

# TIPS FOR USING THE NEW SYSTEM

## STEP BY STEP INSTRUCTIONS

- How to Report Online
- How to Submit Payments Online by ACH Debit

## CREATING ONLINE USER ACCOUNT

- Review the new security requirements before creating your username and password, your previous username and password may not meet the new requirements
- The new username must be unique, if the username is already being used in UInv you will receive an error message, create a different username

## REPORTING WAGES BY UPLOADING A (CSV) OR TAB DELIMITED FILE

- For quarterly reporting purposes, reporting wage information online by uploading a spreadsheet is a two-step process
- First, from the left side menu on the Employer Summary screen click on **File Reports**, then select **Reporting Options**, and then select **Upload Report Using File**
- Upload a spreadsheet saved as a Comma Separated Value (CSV) or a tab delimited file in TEST and correct any errors until you have finished the Wage Report
- Next, to complete the process for quarterly filing, start from the left side menu on the **Employer Summary** screen, click on **File Reports**, then click on **Reporting Options**, and select **Contribution Report Only**
- Complete the fields on the report, noticing the wage totals have been filled in by the system based on the wages you uploaded
- Completing only the wage information will result in a late fee for the missing Contribution Report if not submitted by the due date
- CSV and tab delimited file formats are defined at: [http://devapps.nvdetr.org/crhtml/help\\_tw\\_upload.htm#p\\_delimiter](http://devapps.nvdetr.org/crhtml/help_tw_upload.htm#p_delimiter)

## EFW2 FORMATTING REMINDERS

- Submitting EFW2 files require the same formatting standards as filing with SSA
- Correct all errors in TEST before submitting the file for UPLOAD
- When entering account numbers delete any decimal and drop the dash and final digit; i.e. 0123456.00-9 should be entered 012345600
- Do not use punctuation in employee names, i.e., periods (.) and apostrophes (‘)
- Hyphenated last names are acceptable, example Smith-Jones
- Do not use decimals in reporting wages
- RA submitter record must be properly formatted
- EFW2 filing specifications: [http://ui.nv.gov/ESSHTML/electronic\\_specs.htm](http://ui.nv.gov/ESSHTML/electronic_specs.htm)

## REPORTING USING EFW2 FILE UPLOAD

- You must first submit the file in TEST and will receive a message to “check status later” to identify any errors
- To check, click on **View Upload Status** and then click on **Details** to identify specific errors
- You may go back and forth in TEST fixing errors as many times as needed until receiving the status of PASSED, allowing you to then select **UPLOAD**
- Upon upload all files that are correct will be posted to the accounts at the time of the upload
- Click on **View Upload Status** and then click on **Details** to identify any upload errors that are preventing the incorrect records from being posted
- Correct *only* the errors and resubmit just the corrections in a new file until the upload status is PASSED
- Do not resubmit the entire file, as this will result in duplicate filings and require account corrections
- It is important to verify a status of PASSED, to avoid discovering after the due date that there were records with errors that did not post that will result in late fees and penalties

## MAKING ELECTRONIC PAYMENTS

- To make a first time payment by either **ACH Credit** or **ACH Debit**, you must first complete and file with the division an authorization request form (for ACH Debit include a copy of a voided check from the account you will be using) as instructed on each form:
  - ACH Credit Form: <http://ui.nv.gov/PDFS/RPT7012.pdf>
  - ACH Debit Form: <http://ui.nv.gov/PDFS/RPT7011.pdf>
- If you are not currently authorized for ACH payments or are waiting for an authorization, you may **Print a Payment Coupon** from the **Payments** screen within your online account
- For the payment to be posted to the correct quarter you must select the quarter/year the payment is to cover which will display on the coupon
- Please mail the appropriate coupon along with your payment to the division until such time you receive confirmation of your ACH authorization
- Once you are authorized and begin making payments by ACH Credit or ACH Debit, you need to file first, then pay the amount due as displayed in the system
- Monitor account balances online and pay any amounts due, thereby eliminating a bill being mailed to you as part of the routine billing cycle

## CREATING ACH DEBIT PAYMENTS (PAY ONLINE)

- Previous ACH Debit payment authorizations are recognized in the new system
- UInV does not accept estimated pre-scheduled payments
- First file the quarterly report which will create an amount due
- Then go to “Make Payments” to schedule your ACH Debit payment
- To pay online you must first download and complete the ACH Debit Authorization Request, <http://ui.nv.gov/PDFS/RPT7011.pdf>
- Once authorized, you will receive an approval letter

## FIRST TIME BUSINESS REGISTRATION

- If this is the first time you are registering your business with the Nevada Unemployment Insurance Program, and you had recently submitted a paper registration form, it is suggested that you complete a new employer registration online
- However, when registering a business with a Federal Employer Identification Number (FEIN) that was previously associated with a Nevada Unemployment Insurance Account, a paper registration is required, instead of online process
- There are two addresses that are required when registering a new business  
1) **Nevada Operations** (location of Nevada business or Nevada employee) and;  
2) **Business Records** address (NOTE: For a business that may not have an actual brick and mortar location in Nevada although you have employees residing in Nevada, you would need to enter the Nevada address for one of your employees)
- From the pull down menu on the **Business Address** screen you must select and complete the two required addresses
- Any additional address selections from the pull down menu are optional, but the system will not allow you to move forward without the required Nevada Operations and Business Records addresses

## ESTABLISHING A POWER OF ATTORNEY

- The paper process to establish Power of Attorney has been replaced with an online process which is secure and immediate
- To authorize your Reporting Service to provide the services you have arranged, from the left side menu from the Employer Summary screen click on **Maintain User**, then select **User Information** which will display the **User Maintenance** screen
- You will search from a list of Reporting Services that have made themselves available and are set up for our online services

## RESOURCES INFORMATION

- Guide to Online Employer Self Service: [http://ui.nv.gov/PDFS/UINV-ESS\\_Employer-RS\\_Guide.pdf](http://ui.nv.gov/PDFS/UINV-ESS_Employer-RS_Guide.pdf)

## HELPFUL PHONE CONTACTS

- Username/Password Reset (ONLY): Las Vegas Metro Area: 702-486-3257, Northern Nevada: 775-687-6850
- Registering your Business for Nevada Unemployment Insurance: Help Desk: 866-429-9758
- Quarterly Reporting including EFW2 questions: Help Desk: 866-429-9757
- ACH Debit Payments: Help Desk: 775-684-6345
- All other questions: Contributions: 775-684-6300

## EMAIL HELPDESK

- You may email questions to: [ESSInternetHelp@detr.nv.gov](mailto:ESSInternetHelp@detr.nv.gov)