Oregon Employer Services Portal Registration and Account Activation User Guide – Page 1

Oregon Employer Services Portal Registration Guide

Table of Contents

<u>Overview</u>	Page 2
Information Required for Registration	Page 3
Role of the Security Contact	Page 3
Helpful Hints	Page 4
Registering Your Company for an Account	Page 5
Registering for an Employer Account	Page 6
Registering for a Third Party Account	Page 13
Activating Your Oregon Employer Services Portal Account	Page 18
Employer adding a Third Party Company to their Oregon Employer Services Portal account	Page 20
Third Party accepts request to work on behalf of an Employer	Page 24
Reference Sheet for User Roles in an Employer Account	Page 27
Reference Sheet for User Roles in a Third Party Account	Page 28

Note: Click any of the links shown above in the Table of Contents to view the separate sections of this document. To return to the Table of Contents, click the link on the right hand side of the section heading.

Note: Entry fields in the Portal registration screens that require special attention, codes, or buttons that are needed to advance are highlighted with a red box:

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 2

Overview - Registration Guide for New Users of the Oregon Employer Service Portal (Back to Table of Contents)

The Oregon Employer Services Portal (OESP) is a convenient, secure and easy way for Employers and their Third Party Companies to fulfill their legal requirements online. Upon successful registration, authorized Users will be able to:

- Update company/employee information
- Report new hires/terminations
- Receive and Respond to Income Withholding Orders
- Receive and Respond to National Medical Support Notices
- Submit Child Support Payments
- Respond to Verification of Employment Notices (coming soon)
- Initiate, accept and manage Employer-to-Third Party business relationships



 Oregon Department of Justice
 Child Support
 Employer Resources
 0ESP User Guide

 For questions, contact Employer Services - phone: 866-907-2677 - email: <u>DESPEdidd</u> state or us Oregon Department of Justice, Division of Child Support, Employer Services

 Home:
 I Contact Us
 FAQ
 Privacy Pelicy
 Terms of Agreement
 Security
 Download PDF Reader

Oregon Employer Services Portal Users can utilize the features that meet the needs of their business. This Guide is designed to assist you with the registration process and describes the following:

- Information needed for registering your company
- Roles of Security Contact and Users
- Registering your company for an Employer Account
- Registering your company for a Third Party Account

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 3

Information Required For Registration (Back to Table of Contents)

The first step in using this site is to register your company. You will need to provide the following:

• The Federal Employer Identification Number (FEIN) of the company that you are registering.

For additional information regarding a Federal Employer Identification Number (FEIN) go to the Federal IRS web site at the following address:

http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-(EINs)

- The registered legal name of the company
- Name of the *Security Contact* to represent your company when registering and maintaining other Users. (See "Role of the Security Contact" below.)
- Contact information such as the main business address and phone number. When registering an *Employer Account*, you will also be asked to provide Income Withholding and Medical contact information.

Role of the Security Contact (Back to Table of Contents)

The first person to register on behalf of a company will be assigned the role of Security Contact. A Security Contact is the person to represent your company when registering and maintaining other Users. There must be a minimum of one Security Contact for every OESP account. After initial registration, an unlimited number of Security Contacts may be added as necessary.

The Security Contact has the authorization to:

- Request additional Users to have access to online functions (including additional Security Contacts)
- Manage additional Users for the registered company
- Maintain all contact information for the registered company
- Perform all online functions (Payroll and Medical)
- Approve or Deny requests for a Third Party Company to work on behalf of an Employer

After the Security Contact receives notification that the account has been approved, they can request an unlimited amount of other Users to fulfill the following User roles:

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 4

- **Payroll**: The company representative assigned as a Payroll User is authorized to report employee new hires, terminations, Verification of Employment responses, view/respond to Income Withholding Orders and manage EFT (Electronic Funds Transfer) Payments*.
- **Medical**: The company representative assigned as a Medical User is authorized to report employee terminations and view/respond to National Medical Support Notices.
- **Payroll and Medical**: The company representative assigned as a Payroll and Medical User is authorized to report employee new hires, terminations, Verifications of Employment responses, view/respond to Income Withholding Orders and National Medical Support Notices and manage EFT Payments*.

*Any User of an Employer account who is authorized to manage EFT payments will have the ability to add or delete company bank accounts as well as submit EFT payments for child support. Users of a Third Party account will not have the ability to add or delete company bank accounts. Third Party Users that are authorized by an Employer to work in a Payroll role will be able to submit payments for child support on their behalf.

Helpful Hints (Back to Table of Contents)

If you need help while using the Oregon Employer Services Portal, instructions may be displayed by clicking the **GHelp** link located in various sections of each page. Clicking the **GHelp** link will display additional information about an individual section of the page you are viewing.

Data entry fields have a limited number of characters that can be entered. Formatting information such as allowable field length and acceptable characters for a data entry field can be seen by clicking the CHelp link for the section of the page you are viewing.

You are required to enter data in fields marked with a red asterisk.*

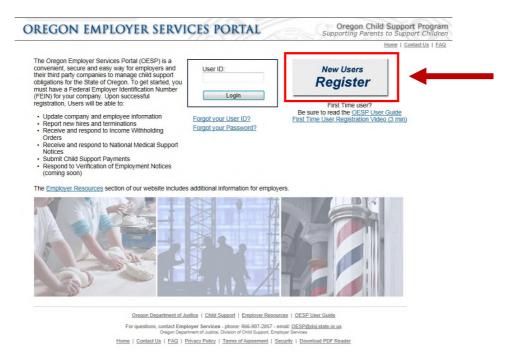
If you log into the Oregon Employer Services Portal and are not actively working on the site, you are automatically logged out after 15 minutes. This is necessary for security purposes.

Frequently Asked Questions (FAQs) are located under the Employer Resources section and may be accessed by clicking the <u>FAQ</u> link which displays on the upper right corner of every Oregon Employer Services Portal page.

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 5

Registering Your Company for an Account (Back to Table of Contents)

Once you are ready to register your company, click the *New Users Register* button.



After you have clicked the New Users Register button, you will be prompted to choose an Employer or Third Party account type.

**Only one Account Type may be selected at the time of registration.

The option to register for an **Employer Account** means you are accessing the Oregon Employer Services Portal to obtain or provide information regarding your company and its employees. Please be aware if you are a **Third Party Company** or person such as a bookkeeper or payroll company registering an account on behalf of an Employer, the account will be denied. In order to do business in the Portal, an Employer must complete their own registration and accept their own Terms of Agreement.

The option to register for a **Third Party Account** means you are not the Employer, rather a company or person (s) such as a bookkeeper, payroll company, or health care provider, given authority by an Employer to handle a specific responsibility on their behalf.

<u>Please Note</u> - It may be appropriate for a Third Party Company to register for both Account Types. See below for additional information on when this may apply:

• Registering an **Employer** account would allow the Third Party Company to manage child support obligations for employees working for their company.

OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 6

• Registering a Third Party account would allow the Third Party Company to receive a request from another Employer to work on their behalf.

Step 1 Choose the Employer Account Type Oregon Child Support Progra porting Parents to Support Childre **OREGON EMPLOYER SERVICES PORTAL** Sup me | Contract Us | EAG Portal » Registration Start Choose Employer or Third Party Finish **Begin Registration** *PDF Reader needed to view and/or print documents in the Porta You will now be guided to enter information for the Oregon Employer Services Portal (OESP) account you are creating. To begin, choose the appropriate Account Type, accept the Terms of Agreement, and click the Next button Help may be displayed by clicking on 🚱 image Choose Account Type Account Type Description Select **Help** The selection of this option indicates you are accessing this website to obtain or provide information regarding your company and its employees. Please be aware if you are a Third Party Company or person such as a bookkeeper or payroll compan registering an account on behalf of an Employer, the account will be **denied**. In order to do business in the Portal, Employers must complete their own registration and accept their own Terms of Agreement. EMPLOYER THIRD PARTY By selecting this Account Type you are registering yourself as a Third Party Company and will access this website to work on behalf of an Employer. A Third Party is a company or person(s) given authority by the employer to handle specific responsibility on their behalt. The option to register for a Third Party Account means you are not the Employer, rather a company or person(s) such as a bookkeeper, payroll company or heath care provider, given authority by an Employer to handle specific responsibility on their behalt. A Third Party Company must register and have their own DESP account before they can be added by an Employer as a User. Read the Terms and Conditions. Accept the Terms and Conditions by clicking the checkbox. Step 2 Click the "Next" button shown below. Click "Next" to continue. Accept Terms of Agreement @ Help Terms of Agreement Print Friendly Please carefully read the agreement below. If you agree to the Terms of Agreement, click the I Accept checkbox. A. This Agreement and User's authorization to use the OESP remains in full force and effect until revoked by User, User's employer or by DOJ. B. DOJ may cancel or suspend User's or Employer's authorization to use the OESP at any time without prior notice. Any termination, cancellation or suspension of this agreement for any reason does not cancel any liability or obligations arising under this agreement prior to its termination, cancellation or suspension and does not limit or affect in any other way User's or Employer's child support reporting and payment obligations. XII. Merger, Waiver. This Agreement constitutes the entire agreement between the Parties. Any failure by DOJ to enforce any provision of this Agreement or the waiver of any violation or nonperformance of this Agreement in one or more instances does not constitute a waiver by DOJ of that or any other provision nor is it a waiver of any subsequent violation or nonperformance. Revision Date 10/3/2012 ✓ I Accept the Terms of Agreement* Scroll to the bottom to accept the Terms of Agreement Cancel Registration Next

Registering for an Employer Account (Back to Table of Contents)

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 7

Step 3	Enter the Federal Employer Identification Number (FEIN) and then click the "Next" button.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
	Home Contact Us FAQ
	Portal » Employer Registration
	Start Choose Employer or Third Party Employer Information User Information Finish
	Employer Registration
	Enter the Federal Employer Identification Number (FEIN) and click the Next button 123456789
	Account Type Description
	EMPLOYER By selecting this Account Type you are accessing this website to obtain or provide information regarding your company and its employees.
	Cancel Previous Next
	Oregon Department of Justice Child Support Employer Resources
	For questions, contact Employer Services - phone: 866-907-2857 - email: <u>OESP@doi state or us</u> Oregon Department of Justice, Division of Child Support, Employer Services
	Home Contact Us FAQ Privacy Policy Terms of Agreement Security
	The information entered here should reflect the main business information for your company. OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Support Dig Parents to Support Children
	Home Contact Us FAQ
	Portal » Employer Registration
	Choose Employer or Third Party Employer Information User Information
	Start provide the second secon
1	Answer the questions below for the Employer you are registering and click the Next button.
	* Indicates required field Employer Information
	The address, phone and fax listed in this section should be the main business information for your company and where you wish to receive general correspondence and communication from the Oregon Child Support Program. Please Note: The address you entered in this section cannot be for a Third Party Company.
	FEIN.*
	Registered Legal Name.* Doing Business As:
1	Doing Business As: Address.*
1	City.*
	State:* Select
	Zip.* -
	Business Phone.* Ext (ex:5034442222) Fax:

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 8

Step 5	preference for a Notice D	er health care coverage through your company, state your Delivery Method, the number of employees in your company, and part of a Federally Recognized Tribe.
	Health Care Coverage?*	Do any employees and their dependents have access to one or more health care plans through your company or Union?
	Notice Delivery Method?*	For Income Withholding Orders (IWO) and National Medical Support Notices (NMSN). An email will be sent to all authorized users when a notice(s) is delivered to the Portal.
	Total Number of Employees?*	Select V
	Federal Recognized Tribe?*	Select V
Step 6	are the same as the main previous business inform Income Withholding Contact Your Income Withholding inform	nation should reflect the address where you wish to receive correspondence and the contact. The Oregon Child Support Program still requires this information even if you
	Contact Name:	
	Email:	
	Re-enter Email:	Copy previous business information
	Address:*	
	City:*	
	State:*	Select
	Zip:* Business Phone:*	Ext (ex:5034442222)
	Fax:	Ext (ex.5034442222)
I		

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 9

Step 7	Complete the Medical Contact Information. (Note – if the address, phone and fax are t same as the main business information you entered, click the "copy previous business information" checkbox to populate these fields.) After all required items have been entered, click the "Next" button.	
	Medical Contact Information	
	Your National Medical Support Notice information should reflect the address where you wish to receive correspondence and the phone number of your primary contact. The Oregon Child Support Program still requires this information even if you do not offer health care coverage or choose to receive notices online.	
	Contact Name:	
	Email:	
	Re-enter Email:	
	Copy previous business information	
	Address:*	
	City:*	
	State:* Select	
	Zip:*	
	Business Phone:* Ext (ex:5034442222)	
	Fax:	
	Cancel Next	
Step 8 (optional)	Clicking the "Add Another Employer" button allows a Security Contact to register more than one Employer. A maximum of five Employers can be added during the registration process. After the account is approved, an unlimited number of Employers can then be added. This function may be useful if you are the owner of multiple businesses and you wish to manage multiple Employer accounts while maintaining only one User ID and Password.	
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children Hame I ContactUla I FAG	
	Portal » Employer Registration	
	Start Choose Employer or Third Party Employer Information User Information	
	Employer Registration	
	Review the Employer information below.	
	To edit any information, click the Edit link of the Employer you wish to change. To add another Employer to this registration, click the Add Another Employer button.	
	When you are done entering Employers, click the Next button to enter User information.	
	FEIN Legal Name DBA CSPay Customer	
	Edit 123456789	
	Cancel Add Another Employer Next	
	Oregon Department of Justice Child Support Employer Resources	
	For questions, contact Employer Services - phone: 886-907-2857 - email: <u>OESP@Mol state or us</u> Oregon Department of Justice, Division of Child Support, Employer Services	
	Home Contact Us FAQ Privacy Policy Terms of Agreement Security	

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 10

Step 9	Review the Employer Registration Information. Click the "Next" button to continue.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
	Published Date: 6/26/2012 11:25 AM IP Address: 172.29.26.32 Portal » Employer Registration
	Choose Employer or Third Party Employer Information User Information
	Employer Registration
	Review the Employer information below.
	To edit any information, click the Edit link of the Employer you wish to change.
	To add another Employer to this registration, click the Add Another Employer button.
	0 5 B 1 J
	FEIN Legal Name DBA Customer Edit 123456789 NAME Yes
	Cancel Add Another Employer Next
	Oregon Department of Justice Child Support Employer Resources For questions, contact Employer Services Central Unit - phone: 088-907-2857 - email: <u>DESP@doj.state.or.us</u>
	Por quessions, cumient companyer a en vices cumient annue , primer, prove dors - 2013 - contain <u>Contanguo</u> <u>state on us</u> Oregon Departmentori of Justice of Vision of Child Supports Employer Services Central Unit <u>Home</u> <u>Contact Us</u> <u>Help</u> <u>Privacy Policy</u> <u>Terms and Conditions</u> <u>Security</u>
Step 10	Security Contact Information – First Name, Last Name, Email Address. For security purposes, only one unique email address will be allowed for each account type (i.e. Employer and Third Party). OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
	Home I Contact Us I FAQ
	Portal » Employer Registration
	Start Choose Employer or Third Party Employer Information User Information
	Employer Registration
	Enter the User information below and click the Next button.
	* Indicates required field
	User Information for Business Owner or Authorized Representative
	Security Contact First Name:*
	Security Contact Last Name.*
	Security Contact Email.*
	Re-enter Email.*

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide - Page 11

Step 11	Choose your User ID and password. Pick a User ID that you can remember. Choose a password that no one else will be able to guess. Keep this password in a safe place and do not share it with anyone.
	Login Requirements User ID Requirements: 1. Your User ID must be 6 - 10 characters. Password Requirements: 1. Your User ID must be 6 - 10 characters. 1. Must be 14 - 40 characters. 2. You may use numbers, letters, and special characters. 2. Case sensitive. 3. The special characters hyphen, period, or underscore are optional and may not be placed at the beginning or end of the ID. 3. Use numbers and letters (at least 1 alpha and 1 numeric, e.g. 123456#2). 6. Cannot reuse last four passwords. 5. Cannot reuse last four passwords.
	Login Information for Security Contact
Step 12	Select Security Questions 1-3 and provide unique answers for each question.
	Security Questions / Answers
	First Security Question:* Select First Security Question
	Security Answer 1:*
	Second Security Question:* Select Second Security Question
	Security Answer 2:*
	Third Security Question:* Select Third Security Question
	Security Answer 3:*
Step 13	Choose a SiteKey image and enter a name for the image you selected. Click the "Next" button to continue.
	Select a SiteKey image and enter a name for the image you selected. The SiteKey image and name will help you know
	that you are at a valid Oregon Employer Services Portal (OESP) website. You will be shown your SiteKey before you enter your password when logging onto this website.
	SiteKey Image:
	Cancel Reset Next

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 12

	edits. Click the "Submit" button if information is correct.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
	Published Date: 6/28/2012 9:35 AM IP Address: 172.29.26.32
	Published Date: 0/2012 9.33 AW IP Audress. 172.29/20.32 Portal >> Employer Registration
	Choose Employer or Third Party Employer Information User Information
	Start Finish
	Employer Registration
	Review all information entered for this Employer registration.
	To edit an Employer, click the Edit link of the Employer you wish to change.
	To edit a User, click the Edit link of the User you wish to change.
	Selecting either Edit option will take you to a page to update the data.
	Employer Information:
	FEIN Legal Name DBA CSPay
	Edit 123456789 NAME Yes
	User Information:
	User ID First Name Last Name Email Address
	Edit User_ID FIRST LAST securitycontact@email.com
	If all information is verified and correct, click the Submit button.
	Cancel Submit
	Oregon Department of Justice Child Support Employer Resources For questions, contact Employer Services Central Unit -phone: 066-907-2657 - email: 0ESP@doj.state.or.us
•	Poir questions, cuintad chipatyers aerivates central during innore, doe-sort-ador- entail <u>de-engungations</u> Oregon Despanderment of Justics, Oliviano of Child Support, Employer Services Central Unit Home <u>Contact Us</u> <u>Help</u> <u>Privacy Policy</u> <u>Terms and Conditions</u> <u>Security</u>
Step 15	Your Employer Registration is complete. An Activation Code will be sent to your email address in 2-5 business days.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children Iteme 1 Settlect Us 1 FAG
	Portal » Employer Registration
	Choose Employer or Third Party Employer Information User Information
	Employer Registration Complete
	Thank you for registering.
	You will be able to login to the Oregon Employer Services Portal (OESP) after your request has been approved.
	When the Oregon Child Support Program approves your request, you will be notified by email with an activation code in approximately 2-5 business days.
	If you do not receive an email in response to your registration, please check your spam folder.
	For additional assistance, questions or concerns contact:
	Employer Services at 1-866-907-2857 (8 AM - 5 PM Monday – Friday)
	OESP(add) state or us
	OESP@ddjstate.or.us
	OESP@ddi_state_orus
	OESP@doj.state.or.us
	OESP@doj.state.or.us
	OESD-@doj state or us Ge to Legin Oreson Department of Justice Child Support Employer Resources
	OESP@doj.state.or.us
	OESP@doj.state.or.us Go to Login <u>Orean Beatment of Justice</u> Child Support Employer Resources For questions, contact Employer Services -phone 06-907-2657 - errat OESP@doj.state.or.us

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 13

Registering for a Third Party Account (Back to Table of Contents)

Step 1				
	OREGON EN	APLOYER SERVICES PORTAL Oregon Chil Supporting Parent	ld Support Program ts to Support Children	
			Home Contact Us FAQ	
	Portal » Registratio	1		
	Start Choose Employ	r or Third Party Employer / Third Party Information User Information		
	Begin Regis	ration		
		to enter information for the Oregon Employer Services Portal (OESP) account you are creating, appropriate Account Type, accept the Terms of Agreement, and click the Next button. Help may be displayed by clicking on @ image		
	Choose Account Ty			
	Select Accour			
_	• THIRD I			
_		A Third Party is a company or person(s) given authority by the employer to handle specific responsibility on their behalf. The option to register for a Third Party Account means you are not the Employer, rather a company or person(s) such as a bookkeper, payroll company or health care provider, given authority by an Employer to handle specific responsibility on their behalf. A Third Party Company must register and have their own OESP account before they can be added by an Employer as a User.		
tep 2	Read the Terms and Co Click the "Next" button	nditions. Accept the Terms and Conditions by c to continue.	licking the ch	neckl
tep 2		to continue.	licking the ch	neckl
tep 2	Click the "Next" button	to continue.		
tep 2	Click the "Next" button Accept Terms of Agreement Please carefully read the	to continue. ent agreement below. If you agree to the Terms of Agreement, click the I A	y OHe Accept checkbox.	
itep 2	Click the "Next" button Accept Terms of Agreem Terms of Agreement Please carefully read the A. This Agreement a User, User's employer of	to continue. ent agreement below. If you agree to the Terms of Agreement, click the I A nd User's authorization to use the OESP remains in full force and effect	y @He Accept checkbox. t until revoked by	
itep 2	Click the "Next" button Accept Terms of Agreement Please carefully read the A. This Agreement a User, User's employer of B. DOJ may cancel of notice. C. Any termination, of or obligations arising un	to continue. eent <u>Print Friendly</u> agreement below. If you agree to the Terms of Agreement, click the I A nd User's authorization to use the OESP remains in full force and effect by DOJ.	y O He Accept checkbox. It until revoked by ime without prior ancel any liability and does not limit	
tep 2	Click the "Next" button Accept Terms of Agreement Please carefully read the A. This Agreement a User, User's employer of B. DOJ may cancel of notice. C. Any termination, of or obligations arising un or affect in any other wa XII. Merger, Waiver. This enforce any provision of	to continue. Print Friendly agreement below. If you agree to the Terms of Agreement, click the I A nd User's authorization to use the OESP remains in full force and effect by DOJ. r suspend User's or Employer's authorization to use the OESP at any ti ancellation or suspension of this agreement for any reason does not cc der this agreement prior to its termination, cancellation or suspension a y User's or Employer's child support reporting and payment obligations. Agreement constitutes the entire agreement between the Parties. Any this Agreement or the waiver of any violation or nonperformance of this bes not constitute a waiver by DOJ of that or any other provision nor is	Y Y Cept checkbox. t until revoked by ime without prior ancel any liability ind does not limit failure by DOJ to s Agreement in	
tep 2	Click the "Next" button Accept Terms of Agreem Terms of Agreement Please carefully read the A. This Agreement a User, User's employer of B. DOJ may cancel of notice. C. Any termination, c or obligations arising un or affect in any other wa XII. Merger, Waiver. This enforce any provision of one or more instances of	to continue. Print Friendly agreement below. If you agree to the Terms of Agreement, click the I A nd User's authorization to use the OESP remains in full force and effect by DOJ. r suspend User's or Employer's authorization to use the OESP at any ti ancellation or suspension of this agreement for any reason does not cr der this agreement prior to its termination, cancellation or suspension a y User's or Employer's child support reporting and payment obligations. Agreement constitutes the entire agreement between the Parties. Any this Agreement or the waiver of any violation or nonperformance of this oes not constitute a waiver by DOJ of that or any other provision nor is nonperformance.	Y Y Cept checkbox. t until revoked by ime without prior ancel any liability ind does not limit failure by DOJ to s Agreement in	
tep 2	Click the "Next" button Accept Terms of Agreem Terms of Agreement Please carefully read the A. This Agreement a User, User's employer of B. DOJ may cancel on notice. C. Any termination, of or obligations arising un or affect in any other wa XII. Merger, Waiver. This enforce any provision of one or more instances of subsequent violation or	to continue. Print Friendly agreement below. If you agree to the Terms of Agreement, click the I A nd User's authorization to use the OESP remains in full force and effect by DOJ. r suspend User's or Employer's authorization to use the OESP at any ti ancellation or suspension of this agreement for any reason does not cr der this agreement prior to its termination, cancellation or suspension a y User's or Employer's child support reporting and payment obligations. Agreement constitutes the entire agreement between the Parties. Any this Agreement or the waiver of any violation or nonperformance of this oes not constitute a waiver by DOJ of that or any other provision nor is nonperformance.	y Q He Accept checkbox. t until revoked by ime without prior ancel any liability und does not limit failure by DOJ to s Agreement in it a waiver of any	
Step 2	Click the "Next" button Accept Terms of Agreem Terms of Agreement Please carefully read the A. This Agreement a User, User's employer of B. DOJ may cancel on notice. C. Any termination, of or obligations arising un or affect in any other wa XII. Merger, Waiver. This enforce any provision of one or more instances of subsequent violation or	to continue. In the second se	y Q He Accept checkbox. t until revoked by ime without prior ancel any liability und does not limit failure by DOJ to s Agreement in it a waiver of any	
Step 2	Click the "Next" button Accept Terms of Agreem Terms of Agreement Please carefully read the A. This Agreement a User, User's employer of B. DOJ may cancel on notice. C. Any termination, of or obligations arising un or affect in any other wa XII. Merger, Waiver. This enforce any provision of one or more instances of subsequent violation or	to continue. In the continue. Print Friendly agreement below. If you agree to the Terms of Agreement, click the I A and User's authorization to use the OESP remains in full force and effect by DOJ. r suspend User's or Employer's authorization to use the OESP at any ti ancellation or suspension of this agreement for any reason does not ca fer this agreement prior to its termination, cancellation or suspension a y User's or Employer's child support reporting and payment obligations. Agreement constitutes the entire agreement between the Parties. Any this Agreement or the waiver of any violation or nonperformance of this open not constitute a waiver by DOJ of that or any other provision nor is nonperformance. I Accept the Terms of Agreement *	y Q He Accept checkbox. t until revoked by ime without prior ancel any liability und does not limit failure by DOJ to s Agreement in it a waiver of any	

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 14

Registering for a Third Party Account (Continued)

Step 3	Enter your Federal Employer Identification Number (FEIN) and then click the "Next" button.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program
	Borne Contact Us FAQ
	Portal » Third Party Registration
	Start Choose Employer or Third Party Third Party Information User Information Finish
	Third Party Registration
	Enter the Federal Employer Identification Number (FEIN) and click the Next button 123456789
	Account Type Description Help THIRD PARTY By selecting this Account Type you are registering yourself as a Third Party Company and will
	access this website to work on behalf of an Employer.
	A Third Party is a company or person(s) given authority by the employer to handle specific responsibility on their behalf. The option to register for a Third Party Account means you are not
	the Employer, rather a company or person(s) such as a bookkeeper, payroll company or health care provider, given authority by an Employer to handle specific responsibility on their behalf. A Third Party Company must register and have their own OESP account before they can be
	added by an Employer as a User.
	Cancel Previous Next
	Oregon Department of Justice Child Support Employer Resources For questions, contact Employer Services - phone: 886-907-2857 - email: <u>OESP@doj state.or.us</u>
	Oregon Department of Justice, Division of Child Support, Employer Services Hame Contact Us EAQ Privacy Policy Terms of Agreement Security
Step 4	Complete the Third Party Company Information section. The information entered here should reflect the main business information for your company.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program
	Supporting Parents to Support Children Home Contact Us FAQ
	Portal » Third Party Registration
	Choose Employer or Third Party Third Party Information User Information
	Third Party Registration
	Enter information below for the Third Party Company you are registering and click the Next button.
	* Indicates required field
	Third Party Company Information Your address should be the main business address for your company and where you wish to receive general correspondence
	from the Oregon Child Support Program. FEIN: 123456789
	Registered Legal Name:*
	Doing Business As:
	Address:* City:*
	State:* Select
	Zip:*
	Business Phone:* Ext (ex:5034442222)
	Fax:
	Current CSPay Customer?* Select
	Cancel Next

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 15

Registering for a Third Party Account (Continued)

	Party).	
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Supporting Parents	d Support Progra s to Support Childr
	Portal » Third Party Registration	Home Contact Us FA
	Choose Employer or Third Party Third Party Information User Information	
	Third Party Registration	
	Enter the User information below and click the Next button. * Indicates required field	
	User Information for Business Owner or Authorized Representative	1
	The first person to register on behalf of a company will be assigned the role of Security Contact. A security contact is the person to represent your company when registering and maintaining other Users. There is a minimum of one Security Contact for every OESP account.	
	Security Contact First Name.*	
	Security Contact Last Name:*	
	Security Contact Email:*	
	Re-enter Email:*	
ep 6	Choose your User ID and password. Pick a User ID that you can remember. Ch password that no one else will be able to guess. Keep this password in a safe p	
	not share it with anyone.	
		_
	not share it with anyone.	
	Login Requirements User ID Requirements: 1. Your User ID must be 6 - 10 characters. Password Requirements: 2. You may use numbers, letters, and special characters. 1. Must be 14 - 40 characters. 3. The special characters hyphen, period, or underscore are optional and may not be placed at the beginning or end of the ID. 2. Case sensitive. 3. The special characters hyphen, period, or underscore are optional and may not be placed at the beginning or end of the ID. 4. May use special characters (optional).	

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 16

Registering for a Third Party Account (Continued)

Step 7	7 Select Security Questions 1-3 and provide unique answers for each question.		
	Security Questions / Answers		@ Help
	First Security Question:*	Select First Security Question	M
	Security Answer 1.*		
	Second Security Question:*	Select Second Security Question	
	Security Answer 2:*		
	Third Security Question:*	Select Third Security Question	
	Security Answer 3:*		
	Security Answer 5.		
Step 8	Choose a SiteKey image and button to continue.	enter a name for the image yo	ou selected. Click the "Next"
	Select a SiteKey image and ent	er a name for the image you selected. The SiteK imployer Services Portal (OESP) website. You wi ng onto this website.	
	SiteKey Image.* SiteKey Name.*		
	Cancel Reset	Next	
Step 9	edits. Click the "Submit" but	tion. Click the "Edit" button to con if the information entered YER SERVICES PORTAL	
			Home Contact Us FAQ
	Portal » Third Party Registra	tion	
	Start Choose Employer or Third P	arty Third Party Information User Information	Finish
	Third Party Registration	1	
	Review all information entered for		
		dit link of the Third Party Company you wish to change. e Edit link of the User you wish to change.	
		ake you to a page to update the data.	
	Third Party Information:		
		Legal Name DBA CSPay custome	
	User Information: User ID Firs	: Name Last Name Email Address	
	Edit		
	If all information is verified and o	orrect, click the Submit button.	
	Cancel Submit		

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 17

Registering for a Third Party Account (Continued)

Step 10	Your Third Party Registration is complete. An Activation Code will be sent to your email address in 2-5 business days.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
	Home Contact Us FAQ
	Portal » Third Party Registration
	Choose Employer or Third Party Third Party Information User Information
	Third Party Registration
	Thank you for registering.
	You will be able to login to the Oregon Employer Services Portal (OESP) after your request has been approved.
	When the Oregon Child Support Program approves your request, you will be notified by email with an activation code in approximately 2-5 business days.
	If you do not receive an email in response to your registration, please check your spam folder. For additional assistance, questions or concerns contact: Employer Services at 1-866-907-2857 (8 AM - 5 PM Monday – Friday) <u>OESP@doj.state.or.us</u>
	Go to Login

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 18

Activating Your Oregon Employer Services Portal Account (Back to Table of Contents)

Step 1	Upon successful registration, an Activation Code will be sent to your email address in 2-5 business days. Shown below is an example of the email sent to a Security Contact who completed the Oregon Employer Services Portal registration.						
	To Cc						
	Send Subject: Oregon Employer Services Portal – Registration Status						
	This email was sent in response to your registration for an OESP account for the following Company(s): EMPLOYER NAME: Approved						
	To complete your registration, you need the activation code listed below. Click the link and log in using your User ID and Password. When prompted, enter the activation code and proceed to your Company Profile. Please note: The activation code will expire after seven days.						
	Here is your 8-digit activation code: McB2TOQV						
	Click this link to continue: http://doi-appdev-web1/employerportaltest						
	Upon completing your registration, please add your bank account(s) under the Bank Account section. For OESP questions, contact the Employer Services Central Unit at 866-907-2857 (8am-5pm Monday - Friday) or by email at OESP@doj.state.or.us						
	Thank you for using OESP.						
	****CONFIDENTIALITY NOTICE**** This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.						
Step 2	Click the link provided in the email. This will direct you to the main Oregon Employer Services Portal home page. From there you will need to enter the User ID and Password you created						
	during the registration process.						
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children Home Cented Us FAQ						
	The Oregon Employer Services Portal (OESP) is a convenient, secure and easy way for employers and their third party companies to manage child support obligations for the State of Oregon. To get started, you must have a Federal Employer identification Number (FEIN) for your company. Upon successful registration, Users will be able to:						
	Update company and employee information Report new hires and terminations Receive and respond to income Withholding Crders Receive and respond to National Medical Support Notices Submit Child Support Payments Respond to Verification of Employment Notices (coming soon)						
	The Employer Resources section of our website includes additional information for employers.						
	Creacen Desantment of Jostice Ethic Support Employer Resources DESE User Guide For questions, contact Employer Services - phone: 666-807-2657 - email: <u>DESE User Guide</u> Organ Department of Jostices, Danior of Oriol Bogon, Department Provide Department of Jostices, Danior of Oriol Bogon, Department Provide Department of Jostices, Danior of Oriol Bogon, Department Provide Department of Jostices, Danior of Oriol Bogon, Department Provide Department of Jostices, Danior of Oriol Bogon, Department Provide Department of Jostices, Danior of Oriol Bogon, Department Provide Department of Jostices, Danior of Department, Dominade DepE Reader						

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 19

Activating Your Oregon Employer Services Portal Account (Continued)

Step 3	After successfully entering your User ID and Password, you will be prompted to enter the Activation Code provided to you via email.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
	Home Contact Us FAQ
	Portal » Account Activation
	Account Activation
	Your account with the Oregon Employer Services Portal (OESP) has been approved.
	Please enter the activation code that you received via email.
	Activation Code:
	Oregon Department of Jurtice Child Support Employer Resources
	For questions, contact Employeer Services Central Unit - phone: 065-007-2007 - email: <u>DESP@doi</u> .state.or.us Oego phone: Notice Central Unit - phone: 065-007-2007 - email: <u>DESP@doi</u> .state.or.us
	Home Contact Us FAQ Privacy Policy Terms and Conditions Security
Step 4	After entering the Activation Code and clicking the Submit Button, you will proceed to the Oregon Employer Services Portal home page as shown below. Your Oregon Employer Services Portal account is now up and running!
	Note: Do not use the browser back button Home I Contact Us FAQ Portal » Home Welcome Customer Leg Out
	Home :: Action Center
	Employers Action Center Third Parties No actions at this time
	Employees :: Communication Center
	Bank Accounts Payments No communications at this time
	Notices
	User ID: OESP_User
	Acct Type: Employer Role: Security Contact
	Number of Employers: 2 Legal Name: STATE DATA CENTER,
	SIATE DATA CENTER, SOC AUTOBODY Published: 9/172012.3:22 PM IP Addres: 172:28 25 70
	11 manual 11/2222010

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 20

Employer adding a Third Party Company to their Oregon Employer Services Portal account (Back to Table of Contents)

Step 1	After an employer logs into their account, the Oregon Employer Services Portal home page will appear (as shown below). Click the Third Parties tab found on the left hand menu.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Support Information Support Children
	Meme Image: Image
	Oregon Department of Justice Child Support Employer Resources For questions, contact Employer Services - phone: 866-907-2857 - email: <u>DESP@dol.state.or.us</u> Oregon Department of Justice, Division of Child Support, Employer Services <u>Home</u> <u>Contact Us</u> <u>FAQ</u> <u>Privacy Policy</u> Terms of Agreement <u>Security</u>
Step 2	Then click the "Manage Third Party Companies" link. OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Support Children
	Mote: Do not use the browser back button More Located Us FAO Ug Out Manage Third Party Companies Manage Third Party Companies This page allows you to view, manage, and create new requests for Third Party Companies to work on your behalf. This page allows you to view, manage, and create new requests for Third Party Companies to work on your behalf. Users / Access User ID:

Oregon Employer Services Portal Registration and Account Activation User Guide - Page 21

Employer adding a Third Party Company to their Oregon Employer Services Portal account (Continued)

Step 3	Click the "Request New Third Party" button.
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children Note: Do not use the browser back button Eme 1 Contect Us 1 EAC Portal + Third Parties + Manage Third Party Companies Welcome Log Out Home There are no Third Party Companies authorized to work on your behalt. To send a request, click the 'Request New Third Party' button. Third Parties Request New Third Party Third Party Bank Accounts There are no Third Party Notices Same Third Party Users / Access There are no Third Party
Step 4	Enter the Federal Employer Identification Number (FEIN) for the Third Party Company you are requesting to work on your behalf. Then, click the Submit button. Note: if you receive an error message after submitting the FEIN, it may be the FEIN was entered incorrectly, or the Third Party Company has not registered their Oregon Employer Services Portal account. If the Third Party Company has not registered, contact them and request they do so. You will not be able to send them a request until they have completed their Third Party Company registration and the account is approved.
	Determine the provide the provi

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 22

Employer adding a Third Party Company to their Oregon Employer Services Portal account (Continued)

Step 5	verify it is the correct	ird Party Company information will display. Review the information to t Third Party Company you wish to request to work on your behalf. If the t, click the "Select this Third Party Company" button.							
	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children								
	Portal in Third Parties in Home	Note: Do not use the browser back button Hons 1 ContactUs 1 EAQ. Manage Third Party Companies Welcome Log Out							
	Employers Third Parties Employees Bank Accounts	To send a request, click the 'Request New Third Party' button. Request.New Third Raty. FEIN*							
	Payments Notices Users / Access User ID:	Listed below is the Third Party Company information for the FEIN entered. Review the information to verify this is the correct Third Party Company you wish to request to work on your behalf.							
	Acct Type: Employer Role: Security Contact Number of Employers: Legal Name:	Third Party Company Information FEIN: 123456789 Legal Name: PA/ROLL COMPANY DBA: Address: 4600 25TH AVE NE City: SALEM State: OR Zjp: 97301 Phone Number: 5033782868							
		Cancel Select this Third Party Company							
Step 6	Medical or Payroll an	rant to assign to the Third Party Company. The available roles are Payroll, ad Medical. For definitions on each role and their level of access, click the oper right hand corner of the role section.							
	User ID:	Third Party Company Information							
	Acct Type: Employer Role: Security Contact Number of Employers: Legal Name:	FEN: 123456789 Legal Name: PAYROLL COMPANY DBA: Address: Address: 4600 25TH AVE NE City: SALEM State: OR Zip: 97301 Phone Number: 5033782868							
		Select the role you want to assign to this Third Basty Company.							
		Employer assigned to this Third Party Company Employer.* Select							
		Cancel Submit Third Party Request							

1

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 23

Employer adding a Third Party Company to their Oregon Employer Services Portal account (Continued)

Step 7	Third Party Request" Note: if your portal a	you want to assign to the Third Party Company, and then click the "Submit button. ccount has more than one employer, separate requests must be sent for Third Party Company for them to work on your behalf.
	User ID: Act Type: Employer Role: Security Contact Number of Employers: Legal Name:	Third Party Company Information FEIN: 123456789 Legal Name: PAYROLL COMPANY DBA: Address: 4000 25TH AVE NE City: SALEM State: oR Zip: 97301 Phone Number: 5033782868
i i		Select the role you want to assign to this Third Party Company 😌 Help
I		Role:* Select
i i		
l .		Employer assigned to this Third Party Company 😔 Help
1		Employer." Select
		Cancel Submit Third Party Request
Step 8	have them work on y	ployer will be sent to the Third Party Company showing your request to our behalf. After the Third Party Company accepts the request, you will the status on the grid view will show as "Approved".
	OREGON EMPLO	Oregon Child Support Program Supporting Parents to Support Children
	Portal Third Parties Mai	Note: Do <u>nog</u> use the browser back button Hans I Coclast Us I EAG nage Third Party Companies Welcome Log Out
	Employers	Listed below are requests for a Third Party Company to work on your behalf.
	Third Parties	Click the View/Edit link to view or edit the Third Party Company request.
	Employees	Click the Delete link to remove the Third Party Company request.
	Bank Accounts	Click the Request New Third Party button to add a Third Party to an existing employer.
	Payments	Click a column heading to sort information
	Notices	Employer Third Party Initiated By Role Status
	Users / Access	ViewEdit Delete EMPLOYER PAYROLL COMPANY USER Payroll and Initiated Medical
	User ID:	Request New Third Party
	Acct Type: Employer Role: Security Contact	Treducer new rund said
	Number of Employers:	Your request has been sent to the Third Party Company.
	Legal Name:	·

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 24

Third Party Company accepts request to work on behalf of an Employer (Back to Table of Contents)

UNEQUIN EMIL	LOYER SERVICES PORTAL	Oregon Child Support Pro Supporting Parents to Support Ch
Portal ++ Home	Note: Do not use the browser back button	Hans ContactUs Welcome Log Out
Home Employers Third Parties Employees Bank Accounts	Action Center Important: You have time-sensitive items that need your atten Request From Employer: You have a pending request to employer	
Payments	:: Communication Center	
Notices Users / Access	Welcome to the Portall Thank you for participating!! If you have any questions, please contact Employer Services.	
User ID: Acct Type: Third Party Role: Security Contact Number of Employers: n/a Legal Name:	"PDF Reader needed to view and/or print documents in t	the Portal.
	anage Requests from Employer" link.	(ATTORA I.V. TARABE
Then click the "Ma		
		Oregon Child Support Program upporting Parents to Support Children
OREGON EMPLO Portal Employers Home	OYER SERVICES PORTAL Su	Oregon Child Support Program apporting Parents to Support Children Bane I Context Us I EAQ Velocome Log Out
Portal Employers	OYER SERVICES PORTAL Su	Home Context Us 7AQ Velcome Log Out

Oregon Child Support Program Supporting Parents to Support Children

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 25

Third Party Company accepts request to work on behalf of an Employer (Continued)

OREGON EMPL	OYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
Portal » Employers » Ma	Note: Do rod use the browser back button Hone Cortisci Us EAG inage Requests from Employers Vielcome Log Out
Home	Listed below are requests from an Employer for your Third Party Company to work on their behalf.
Employers	Click the ViewEdit link to view, accept or reject a request from an Employer.
Third Parties	Click a column heading to sort information Employer - Third Party Initiated By Role Status
Employees	VIEWEDI EMPLOYER PAYROLL COMPANY USER Payroll and Medical Initiated
Bank Accounts Payments	
Notices	
Users / Access	
User ID:	
Acct Type: Third Party Role: Security Contact	
Number of Employers: n/a	
Legal Name:	
	est from the employer, click the "Accept" button.
	LOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children
OREGON EMP	OVED SEDVICES DOD'TAL Oregon Child Support Program
OREGON EMP	LOYER SERVICES PORTAL Oregon Child Support Program Supporting Parents to Support Children Note: Do not use the browser back button Home I SociatUs EAG
OREGON EMPI	Note: Do not use the browser back button Anage Requests from Employers
OREGON EMPI Portal :: Employers :: M Home	Description Descripti
OREGON EMP Portal :: Employers :: M Home Employers	More: Do reg use the browser back button Home 1 Context Us 1 EAG Anage Requests from Employers Welcome Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Click the ViewEdit link to view, accept or reject a request from an Employer. Eleme Click a column heading to sort information Employer 4 Third Party Initiated By Role Status
OREGON EMP Portal # Employers # M Home Employers Third Parties Employees Bank Accounts	Mote: Do not use the browser back button Home 1 Support Program Mote: Do not use the browser back button Home 1 Support anage Requests from Employers Welcome Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Click at column heading to sort information Click the ViewEddt link to view, accept or reject a request from an Employer. © Help Click at column heading to sort information Click a column heading to sort information More: Third Party Initiated By Role Status View/Edit EMPLOYER PAYROLL COMPANY USER Payroll and Medical Initiated
OREGON EMP Portal # Employers # M Home Employers Third Parties Employees Bank Accounts Payments	Moregon Child Support Program Supporting Parents to Support Children Supporting Parents to Support Children Supporting Parents to Support Children Home 1 ContextUs 1 EAD Anage Requests from an Employer S Moregon Child Support Program Supporting Parents to Support Children Anage Requests from an Employer S Home 1 ContextUs 1 EAD Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Click the Vieweddt link to view, accept or reject a request from an Employer. Click a column heading to sort information Click a column heading to sort information View/Edit EMPLOYER Parrol L COMPANY USER View/Edit EMPLOYER Parrol L COMPANY USER FEN: 123456789
OREGON EMP Portal # Employers # M Home Employers Third Parties Employees Bank Accounts Payments Notices	Descention Descent Child Support Program Supporting Parents to Support Children Banage Requests from Employers Mate: Do not use the browser back button anage Requests from Employers Hans 1 ContactUs 1 EAD Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Click the VieweEdit link to view, accept or reject a request from an Employer. Listed below dre requests from an Employer for your Third Party Company to work on their behalf. Click a column heading to sort information Listed below dre requests from an Employer for your Third Party Initiated By Role Status View/Edit EMPLOYER PAYROLL COMPANY USER Payroll and Medical Initiated Employer Information FEIN: 123456789 Eggal Name: EMPLOYER DEA:
OREGON EMP Portal :: Employers :: M Home Employers Third Parties Employees Bank Accounts Payments Notices Users / Access	Image Requests from an Employer for your Third Party Company to work on their behalf. Click the View/Edit link to view, accept or reject a request from an Employer. Employer - Third Party Initiated By Role Status View/Edit EMPLOYER Party Company User Party User Party Initiated By Role Status View/Edit EMPLOYER Party Company User Party Initiated By Role Status View/Edit EMPLOYER Party Company User Party User Party Initiated By Role Status Employer Information FEM Engli Name: Employer Engli Name: Employer Engli Name: Employer Engli Name: Employer Engli Name: Engli Name: </td
OREGON EMP Portal # Employers # M Home Employers Third Parties Employees Bank Accounts Payments Notices	EXPOSE SERVICES PORTAL Descent Support Ing Parents to Support Children Note: Doing use the browser back button Home 1 Context Us 1 EAD anage Requests from Employers Welcome Log Out Existed below are requests from an Employer for your Third Party Company to work on their behalf. Click the View/Edit link to view, accept or reject a request from an Employer. Heigh Click the View/Edit link to view, accept or reject a request from an Employer. Heigh Status Dick a column heading to sort information Employer 1 Third Party Initiated By Role Status View/Edit EMPLOYER PAYROLL COMPANY USER Payroll and Medical Initiated Employer Information FEN: 123456739 Logal Xame: EMPLOYER DBA: DBA: 400 25TH AVE NE DBA: Address: 400 25TH AVE NE Click : GR GR 1 GR Status Status
OREGON EMP Portal = Employers = M Home Employers Third Parties Employees Bank Accounts Payments Notices Users / Access User ID: Acct Type: Third Party Role: Security Contact	DOVERS SERVICES PORTAL More: Do rog use the browser back button manage Requests from Employers Wetcome Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Listed below are requests from an Employer for your Third Party Company to work on their behalf. Lick the ViewwEdit link to view, accept or reject a request from an Employer. Lick a column heading to sort information <u>Employer information Lick 23456789 Legal Name: Lide Diale Lick accept on Employer Lick accept on the sort information Lick accept informatin Lick accept informatin Lick accept information Lick </u>
OREGON EMP Portal # Employers # M Home Employers Third Parties Employees Bank Accounts Payments Notices User S / Access User D: Acct Type: Third Party	Index: Do not use the browser back button Index: 1 Contact Us 1 Each amage Requests from Employers Welcome Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Click the ViewWeddt link to view, accept or reject a request from an Employer. Elegal Click the ViewWeddt link to view, accept or reject a request from an Employer. Elegal Elegal Click a colurnn heading to sort information Status Status View/Edit EMPLOYER PAYROLL COMPANY USER Payroll and Medical Initiated Employer Information EMPLOYER DAI Address: 4000 25TH AVE NE Clip Clip Satus Status Status Status Status DEAL DEAL OR Payroll and Medical Initiated Clip Satus Status Status Clip Satus Status Status DEAL DEAL Status Status Status Clip Satus Status Status Status DEAL DEAL Status Status Status Status DEAL OR Status Status
OREGON EMP Portal # Employers # M Home Employers Third Parties Employees Bank Accounts Payments Notices User S / Access User D: Acct Type: Third Party Role: Security Contact Number of Employers: n/a	Image Requests from an Employer for your Third Party Company to work on their behalt. Edge of the theorem of theorem of theorem of the theorem of the theorem of the theorem of
OREGON EMP Portal # Employers # M Home Employers Third Parties Employees Bank Accounts Payments Notices Users / Access User D: Acct Type: Third Party Role: Security Contact Number of Employers: n/a	Index: Do not use the browser back button Index: 1 Contact Us 1 Each amage Requests from Employers Welcome Log Out Listed below are requests from an Employer for your Third Party Company to work on their behalf. Click the ViewWeddt link to view, accept or reject a request from an Employer. Elegal Click the ViewWeddt link to view, accept or reject a request from an Employer. Elegal Elegal Click a colurnn heading to sort information Status Status View/Edit EMPLOYER PAYROLL COMPANY USER Payroll and Medical Initiated Employer Information EMPLOYER DAI Address: 4000 25TH AVE NE Clip Clip Satus Status Status Status Status DEAL DEAL OR Payroll and Medical Initiated Clip Satus Status Status Clip Satus Status Status DEAL DEAL Status Status Status Clip Satus Status Status Status DEAL DEAL Status Status Status Status DEAL OR Status Status

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Oregon Employer Services Portal Registration and Account Activation User Guide – Page 26

Third Party Company accepts request to work on behalf of an Employer (Continued)

Note: Doing use the browser back button Home Log Dut Home Listed below are requests from an Employer for your Third Party Company to work on their behalf. Listed below are requests from an Employer for your Third Party Company to work on their behalf. Click the ViewEdit link to view, accept or reject a request from an Employer. ● Help Third Parties Click the ViewEdit link to view, accept or reject a request from an Employer. ● Help Click the ViewEdit link to view, accept or reject a request from an Employer. ● Help Bank Accounts Employers Partol I COMPANY USER Payrol I and Medical Approved Payments Users / Access User D: Acct Type: Third Party Payrol I and Medical Approved User D: Acct Type: Third Party Role Security Contact Number of Employers: n ³ Number of Employers: Number of Employers: Notices View Party	OREGON EMPLOYER SERVICES PORTAL Oregon Child Support Supporting Parents to Support						
	Home Employers Third Parties Employees Bank Accounts Payments Notices Users / Access User D: Acct Tpe: Third Party Role: Security Contact	Manage Requests from Emp Listed below are reques Click the ViewEdit link to Employer - ViewEdit EMPLOYER The Employer will be r	loyers Is from an Employer for your o view, accept or reject a req Third Party PAYROLL COMPANY	Third Party Cor uest from an En Click a Initiated USER	mpany to work on t nployer. I Help column heading to By Role Payroll and Mer their request.	Log Out their behalf. o sort information Status dical Approved	L I TA

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 27

Reference Sheet for User Roles in an Employer Account (Back to Table of Contents)

Specific User Roles will have their access restricted access to previously designated functions throughout the portal. Shown below is a breakdown of the different User Roles and the functions they are allowed to access for an **EMPLOYER** account type.

USER ROLES →	Security Contact	EMPLOYER account type Payroll and Medical	Payroll	Medical
Portal Functions	Security contact	Payrolland Wedical	Payroli	Weulcal
	x			
Manage/Add New Employer Information View Employer Information	x	X	x	x
Close an Employer Account	x	^	^	^
Manage Third Party Companies	x			
	x	X	x	x
Add Employees				
View/Edit Employees	x	X	X	X
Delete Employees	X	X	X	X
Terminate Employees	X	X	X	X
Rehire Employees	X	X	X	
Report Individual New Hires	X	X	x	
Report New Hires by File Upload	X	X	x	
View New Hire History	X	X	x	
Manage/Add New Bank Accounts	X	X	x	
View Bank Accounts	X	X	X	
Make Payments	X	X	x	
Cancel Payments	X	X	x	
View Employer Payment History	X	X	x	
View Employee Payment History	x	X	X	
View/Respond to Income Withholding	X	X	X	
View/Respond to NMSN	X	X		X
Use Calculators	X	x	X	X
Medical Insurance Carriers (add/edit/delete)	X	X		X
Manage Notice Delivery Emails	X			
Verification of Employment (still being developed)	x	X	x	
Manage Users	X			
View Existing Users	X	X	x	x
Change my own Password & Security Questions	X	X	X	X

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 28

Reference Sheet for User Roles in a Third Party Account (Back to Table of Contents)

Specific User Roles will have their access restricted access to previously designated functions throughout the portal. Shown below is a breakdown of the different User Roles and the functions they are allowed to access for a **THIRD PARTY** account type.

**Be aware that Users within a Third Party Company have a two part assignment. First, they are assigned to either a Security Contact or a Non-Security Contact role for the Third Party Company. The main difference between those two User Types is:

- A <u>Third Party Security Contact</u> *can* manage the Third Party Company information and manage requests from Employers.
- A <u>Third Party Non-Security Contact</u> *cannot* manage the Third Party Company information or manage requests from Employers.

The second role for Third Party Users is assigned by the Employer. When an Employer requests a Third Party Company to work on their behalf, they allow them access as a Payroll and Medical, Payroll, or Medical user.

User Roles for THIRD PARTY account type →	Security Contact * without an	Non-Security Contact *without an	Payroll and Medical *with Employer handshake		Payroll *with Employer handshake		Medical *with Employer handshake	
	Employer Handshake	Employer Handshake	Security Contact	Non- Security Contact	Security Contact	Non- Security Contact	Security Contact	Non- Security Contact
Portal Functions				1				
Manage/Add New Employer Information								
View Employer Information		1						
Manage Third Party Companies		1						
Add Employees		0	х	X	X	X	X	X
View/Edit Employees			x	X	X	X	X	X
Delete Employees			X	X	X	X	X	X
Terminate Employees			х	X	X	X	X	X
Rehire Employees		1	х	X	X	X		
Report Individual New Hires		1	х	X	X	X		
Report New Hires by File Upload	x	X	X	X	X	X	X	X
View New Hire History		1	x	X	X	X	1	
Manage/Add New Bank Accounts								
View Bank Accounts			X	X	X	X		

Oregon Employer Services Portal Registration and Account Activation User Guide – Page 29

Reference Sheet for User Roles in a Third Party Account (continued)

User Roles for THIRD PARTY account type →	Security Contact * without an	Non-Security Contact "without an	Payroll and Medical *with Employer handshake		Payroll *with Employer handshake		Medical *with Employer handshake	
	Employer Handshake	Employer Handshake	Security Contact	Non- Security Contact	Security Contact	Non- Security Contact	Security Contact	Non- Security Contact
Portal Functions								
Make Payments			x	X	X	х		
Cancel Payments			x	X	X	X		-
View Employer Payment History		1	X	X	X	X		
View Employee Payment History			Х	X	X	X		
View/Respond to Income Withholding			x	X	X	Х		
View/Respond to NMSN			X	X			X	X
Use Calculators			х	X	X	X	X	X
Medical Insurance Carriers (add/edit/delete)		1	X	X			X	X
Manage Notice Delivery Emails	X	1	x		X		X	
Verification of Employment (still being developed)			x	x	x	x		
Manage Users	X		X		X		X	
View Existing Users	X	X	X	X	X	X	X	X
Change my own Password & Security Questions	x	x	х	×	x	x	x	×
Manage Requests from Employers	X		X		X		X	
Manage Third Party Company Information	X		X		X		X	
View Third Party Company Information	X	X	X	X	X	X	X	X
Close Third Party Company	X		х		X		X	

Thank you for taking the time to review the Oregon Employer Services Portal Registration and Account Activation User Guide.

Should you have any additional questions feel free to contact the Employer Services Central Unit via email at <u>OESP@doj.state.or.us</u> or by phone at 866-907-2857.

