



EmployerXG V2

Getting Started

August 2016

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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:

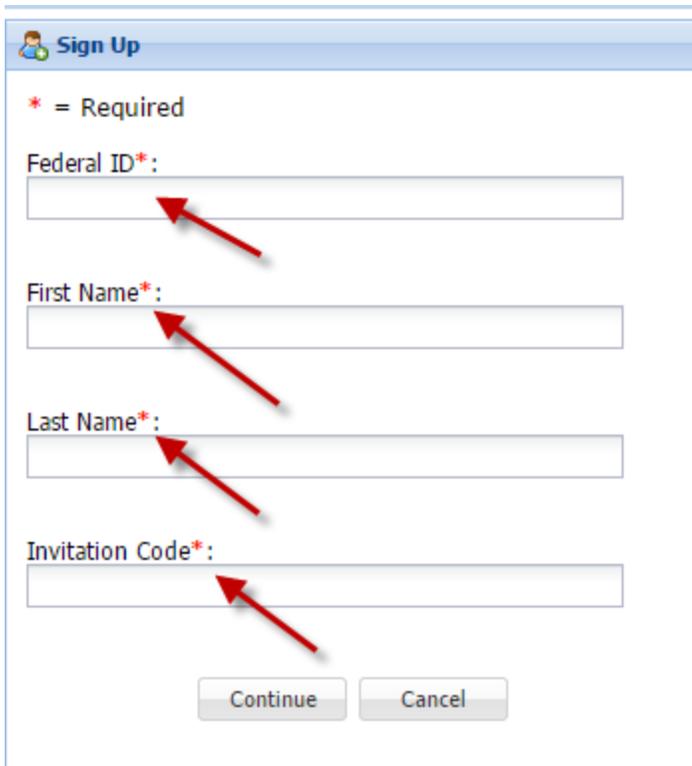
Invitation Code:

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.



The screenshot shows a 'Sign Up' form with a title bar containing a person icon and the text 'Sign Up'. Below the title bar, there is a legend: '* = Required'. The form contains four text input fields, each with a red arrow pointing to it from the right. The fields are labeled: 'Federal ID*', 'First Name*', 'Last Name*', and 'Invitation Code*'. At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.

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).

The fastest solution for employer remittance



Sign-up and Get Started!

Submit your remittance information easily and securely via the Internet.

- ✓ All you need is an Internet connection.
- ✓ You're in control. You tell us when to process the remittance and payment.
- ✓ Spend more time working and less time reporting, with no errors or cumbersome calculations.
- ✓ Getting started takes less than a minute.

Flexible and Convenient

Save Time and Money

Safe and Secure

Sign In

Username*:

Password*:

[Forgot Password?](#)

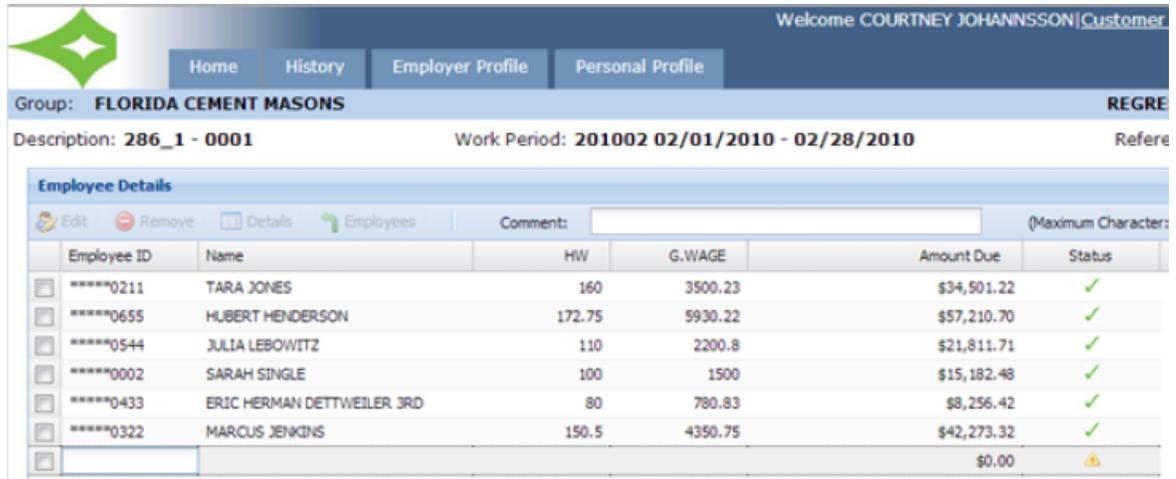
[Forgot Username?](#)

Don't have a username? [Sign Up](#)

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.

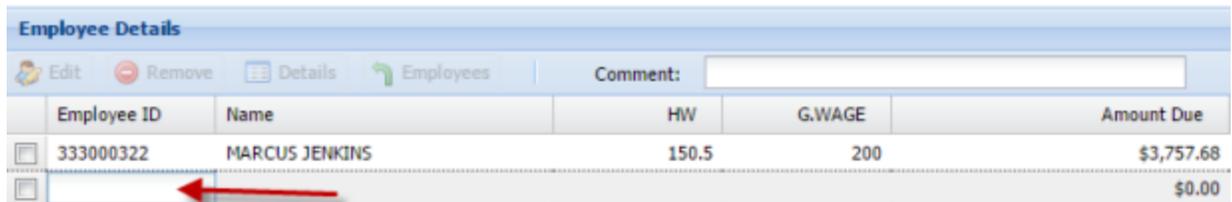
The selected remittance displays (see following example).



Employee Details

Employee ID	Name	HW	G.WAGE	Amount Due	Status
*****0211	TARA JONES	160	3500.23	\$34,501.22	✓
*****0655	HUBERT HENDERSON	172.75	5930.22	\$57,210.70	✓
*****0544	JULIA LEBOWITZ	110	2200.8	\$21,811.71	✓
*****0002	SARAH SINGLE	100	1500	\$15,182.48	✓
*****0433	ERIC HERMAN DETTWEILER 3RD	80	780.83	\$8,256.42	✓
*****0322	MARCUS JENKINS	150.5	4350.75	\$42,273.32	✓
				\$0.00	⚠

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).



Employee Details

Employee ID	Name	HW	G.WAGE	Amount Due
333000322	MARCUS JENKINS	150.5	200	\$3,757.68
				\$0.00

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.