EmployerXG V2
Getting Started

August 2016
Portal Authorization Sheet

When signing up for EmployerXG, you will need the following information to log in for the first time.

Federal ID:
First Name:
Last Name:
Invitation Code:

After you complete the sign-up process, you will be able to log in with your Username and Password.

Signing Up

1. Access the EmployerXG website.

2. Before you can sign in for the first time, you need to create an account. To begin this process, click the **Sign Up** link located at the bottom right of the screen.

   The **Sign Up** screen displays, from which you create a user name and profile.
3. Enter your **Federal ID** number (with no dash) exactly as it appears on the Portal Authorization sheet.

4. Enter your **First Name** and **Last Name** exactly as it appears on the Portal Authorization sheet.

5. Enter the **Invitation Code** exactly as it appears on the Portal Authorization sheet.

6. Click the **Continue** button and the screen changes to display user credential fields (see following screen).

7. Enter a **Username** and **Password**. **Note**: To view the requirements for your username and password, hover your mouse over the blue icon next to the fields.

8. Confirm your Password.

9. Select your **Challenge Questions** and **Answers**.

10. View the **Terms of Use** and select the "**Yes, I agree to the Terms of Use**" checkbox.

11. Click **Continue**.
Your account is created and you may sign in with your username and password (see following screen example).
Open a remittance

1. On the Home tab, click the arrow to the right of the Group field and select a Group from the dropdown menu if the default Group is not the one you want.

2. From the Your Remittances Due table, click on the remittance that you want to open and to which you want to add information.

   The selected remittance displays (see following example).

3. Enter the ID number of the employee that you want to add to the remittance and press Enter or the Tab key (see following screen example).

4. At a minimum, for each employee that you add, complete the required fields which are indicated by an asterisk.

5. Click Save.

6. Click the Pay button, if desired.

Copy a remittance

1. From the Your Remittances Due table, select a remittance to copy to.

2. From the Copy Remittance box, select the remittance to copy from.
3. Click **Continue**.

4. Complete the remittance information and select **Pay** to submit your remittance.