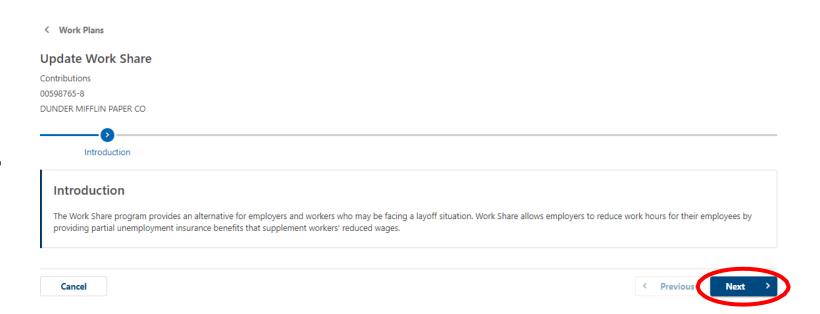


Choose edit "Employer Representatives" from the list of options and select "Next" to continue.



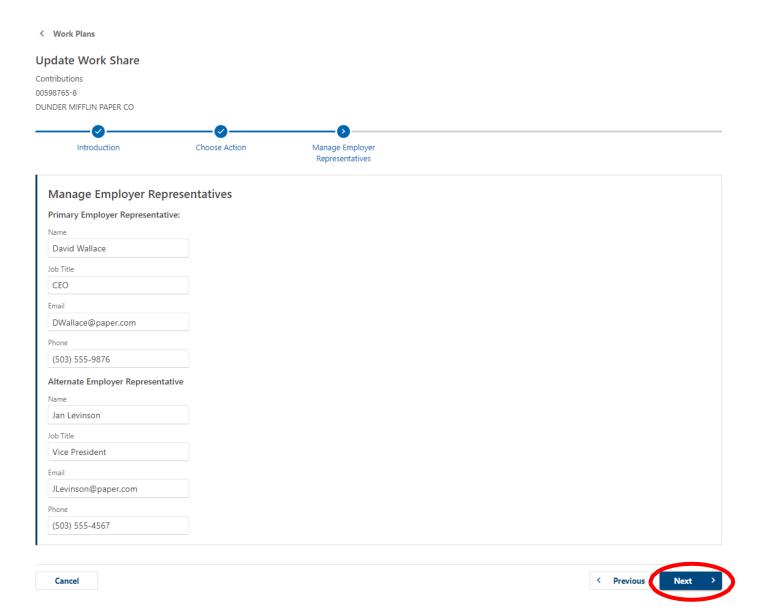


Read the Introduction and select "Next" to continue.





Edit the Primary and Alternate Employer Representative information and select "Next" to continue.





Review the agreements and enter your name in the "Print Name" block.

Select "Submit" to complete the application.

