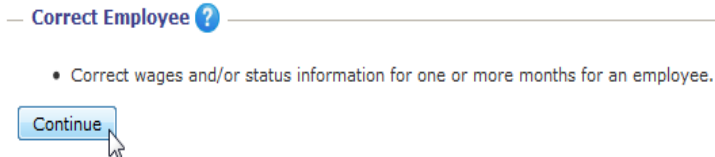


Please complete the following steps through the Employer Reporting Portal:

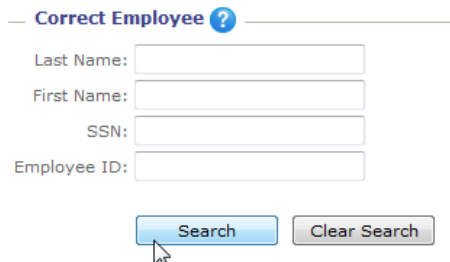
Select 'Wage Reporting', 'Make Corrections'




Select 'Continue' under 'Correct Employee'







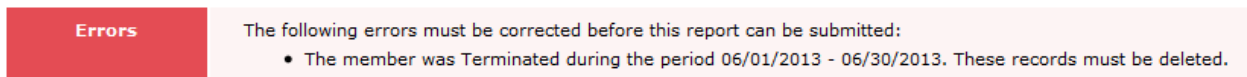
Use the search feature (note: you do not have to type in all of the Member's information)



Select the icon  to the left of the Member that needs corrected



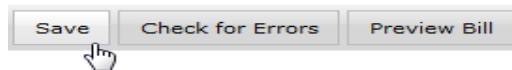
Verify that the Member you are correcting (top left hand corner) is accurate before making corrections. Locate the correct reporting period the Member terminated/resigned/left the department and select the pencil  to open the record. Edit the Member's status from 'Active' to 'Terminated' and enter the termination date under 'Status Date'. Select the save disk  on the row you have just corrected. Then select the 's to the right of all reporting periods after the termination date. Once each record has been updated, you will see a reverse symbol . If you omit a row, you will see the following error:



When all information has been updated it should look as shown below:

Report Period	Wages	Wage Discrepancy	Member Contrib	Employer Contrib	Service Credit	Status	Status Date	Note	
06/2013	Volunteer		\$0.00	\$5.15	Yes	Active			
05/2013	Volunteer		\$0.00	\$5.15	Yes	Active			
04/2013	Volunteer		\$0.00	\$5.15	Yes	Active			
03/2013	Volunteer		\$0.00	\$5.15	Yes	Active			
02/2013	Volunteer		\$0.00	\$5.15	Yes	Terminated	2/15/2013		

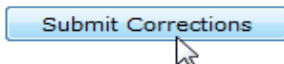
Once all changes have been made select the three (3) buttons (at the top of the page) in the order presented moving left to right:



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.

Correcting: **William** -8)

