Please complete the following steps through the Employer Reporting Portal:
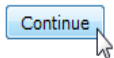
Select 'Wage Reporting', 'Make Corrections'

Select 'Continue' under 'Correct Employee'

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

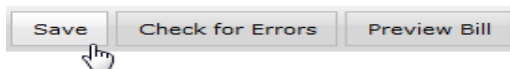Select the icon to the left of the Member that needs corrected

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

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'

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.