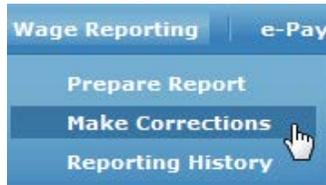


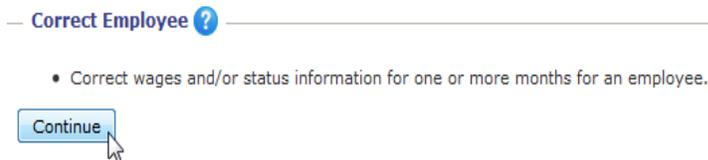
Do not submit a new Membership Application

Please complete the following steps through the Employer Reporting Portal:

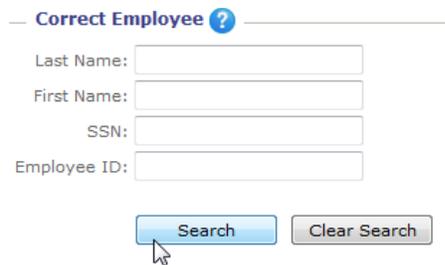
Select 'Wage Reporting', 'Make Corrections'



Select 'Continue' under 'Correct Employee'



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

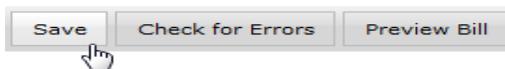


Select the icon  to the left of the Member that needs corrected



Verify that the Member you are correcting (top left hand corner) is accurate before making corrections. Locate the incorrect termination the select the pencil  to open the record. Edit the Member's status from 'Terminated' to 'Active' and remove termination date under 'Status Date'. Select the save disk .

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.

— **Correct Period Billing Summary** ? —

Current Revision Totals
Previous Revision Totals
Amount to be added to next regular report:

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)**

The correction for **William -8)** has been successfully submitted.

Step two (2) of this process is to add back in the months the Member was not reported so their record will reflect accurate service credit.

Please complete the following steps through the Employer Reporting Portal:

Select 'Wage Reporting', 'Make Corrections'

Wage Reporting | e-Pay

Prepare Report

Make Corrections

Reporting History

Select 'Continue' under 'Correct Employee'

— **Correct Employee** ? —

- Correct wages and/or status information for one or more months for an employee.

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

— **Correct Employee** ? —

Last Name:

First Name:

SSN:

Employee ID:

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

— **Search Results (1)** —

	Name
	

Verify that the Member you are correcting (top left hand corner) is accurate before making corrections. Scroll to the bottom of the page, select all  below 'Unreported Periods'

— **Unreported Periods (**

	Reporting Period
	10/1/2013
	9/1/2013

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:

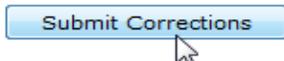


When previewing the bill, verify the 'Billing Summary' and 'Revision Detail' for accuracy. The *Amount to be added to next regular report:* will reflect under the "Adjustments" portion of your next bill.

— **Correct Period Billing Summary ?** —

Current Revision Totals
Previous Revision Totals
Amount to be added to next regular report:

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)**

