

REVIEW EMPLOYER ACCOUNTS/PAYMENT ACCOUNT SUMMARY

Introduction

This section of the document will show how an authorized user can search and review the payment account summary for the assigned employer accounts.

Step-by-Step Instructions:

1. Navigate to the payment home page using the instructions provided in the section – 'Navigating to payments'.
2. Click on the link 'Review Employer Accounts'. The following page will appear. Enter your search criteria and click on 'Search'.

Massachusetts Department of Workforce Development
Friday, November 20, 2009 [Print](#)

Change Password | Logoff

TPA Home
Account Maintenance
Employment and Wage Detail Reporting
Payment Information

- Download Payment Due File
- Cancel Payments
- Review Employer Accounts**
- Search Payments
- Payment Options

Searches
User Maintenance

Third Party Administrator
TPA ID: 100 TPA Name: XXXXXX

Search Employers

Employer Name:
Employer Account Number:
Employer Account Status:
Display Accounts With Amount Due Only:

3. The following page will appear, displaying the employer accounts you searched for along with the payments due details for the current quarter and total amounts due. Click on the employer name to view additional details on the payments due and to view the quarterly account summary page.

Massachusetts Department of Workforce Development
Friday, November 20, 2009 [Print](#)

Change Password | Logoff

TPA Home
Account Maintenance
Employment and Wage Detail Reporting
Payment Information

- Download Payment Due File
- Cancel Payments
- Review Employer Accounts**
- Search Payments
- Payment Options

Searches
User Maintenance

Third Party Administrator
TPA ID: 100 TPA Name: XXXXXX

Search Employers

Employer Name:
Employer Account Number:
Employer Account Status:
Display Accounts With Amount Due Only:

Review Assigned Employer Accounts

Employer Name	Employer Account Number	Employer Current Quarter/Month Amount Due	Employer Total Amount Due	Status
Employer	10004344	\$1,404.99	\$1,907.33	Active

Clicking here will take you to the employer payment account summary

4. The payment account summary for the employer account will appear as shown below.

Use the drop-down menu to choose a different year/quarter for which you wish to see the statement. Click 'Search'.

The clickable links here take the user to a new page where additional details on the item can be viewed.

Click here to view quarterly summary.

Click here to access Interest Calculator

Item	Amount
All Financial Transactions	
Outstanding Balance	\$810.38
Payments Received	\$208.04
UI Contributions	\$253.94
Other Charges	\$400.00
UHI Contributions	\$0.00
Interest	\$93.26
Penalties	\$100.00
Amount Due	\$1,449.54

Credits will be applied to future amounts due.

Viewing Quarterly Summary: The quarterly summary page can be viewed using the link shown in step 4. The page will appear as shown below. This provides a summary view of contributions, payments etc. due for chosen quarter only. The difference from the account summary statement is that it does not include balances due from previous quarters.

Change Password | Logoff

Employer Home

FAQ/Contact Us
Workflow - My Inbox
Account Maintenance
Benefit Charge Activities
Collections
Correspondence
Employment and Wage Detail Reporting
History
Payment Information
Cancel Payments
Payment Account Summary
Search Payments
Request for 940 Certification
Request Payment Plan
User Maintenance

Employer Information
Employer Account Number: 100 Employer Name: Employer

Quarterly Calculations Search
Statement Period: October, November, December (Q4) 2009 Search

Quarterly Summary

Contributions, Charges, Penalties and Interest

Amount Due	\$0.00
Penalties	\$0.00
Interest	\$0.00

Balance Summary

Quarterly/Monthly Total Amount	\$0.00
Payment Applied	\$0.00
Outstanding Balance	\$0.00

Review your charges or payments via the links to the left.

Previous

Interest Calculator: The interest calculator can be accessed as shown in step 4. The page will appear as shown below. On this screen, the user will be able to calculate the interest due on all outstanding balances. (Interest cannot be calculated for a past/future quarter for which contribution calculations do not exist already).

Change Password | Logoff
ed Field

Employer Home

FAQ/Contact Us

Workflow - My Inbox

Account Maintenance

Benefit Charge Activities

Collections

Correspondence

Employment and Wage Detail Reporting

History

Payment Information

- ▶ Cancel Payments
- ▶ Payment Account Summary
- ▶ Search Payments
- ▶ Request for 940 Certification
- ▶ Request Payment Plan

User Maintenance

Employer Information

Employer Account Number: 100

Future Calculation End Date: *

Calculation Details - UI

Year	Month/Quarter	Program	Principal	Interest	Total
2009	Q1	UI	\$96	\$0.03	\$96.03
2009	Q2	UI	\$283	\$0.09	\$283.09
Total:					\$379.12

Calculation Details - WTF

Year	Month/Quarter	Program	Principal	Interest	Total
2009	Q1	WTF	\$60.00	\$0.02	\$60.02
2009	Q2	WTF	\$60.00	\$0.02	\$60.02
Total:					\$120.04

Program Totals

Total Penalties:	\$0.00
Unpaid Interest:	\$79.10
Program Total UI:	\$379.12
Program Total WTF:	\$120.04
Total Liability:	\$578.26

Our records indicate you have not submitted a employment and wage report for

Year	Quarters
2008	2,3,4

The information displayed does not include any potential penalties or future liabilities.

Enter the future date up to which interest should be calculated and click 'Calculate' at the bottom.

The interest calculated for each quarter is displayed here.

Total unpaid interest displayed here.