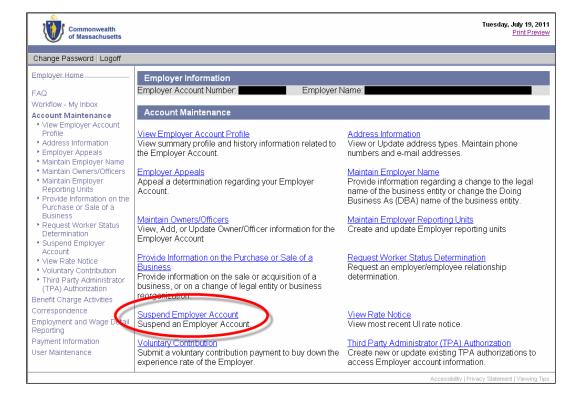
SUSPEND EMPLOYER ACCOUNT

Introduction

This section describes how to request an Employer account suspension. The Employer account suspension can occur with or without DUA approval/intervention. If the reason for your request is permanent closure of business and if your account meets certain criteria, the system will suspend the account immediately. In other cases, the request must be reviewed by authorized DUA staff to approve or deny the suspension.

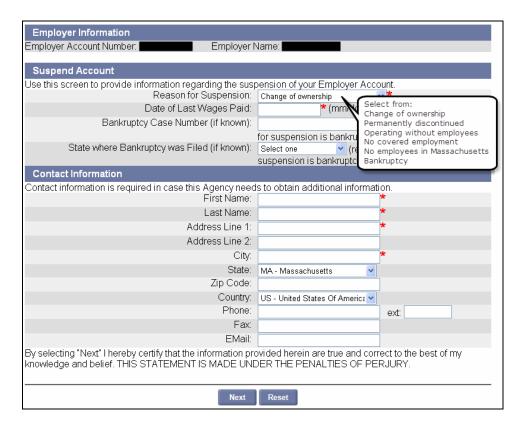
Suspending an Employer Account

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



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3. The **Suspend Account** page appears. Select the reason for suspension and provide other requested information. Click **Next**.



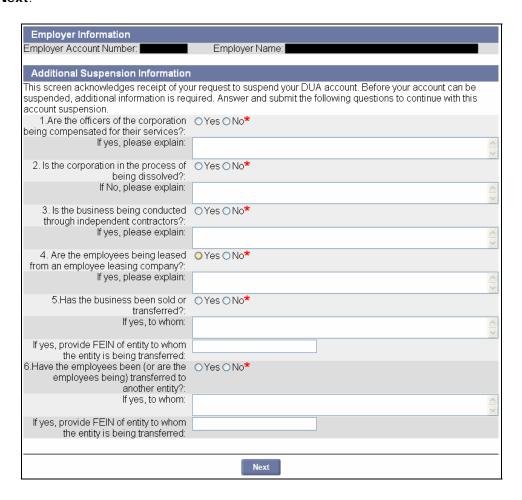
If the Address Validation page appears, select the address that is closest to your actual address.
Click Next.

NOTE: If applicable, select the address with the 9-digit extended Zip code (known as "Zip +4").

5. The **Suspend Account Summary** page appears, displaying the reason for suspension. Review the information and click **Submit**.



 If an Additional Suspension Information page appears, fill in the requested information and click Next.



7. If the request has been received but the system has not processed it completely, the **Request to Suspend Processing** page appears.



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8. Once processing is complete, the Confirmation of Suspension of Account page displays instead.

