

# NAVIGATING TO EMPLOYMENT AND WAGE DETAIL HOME

## Introduction

This section of the document will show how you can navigate to the employment and wage detail home page.

## Step-by-Step Instructions:

1. Login to your TPA account. The TPA home page will appear as shown below. Click on the link 'Employment and Wage Detail Reporting'

The screenshot shows the TPA Home page interface. At the top, there is a navigation bar with 'Change Password | Logoff'. Below this, the page is divided into a left sidebar and a main content area. The sidebar contains links: 'IPA Home', 'Account Maintenance', 'Assign TPA Role', 'Employment and Wage Detail Reporting', 'Payment Information', 'Searches', and 'User Maintenance'. The main content area displays the user's role as 'Third Party Administrator' with 'TPA ID: 100' and 'TPA Name: XXXX'. Below this, there is a 'TPA Home' section with a link to 'TPA Home'. A callout box with a pointer highlights the 'Employment and Wage Detail Reporting' link in the sidebar, with the text 'Click here to access 'Employment and Wage Detail Reporting' home.' The main content area also contains links for 'Account Maintenance', 'Employment and Wage Detail Reporting', 'Searches', 'Payment Information', and 'User Maintenance', each with a brief description of their function.

Change Password   Logoff	
IPA Home	<b>Third Party Administrator</b>
Account Maintenance	TPA ID: 100 TPA Name: XXXX
Assign TPA Role	
Employment and Wage Detail Reporting	<b>TPA Home</b>
Payment Information	<a href="#">TPA Home</a>
Searches	TPA Home
User Maintenance	
<a href="#">Account Maintenance</a>	View or update TPA account information, including TPA Type, addresses and phone numbers. Assignment of employment and wage detail and
<a href="#">Employment and Wage Detail Reporting</a>	Submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups. To manage Employment and Wage Detail Reports for individual employer accounts, this includes 'Copy from Previous' or 'Manual' submissions, navigate to the Employer's account via the 'Searches' function.
<a href="#">Searches</a>	Search for employers for which the TPA has been assigned account access.
<a href="#">Payment Information</a>	Make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups. To manage individual employer accounts, navigate to the employer's account via the 'Searches' function.
<a href="#">User Maintenance</a>	Create new or update existing TPA user information

2. The 'Employment and Wage Detail' home page will appear as shown below. Click on the function you wish to access, from here.

<a href="#">Change Password</a>   <a href="#">Logoff</a>	
<a href="#">TPA Home</a>	<b>Third Party Administrator</b>
<a href="#">Account Maintenance</a>	TPA ID: <b>100</b>
<a href="#">Assign TPA Role</a>	
<b>Employment and Wage Detail Reporting</b>	<b>Employment and Wage Detail Reporting</b>
<ul style="list-style-type: none"><li>▶ <a href="#">Submit Employment and Wage Detail File</a></li><li>▶ <a href="#">Submit Employment and Wage Detail File for Quarters Prior to 2010</a></li><li>▶ <a href="#">View Employer History</a></li><li>▶ <a href="#">View Submission History</a></li></ul>	<p><a href="#">Submit Employment and Wage Detail File</a> Submit a Wage Detail file for delinquent, current, or adjusted quarters containing one or many Employer accounts. TPAs must have security access to Wage Detail Update and Submit for each Employer account submitted.</p> <p><a href="#">View Employer History</a> View individual Employer history, this includes quarter and year, gross wages, and amount due.</p>
<a href="#">Payment Information</a>	<p><a href="#">Submit Employment and Wage Detail File for Quarters Prior to 2010</a> For quarters prior to 2010, submit a Wage Detail file for delinquent, current, or adjusted quarters containing one or many Employer accounts. TPAs must have security access to Wage Detail Update and Submit for each Employer account submitted.</p> <p><a href="#">View Submission History</a> View submission history by date range for original and adjusted wage detail reports. The data includes the Submission Date and Time, Filing Method, and Error information.</p>
<a href="#">Searches</a>	
<a href="#">User Maintenance</a>	

