

Please complete the following steps through the Employer Reporting Portal:

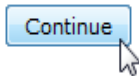
Select 'Wage Reporting', 'Make Corrections'



Select 'Continue' under 'Correct Period'

— **Correct Period** ? —

- Correct wage information in a previous report period.



Select the icon  to the left of the appropriate month that needs to be edited

	3/1/2013	3/31/2013
	2/1/2013	2/28/2013




If you do not see the month – use the finder/search features

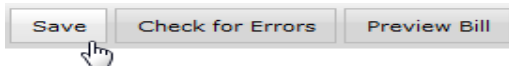


Start Period:

End Period:



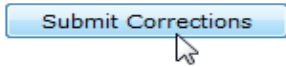
Verify that the period/month you are correcting (top left hand corner) is accurate before making corrections. Select the pencil  to open the record and enter the corrections. Select the save disk . Once a record has been updated you will see a reverse symbol . Once all changes have been made select the three (3) buttons (at the top of the page) in the order presented moving left to right:



When previewing the bill, verify the 'Billing Summary' and 'Revision Detail' for accuracy. The *Amount to be added to next regular report:* will reflect under the "Adjustments" portion of your next bill.



If accurate, select 'Submit Corrections'



If the correction was properly submitted you will see the screen below. If you do not see this screen please repeat the above steps.

Report Period: **3/1/2013 - 3/31/2013**

Revision Number: **2**

