

# TIPS FOR USING EMPLOYER SELF SERVICE

## STEP BY STEP INSTRUCTIONS

- [How to Report Online](#)
- [How to Submit Payments Online by ACH Debit](#)

## CREATING ONLINE USER ACCOUNT

- An online user account can be created by going to <https://apps.detr.nv.gov/ESS> and selecting the “New User” option. Follow the prompts and complete the required fields
- 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 the upload status shows as Passed. Once finished, "Upload" to complete the wage reporting process
- 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: [Specification CSV-Tab Delimited File](#)

## 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
- 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 or bank specification sheet 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>
- Once authorized, you will receive an approval letter via USPS
- 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 a specific quarter you must indicate the quarter/year on the coupon. If a quarter/year is not indicated, the payment will be applied to the last collectible quarter with a balance due
- Please mail the appropriate coupon along with your payment to the division until such time you receive confirmation of your ACH authorization
- Once authorized, begin making payments by ACH Credit or ACH Debit by filing the Contribution and Wage Report first and then paying the amount due
- 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)

- UInV does not accept estimated pre-scheduled payments
- First file the quarterly Contribution and Wage Report which will create an amount due
- Then go to “Make Payments” to schedule your ACH Debit payment for the current date or up to 30 days in the future

## FIRST TIME BUSINESS REGISTRATION

- If this is the first time you are registering your business with the Nevada Unemployment Insurance Program, you must complete a new employer registration online at [ui.nv.gov](http://ui.nv.gov). Under the “I want to:” section you will click on the option “Register new business for UI tax”
- 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. You can access this form at <https://ui.nv.gov/PDFS/application.pdf>
- There are two business addresses that are required when registering a new business
  - **Nevada Operations** (location of Nevada business or Nevada employee. 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. This address will not be used for correspondence) and;
  - **Business Records**
- Any additional address selections from the drop-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, log into your online portal. On the Employer Summary screen click on **Maintain User** from the left side menu, then select **User Information** which will display the **User Maintenance** screen
- You will search for a Reporting Service that is set up for the Division’s online services, by entering an Agent Name or FEIN (Federal Employer Identification Number). The Reporting Service can then be added under External Account Authorizations

## 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

- Employer Security Help Desk (775) 684-6330
- 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)