

EMPLOYER APPEALS

Introduction

This section describes how to file an appeal against a Determination on an Employer account. The Document ID (from QUEST) of the Determination will be required to begin the process. Upon submission of your appeal, DUA staff will review your appeal. If your appeal is timely, staff may choose to forward the Appeal to the Hearings Department or perform account resolution without forwarding the Appeal to the Hearings Department.

1. Log in to QUEST and click **Account Maintenance**.
2. Click the **Employer Appeals** link.

The screenshot shows the QUEST interface for an employer. At the top right, it says 'Thursday, July 14, 2011' and 'Print Preview'. Below the header, there are links for 'Change Password' and 'Logoff'. The main content area is divided into two columns. The left column contains a navigation menu with items like 'Employer Home', 'FAQ', 'Workflow - My Inbox', and 'Account Maintenance'. Under 'Account Maintenance', there are several sub-links, including 'Employer Appeals', which is circled in red. The right column contains sections for 'Employer Information' (with fields for Employer Account Number and Employer Name) and 'Account Maintenance' (with links for 'View Employer Account Profile', 'Address Information', 'Maintain Employer Name', 'Maintain Employer Reporting Units', and 'Maintain Owners/Officers').

3. The **Employer Appeals** page appears. Enter the **Document ID** from the Determination correspondence. Click **Next**.

The screenshot shows the 'Employer Appeals' page. At the top, there are links for 'Change Employer' and 'Leave Employer'. Below that, there are fields for 'Employer Account Number' and 'Employer Name'. The main heading is 'Employer Appeals'. The text reads: 'If you disagree with a determination, you may file an appeal on this screen. Your appeal will be reviewed for timeliness and based on this Agency's policies, a hearing date will be scheduled as appropriate. For more important information regarding the appeal process, please read [What you need to know about the Appeal process](#).' Below this, it says: 'To file an appeal enter the Document Identification Number of the determination you are appealing and select "Next".' There is a text input field for the 'Document Identification Number' with a red asterisk to its right. At the bottom, there are two buttons: 'Home' and 'Next'.

4. The **Determination Information** page appears. Enter all requested information and click **Next**.

Employer Information	
Employer Account Number: [REDACTED]	Employer Name: [REDACTED]
Determination Information	
Document Identification Number: [REDACTED]	Mailing Date of Determination: 11/13/2009 6:22:58 PM
Determination Type: Acquisition Denied due to predecessor delinquency - Letter to the successor	
Contact Information	
Name of Individual Filing Appeal:	[REDACTED] *
Name of Contact Person for Hearing:	[REDACTED] *
Phone Number of Contact Person:	[REDACTED] * ext: [REDACTED]
Address Information	
Any correspondence generated by the appeals process will, by default, be sent to the Legal Address on the Employer Account. If you would like this information to be mailed to a different address on file please select one or enter a temporary mailing address.	
Address Type:	[REDACTED] Select
Attention:	[REDACTED]
Address Line 1:	[REDACTED] *
Address Line 2:	[REDACTED]
City:	[REDACTED] *
State:	MA - Massachusetts
Zip Code:	[REDACTED]
Country:	US - United States Of America *
E-Mail:	[REDACTED]
Hearing Details	
Please provide additional information:	
Reason for Appeal:	[REDACTED]
Will the employer be represented by a Third Party Administrator (TPA) or Attorney who was not sent a copy of the initial determination? If yes, please enter the name of the representative:	<input type="radio"/> Yes <input type="radio"/> No *
If the Employer will present witnesses other than the contact person, how many? Will the Employer need an interpreter at this hearing? If the Employer needs an interpreter, enter the language needed:	<input type="radio"/> Yes <input type="radio"/> No *
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- The **Confirmation** page appears. Review the appeal details for confirmation. Confirm by clicking **Submit**.
- The page reappears indicating that the filing is complete.

Employer Information	
Employer Account Number: [REDACTED]	Employer Name: [REDACTED]
Determination Information	
Document Identification Number: [REDACTED]	Mailing Date of Determination: 11/13/2009
Determination Type: Acquisition Denied due to predecessor delinquency - Letter to the successor	
Notice of Appeal	
Your appeal has been received. As appropriate, you will be informed of the date, time, and place of your hearing. To prepare for your hearing, please review What You Need to Know About the Appeal Process . [®]	
<input type="button" value="Home"/>	