

SUBJECT: Portal Reminders – 07/03/2024

Employer,

Please see the below reminders regarding the Employer Reporting Portal.

1. Upload a copy of the same file you uploaded to the portal, to our dropbox account. While this step is only temporary, it is important because our office is running parallel with the new portal and our old system, and we need the same information that was entered into the portal to be entered in our old system. The dropbox link is here -> <https://www.dropbox.com/request/92jeW0zjJWLezUD25lWh>
2. **DO NOT** post/pay more than one month of contributions a day, per employer.
3. When the portal asks for a payroll date, use the month you are reporting for. Example: if there are 2 payrolls in a month, 04/15/2024 and 04/30/2024, use the last date as the date in the portal. So, you would use 04/30/2024 for this example.

If you are already doing all 3 reminders, then please disregard this email. This email is only to communicate these issues to the employers who are not doing so.

If there are any questions, please let us know. We appreciate each of your efforts and flexibility as we work through various issues encountered during implementation.

Regards,  
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