Frequently Asked Questions – Amending Quarterly Reports

Can I amend a report submitted through eServices?

Yes, reports can be amended using eServices.

Can I amend a report submitted by paper and mailed to DLI?

Yes, you can amend quarterly reports on eServices, even if the original report was sent in by paper. Once the original report is processed, it can be viewed, printed, or amended using eServices.

How do I amend my report on eServices?

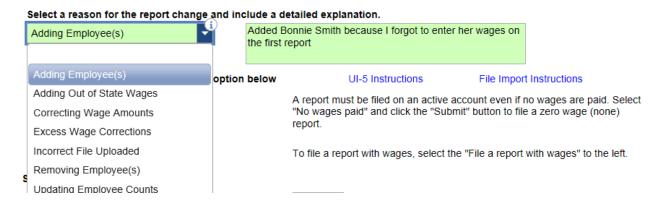
- 1. Log into UI eServices for Employers
- 2. Click into the Account you need to file the amended report
- 3. On the "File & Pay" tab
 - a. Click the "View Report" link for the quarter that needs to be amended



- b. Click the "Change" tab at the top of the screen
- c. Select a "Reason" for the report change using the drop-down box
- d. Type a detailed explanation as to why the report needs to be amended in the "Explanation" box

Change

File 3/31/2014 Quarterly Report

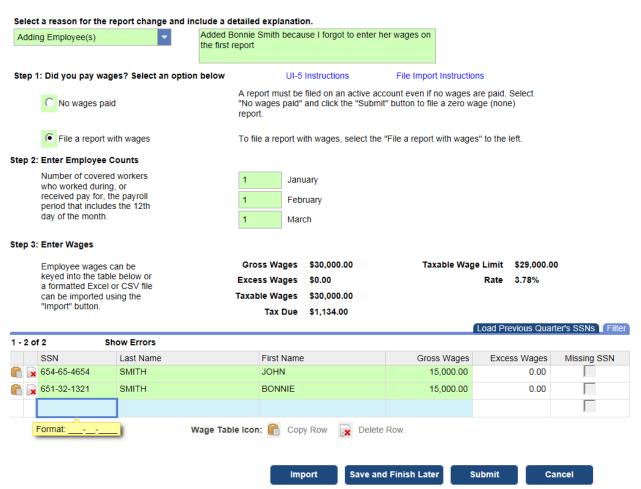


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e. Amend any wage information or number of covered employees that needs to be changed

File 3/31/2014 Quarterly Report



- f. Click the "Submit" button
- g. Type your Secret Answer in the "eSignature" box
- h. View/print confirmation page
- i. View/print copy of the report
- j. Make a payment if additional tax is owing

Last Updated: 02/21/2014

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Thank you for submitting your amended report. Provided no additional follow-up is needed, the changes should be fully processed within 3 - 5 business days. Your confirmation number is **0-776-241-152**.

To pay the tax due, if applicable, please go to the Make a Payment tab.

Component Type	Component Amount	Detail
Starting Balance	\$567.00	Amount includes any existing tax, penalty or interest and any existing credits
Adjustment of Tax Due	\$567.00	Amount reflects the tax impact of your adjustment
Total Balance	\$1,134.00	Expected quarter balance

To print this confirmation page, click the Print Confirmation tab.

To print a copy of the report just filed, click the Print Report tab. You do not need to mail in a copy of the printed report.

Please click 'Ok', to return to the account screen.

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