

Oregon Payroll Reporting System (OPRS)

www.OPRS.Oregon.gov

**HELPING YOU
UPDATE AND
STREAMLINE
YOUR PAYROLL
REPORTING
NEEDS**



WHAT IS THE OREGON PAYROLL REPORTING SYSTEM (OPRS)?

The Oregon Payroll Reporting System (OPRS) is a web based reporting application to file combined payroll reports. OPRS helps businesses save time, while greatly reducing the risk of errors by streamlining payroll processes to focus on more important areas. OPRS offers benefits and features to help businesses meet their reporting requirements in a more updated and streamlined system than previously offered. OPRS was designed with you, the business owner, in mind.

QUESTIONS?

Reach out to a System Specialist for assistance with registering, affiliating, and filing your payroll reports through OPRS.



www.OPRS.Oregon.gov



503.947.1544



OED_TaxInfo_User@Oregon.gov

OPRS BENEFITS & FEATURES



BENEFITS

- No installations needed
- Available anywhere you can access the internet
- Pre-filled tax rates
- Access 24/7

FEATURES

- You can now file amendments electronically
- You can now file domestic reports electronically
- Confirmation of filing is immediate, no need to receive an email confirmation
- If you make a mistake on a report and it's the same day, you can delete or unsubmit the report through the system without contacting Oregon Employment Department Support
- Step-by-step Wizard to assist first time filers

STEPS TO SUCCESS

1

Go to www.OPRS.Oregon.gov

2

Register for an account in OPRS

3

Decide what role you and/or your staff will request in OPRS-Some businesses have only one person who handles the payroll and/or they handle it and they have staff who are assigned specific BINs to do business for

4

If you are affiliating as a Business Access Administrator (BAA), have your last quarterly payroll report data available

5

Affiliate with the Business Identification Number(s) that you want access to

6

Start filing your payroll reports

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The Oregon Employment Department is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com.