# 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:**

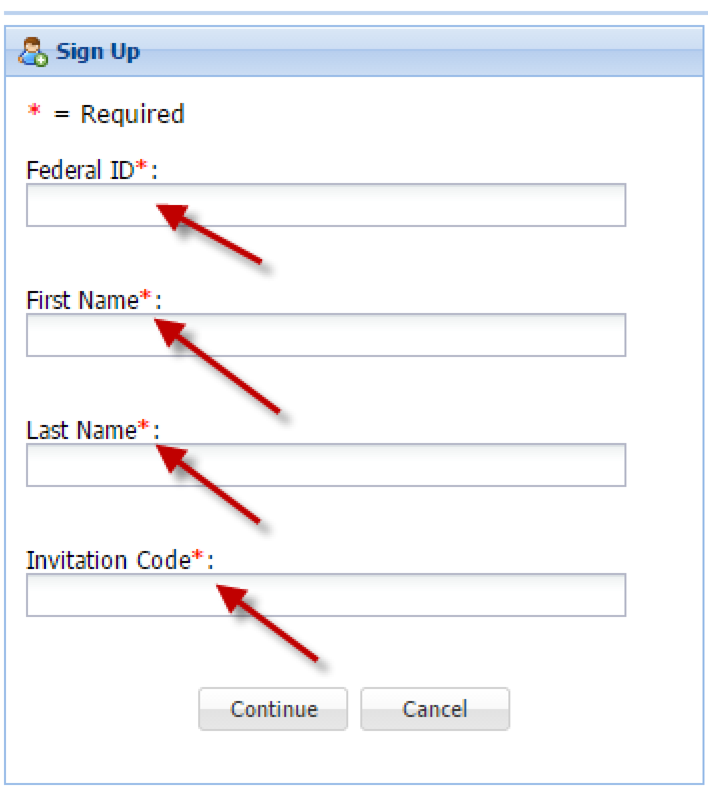
**Invitation Code:**

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

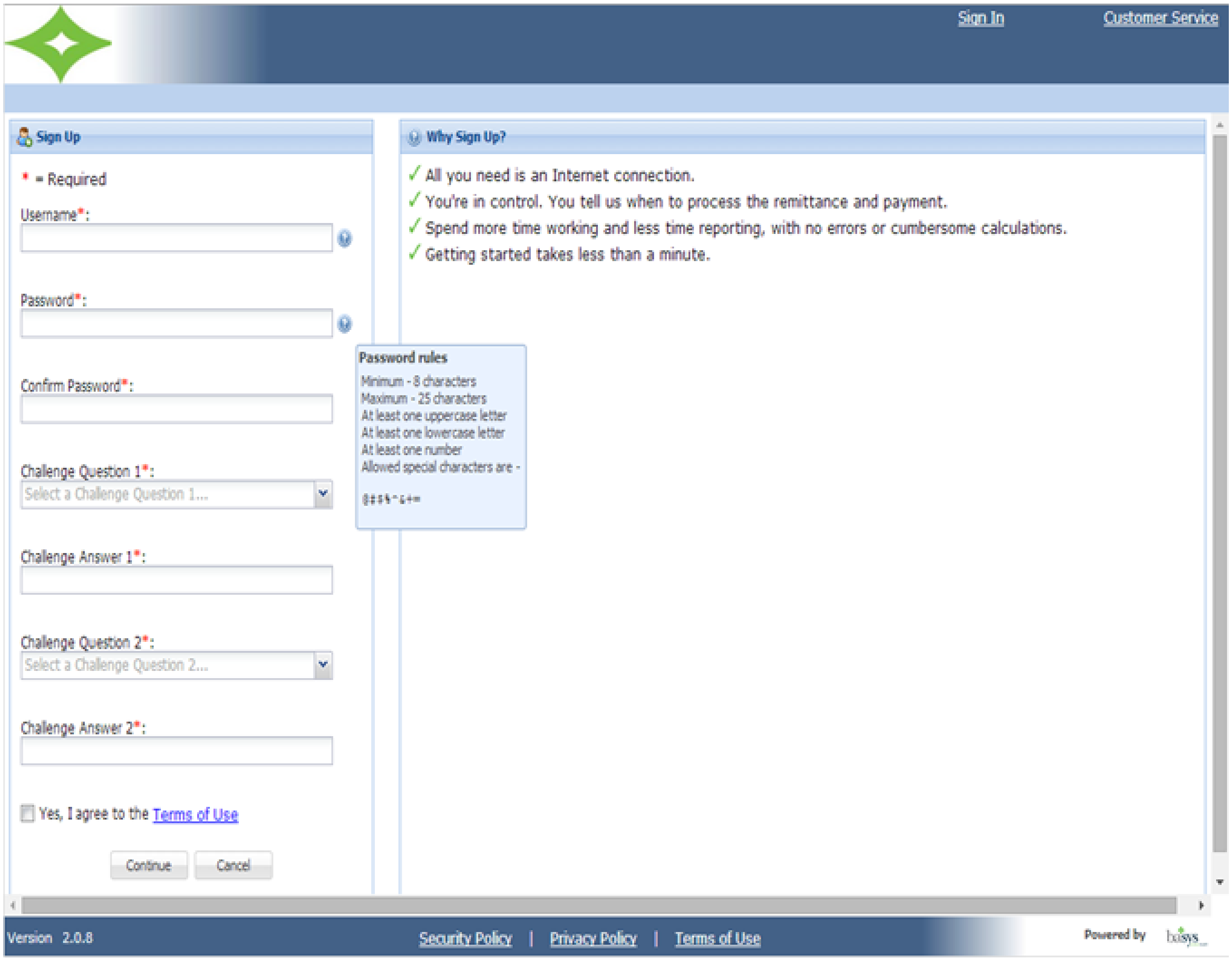
# Signing Up

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.

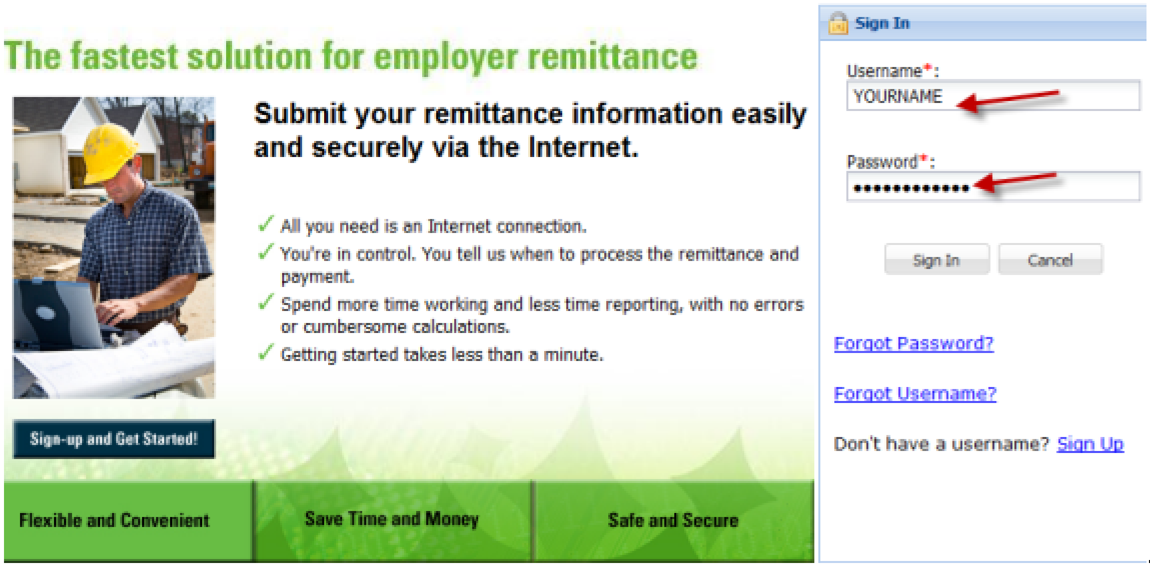


3. Enter your **Federal ID** number (with no dash) exactly as it appears on the Portal Authorization sheet.
4. Enter your **First Name** and **Last Name** exactly as it appears on the Portal Authorization sheet.
5. Enter the **Invitation Code** exactly as it appears on the Portal Authorization sheet.
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).

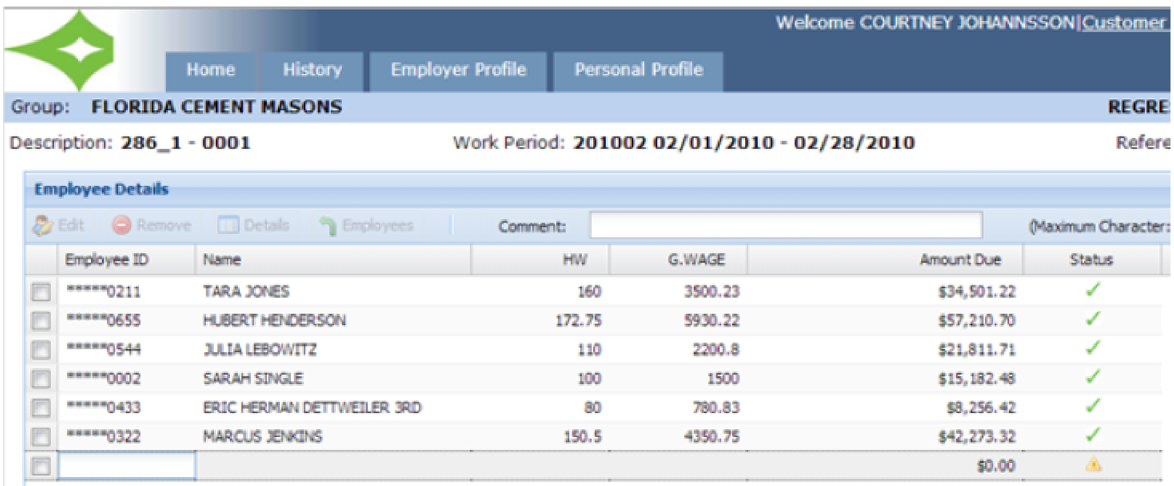


# Open a remittance

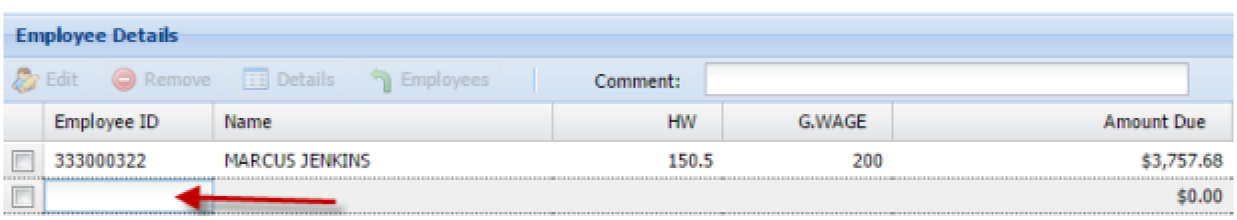
1. On the **Home** tab, click the arrow to the right of the **Group** field and select a Group from the dropdown menu if the default Group is not the one you want.

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.