

OKLAHOMA EMPLOYMENT SECURITY COMMISSION

EZ TAX EXPRESS INSTRUCTION GUIDE



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1.0 Manage User

This section illustrates the functionality to create an administrator and to manage the various users' associated with the account. It also describes the approach to take when the user updates Profile information.

1.1 New User

1.1.1 Create New Administrator

From the Login screen (prior to logging in), click the link Create New User ID from the navigation panel on the left of the screen.

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[User Log In](#) [Account Services](#) > User Log In

[Create New User Id \(Registration\)](#)
[Reset Password](#)
[Retrieve User Id](#)
[Instructional Video](#)

User Login

User Id: *

Password: *

Remember my User Id.

By clicking on the 'Log In' button, I certify that I have been granted access to this account information through the employer portal by the account administrator.

Choose the type of account.

Create New User Id (Step 1 of 3) * Indicates required fields

What Type of Account are you Creating?

Employer Account
The owner of the business or his designee who initially registers through the portal will become that Employer's System Administrator and he/she will be responsible for assigning access to other parties (Employees and Third Party Administrators): [Create an Employer Account](#)

Third Party Administrator (TPA) Account
The TPA or their designee will be responsible for registering with the Oklahoma Employment Security Commission and will assign access to additional TPA employees to review information from accounts to which they have access which is the Employer's discretion. [Create a Third Party Administrator \(TPA\) Account](#)

Select either Create an Employer Account or Create a Third Party Administrator (TPA) Account.

Create New User Id (Step 2 of 3)

Account Id: FEIN: * Account Id: Oklahoma Unemployment Account Number
FEIN: Federal Employer Identification Number

Title: First Name: * M.: Last Name: * Suffix:

Dr.

Email Address: *

User Phone: *

Enter the appropriate information, and click Continue.

Create New User Id (Step 3 of 3) * Indicates required fields

Account Type:

User Id: * User Id
A User Id must be 8-15 characters long, and it cannot contain spaces, special characters or punctuation.

Password: * Re-Enter Password: * Password
A password must be 8-15 characters long. It must contain numbers and letters. It cannot contain spaces, special characters or punctuation and cannot be the same as your User Id. Passwords are case sensitive.

Security Question 1: * Answer: *

Security Question 2: * Answer: *

Security Question 3: * Answer: *

Only the Employer or the Employer's Representative is authorized to access the Employer's account information through the Oklahoma Employment Security Portal. By clicking on 'ACCEPT,' I certify that I have been granted permission to access this information.

Enter the information, and click I accept. You will then be redirected to the Login page.

If you are the first to create an EZ Tax Express account, you will be noted as the account administrator.

For future access to the EZ Tax Express your User ID and Password will remain the same. If you do not have an OESC account number, you may use EZ Tax Express to submit an OES-1, Status Report and receive an OESC account number in the mail.

If you create a User login prior to receiving your unemployment account number it will be necessary to create a new User ID with your assigned unemployment account number.

1.1.2 Create New User (under the Employer Administrator)

After you have an account and you have logged in, click on Create New User.



Input the required information, choose the access role (user, administrator, view only), and click Create.

The 'Employer - New User' form contains the following fields and instructions:

- User Id: * [text input] A User Id must be 8-15 characters long, and it cannot contain spaces.
- Password: * [text input] A password must be 8-15 characters long. It must contain numbers and letters, and it cannot be the same as your User Id. Passwords are case sensitive.
- Re-Enter Password: * [text input]
- Email Address: * [text input]

Access Role	Unit	OK Account Number	FEIN	Name
Employer User	01			Trade Name2

[Create button]

A message will appear on the top of the screen stating that the new user has been created. The user will be added to the existing users.

New Employer User Created Successfully

Employer - New User

- User Id: * [text input] A User Id must be 8-15 characters long, and it cannot contain spaces.
- Password: * [text input] A password must be 8-15 characters long. It must contain numbers and letters, and it cannot be the same as your User Id. Passwords are case sensitive.
- Re-Enter Password: * [text input]
- Email Address: * [text input]

Access Role	Unit	OK Account Number	FEIN	Name
Employer User	01			Trade Name2

[Create button]

1.2 Manage Users

1.2.1 Manage User Roles

Click on Manage User Roles.



In order to update the user's Access Role, select an option from the drop down, and click Update.

Different Access Roles are displayed depending on whether the user is an Employer or a Third Party Administrator (TPA).

Employer - Manage User Roles

Choose one or more search criteria.

User Id :

First Name :

Last Name :

OK Account Number :

Records per Page: 10

Update	Access Role	User Id	Email Address	Name	Account	Name
Update	Employer User	kswan2013	kswan@demo.com	Ken Swan		
Total 1 record						
Page 1 of 10						

Employer User
Employer Administrator
Employer User
Employer User View Only

1.2.2 Manage Existing Users

Click on Manage Existing Users.



On this screen, a password can be reset by clicking the Reset Password link next to the user whose password you wish to change. Also, here the Administrator can delete a user by selecting the Delete User link. The following screen is displayed for an Employer:

Employer - Manage Existing Users

Choose one or more search criteria.

User Id :

First Name :

Last Name :

OK Account Number :

Records per Page: 10

Reset	Delete	User Id	Email Address	User	Account Number	Name	User Type
Reset Password	Delete User	officeclerk99					EmpUser
Reset Password	Delete User	officemanager99					EmpUserNoAuth
Reset Password	Delete User	ouvideo12					EmpUser

Total 3 record(s)

The following screen is displayed for a TPA and is similar to what is displayed for an Employer; however, TPAs have the option to manage TPA users' permissions.

Third Party Administrator - Manage Existing Users

Choose one or more search criteria.

User Id :

First Name :

Last Name :

OK Account Number :

Records per Page:

Permissions	Reset	Delete	User Id	Email Address	User	Account Number	Name	User Type
Manage Permissions	Reset Password	Delete User	michaelwtpa4a	michael@yahoo.com	michael w	-	heresh muni cpa	TPAAdmin
Manage Permissions	Reset Password	Delete User	michaelwtpa4b	clerk99@yahoo.com	Keri d	-	heresh muni cpa	TPAUser
Manage Permissions	Reset Password	Delete User	michaelwtpa4c	officemanager@yahoo.com	M Kleckner	-	heresh muni cpa	TPAAdmin

Total 3 record(s)



1.3 Manage TPA Relationship

1.3.1 Associate TPA Relationship

Click on the Manage TPA Relationships link.



Enter at least one of the Search criteria in order to find the TPA to whom you wish to grant access.

Choose one or more search criteria.

TPA Search

FEIN :

Legal Name :

Zip Code :

Search Results Records per Page:

	TPA Name	Address1	Address2	City	State	Zip Code
Grant Access	Acme Processing	1234 West Dr	1234 West Dr	Moore	OK	75315
Grant Access	file upload	file upload	321file upload	file upload	NV	987324687
Grant Access	tpa person thing	wdiuyerwy		fgohh	MT	454545454
Grant Access	kihnlkjnkijn	125 Jjhggh		Nor	AK	748511245
Grant Access	rtidwellcpa	dfikjadfksjd	klajdfkjdf	kjdkljfskdjlf	OK	465465465
Grant Access	bug id 245	bug id 245 blvd	bug id 245 blvd	bug id 245	OK	245245245
Grant Access	TPAUAT	TPAUAT	TPAUAT	TPAUAT	OK	515003160

Total 38 record(s) [Next Page](#) [Last Page](#)

After deciding which TPA would be best suited for you, click the Grant Access link.

Once the grant access box appears, select the proper Access Permission from the dropdown box.

Grant Access

TPA Name : Acme Processing
 Street 1 : 1234 West Dr
 Street 2 : 1234 West Dr
 City Name : Moore
 State : OK
 Zip Code : 75315
 Access Permission (Roles) : **TPA Tax All**

By clicking on the 'Grant Access' button, I hereby grant this Third Party Administrator and its Employee permission to access the information available on my account through the Oklahoma Employment Security Commission Portal to the extent indicated above. This authorization will remain in effect until this Third Party Administrator is removed from this Employer's account.

[Grant Access](#) [Cancel](#)

After you have clicked the Grant Access button, permissions will be granted and you will see the TPA in the My TPAs table and the below acknowledgement will be displayed.

TPA Search

Permissions granted successfully

My TPAs Number of rows: 10

	TPA Name	Address1	Address2	City	State	Zip Code	Role
Edit Remove	Acme Processing	1234 West Dr	1234 West Dr	Moore	OK	75315	TPA Tax All
Edit Remove	michaelw inc	5150 walk this way	5150 ave blvd	okc	OK	731522004	TPA Tax All

Total 2 record(s)

Choose one or more search criteria.

TPA Search

FEIN :
 Legal Name :
 Zip Code :

[Search](#)

Search Results Records per Page: 10

	TPA Name	Address1	Address2	City	State	Zip Code
Grant Access	file upload	file upload	321file upload	file upload	NV	987324687
Grant Access	tpa person thing	wdiuyerwy		fgohh	MT	454545454

1.3.2 Remove TPA Relationship

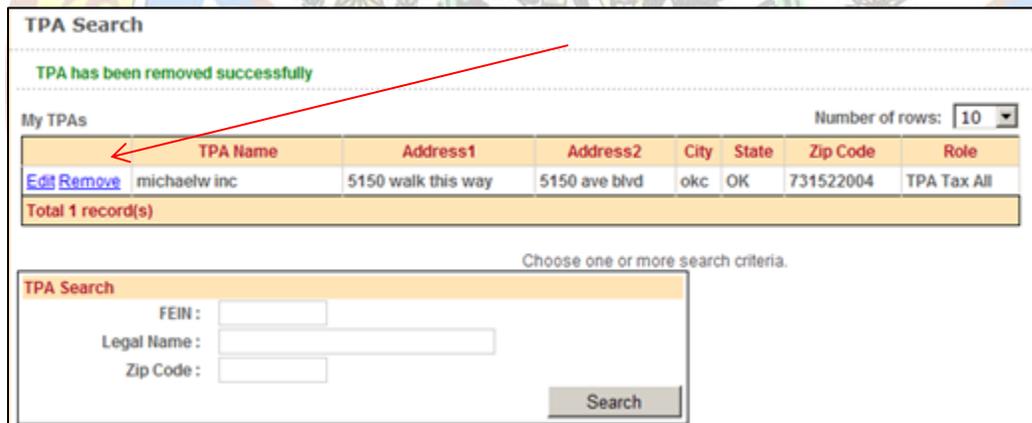
Click on the Manage TPA Relationships link.



You will see a list of the TPAs associated with your account in the My TPAs table.

In the table, you can select to either Edit or Remove the established TPA relationship.

Click on the Remove link to delete the relationship and on the Edit link to change the Access Permission.



1.4 Manage TPA Permissions

1.4.1 Associate TPA User to an Employer

As the TPA account administrator, login (to the TPA account) and select the employer account you want to grant access to the TPA user.

Click on Manage Existing Users.



On this screen, a user previously created by the Third Party Administrator (TPA) can be given permission to work with an Employer's account after having been granted permission to the TPA by the Employer.

Click the Manage Permissions link.

Third Party Administrator - Manage Existing Users

Choose one or more search criteria.

User Id :

First Name :

Last Name :

OK Account Number :

Records per Page:

Permissions	Reset	Delete	User Id	Email Address	User	Account Number	Name	User Type
Manage Permissions	Reset Password	Delete User	michaelwtpa4a	michael@yahoo.com	michael w	-		TPAAdmin
Manage Permissions	Reset Password	Delete User	michaelwtpa4b	clerk99@yahoo.com	Keri d	-		TPAUser
Manage Permissions	Reset Password	Delete User	michaelwtpa4c	officemanager@yahoo.com	M Kleckner	-		TPAAdmin

Total 3 record(s)

All of the employers associated with the TPA are shown in the Third Party Administrator- Manage Permissions section. The Current User Associated Accounts and Access Rights section will display no account(s).

The screenshot displays a web interface with the following sections:

- User Information:** User Id: michaelwtpa4a, First Name: michael, Last Name: w, Email: michael@yahoo.com
- Third Party Administrator – Manage Permissions:** Includes a search box for 'OK Account Number' with 'Search' and 'Reset' buttons. Below it, a table lists permissions for two records. A red arrow points to the 'Select' link in the first row.
- Current User Associated Accounts and Access Rights:** Includes another search box for 'OK Account Number' with 'Search' and 'Reset' buttons. Below it, the text reads: 'There are no accounts associated to this user.'

Permissions	OESC Account Id	FEIN	Legal Name	Role
Select				TPA Tax All
Select				TPA Tax All

Click the Select link of the desired Employer to associate with the User ID. A “pop-up” window is displayed.

The pop-up window contains the following fields and controls:

- User Information:** User Id: michaelwtpa4a, First Name: michael, Last Name: w, Email: michael@yahoo.com
- Instructions:** To create an association, select the appropriate Account Rights for the OK Account Number and click 'Create'.
- Fields:** User Id: michaelwtpa4a, OK Account Number: [empty], Legal Name: O2HR LLC
- Account Rights:** A dropdown menu with 'TPA Tax All' selected, highlighted by a red box.
- Buttons:** 'Create' and 'Cancel'
- Search:** A search box for 'OK Account Number' with 'Search' and 'Reset' buttons.

From the “Account Rights” dropdown, select either TPA TAX ALL or TPA VIEW ONLY. Select Create to assign the rights to the User ID. To cancel creating the association, select Cancel.

The employer will now appear in the Current User Associated Accounts and Access Rights section.

The TPA user will only have access rights to the employers displayed in this section.

The user will not have any access rights to employers listed in the Third Party Administrator – Manage Permissions section.

Moreover, the access right designated by the employer supersedes the access rights the TPA grants to a TPA user.

► The association michaelwtpa4a - [TPA Tax All] has been created successfully.

User Information
User Id: michaelwtpa4a First Name: michael Last Name: w Email: michael@yahoo.com

Third Party Administrator – Manage Permissions

Search
OK Account Number : Search Reset

To associate an account to the User ID above, you first need Select the appropriate account.

Permissions	OESC Account Id	FEIN	Legal Name	Role
Select				TPA Tax All

Results 1-1 of 1 records

Current User Associated Accounts and Access Rights

Search
OK Account Number : Search Reset

Permissions	OESC Account Id	FEIN	Legal Name	Role
Update Delete				TPA Tax All

Results 1-1 of 1 records

1.4.2 Update TPA User's Access Rights for an Employer

Select the Update link of the desired employer in the Current User Associated Accounts and Access Rights section. A “pop-up” window is displayed.

User Information
User Id: michaelwtpa4a First Name: michael Last Name: w Email: michael@yahoo.com

To create an association, select the appropriate Account Rights for the OK Account Number and click 'Create'.

User Id: michaelwtpa4a
OK Account Number:
Legal Name: O2HR LLC
Account Rights: TPA Tax All

Create Cancel

Search
OK Account Number : Search Reset

From the “Account Rights” dropdown, select a new value. Select Update to update the access rights for the User ID. To cancel the update and return to the existing value, select Cancel.

Once the update is completed, the Role is updated in the Current User Associated Accounts and Access Rights.

► The association michaelwtpa4a - (TPA View Only) has been updates successfully.

User Information
User Id: michaelwtpa4a First Name: michael Last Name: w Email: michael@yahoo.com

Third Party Administrator – Manage Permissions
Search
OK Account Number : Search Reset

To associate an account to the User ID above, you first need Select the appropriate account.

Permissions	OESC Account Id	FEIN	Legal Name	Role
Select				TPA Tax All

Results 1-1 of 1 records

Current User Associated Accounts and Access Rights
Search
OK Account Number : Search Reset

Permissions	OESC Account Id	FEIN	Legal Name	Role
Update Delete				TPA View Only

Results 1-1 of 1 records

1.4.3 Remove TPA User's Access Rights for an Employer

Select the Delete link of the desired employer in the Current User Associated Accounts and Access Rights section. A "pop-up" window is displayed.

User Information
User Id: michaelwtpa4a First Name: michael Last Name: w Email: michael@yahoo.com

Are you sure you want to delete this association? Click 'Delete' to confirm or 'Cancel' to close window.

User Id: michaelwtpa4a

OK Account Number:

Legal Name: O2HR LLC

Account Rights: TPA View Only

Delete Cancel

Permissions	OESC Account Id	FEIN	Legal Name
Update Delete	01-4348316	202709527	O2HR LLC

Select Delete to remove the access rights for the User ID to this employer. To cancel the removal of the access rights, select Cancel.

Once the removal is completed, the employer is no longer listed in the Current User Associated Accounts and Access Rights section and is now displayed in the Third Party Administrator – Manage Permissions section.

User Information
User Id: michaelwtpa4a First Name: michael Last Name: w Email: michael@yahoo.com

Third Party Administrator – Manage Permissions

Search
OK Account Number : Search Reset

To associate an account to the User ID above, you first need Select the appropriate account.

Permissions	OESC Account Id	FEIN	Legal Name	Role
Select				TPA Tax All
Select				TPA Tax All

Results 1-2 of 2 records

Current User Associated Accounts and Access Rights

Search
OK Account Number : Search Reset

There are no accounts associated to this user.

1.4.4 Search Employers Associated to the TPA

In the Third Party Administrator – Manage Permissions section, enter a valid OK Account Number that exists in this section, then select Search.

User Information
User Id: michaelwtpa4b First Name: Keri Last Name: d Email: clerk99@yahoo.com

Third Party Administrator – Manage Permissions

Search
OK Account Number : Search Reset

To associate an account to the User ID above, you first need Select the appropriate account.

Permissions	OESC Account Id	FEIN	Legal Name	Role
Select				TPA Tax All

Results 1-1 of 1 records

Current User Associated Accounts and Access Rights

Search
OK Account Number : Search Reset

Permissions	OESC Account Id	FEIN	Legal Name	Role
Update Delete				TPA View Only
Update Delete				TPA Tax All

Results 1-2 of 2 records

The employer with the OK Account Number entered will be the only employer listed in the Third Party Administrator section. All other employers will not be displayed.

Select Reset to eliminate the search criteria and display all employers associated to the TPA.

User Information
User Id: michaelwtpa4b First Name: Keri Last Name: d Email: clerk99@yahoo.com

Third Party Administrator – Manage Permissions

Search
OK Account Number : Search Reset

To associate an account to the User ID above, you first need Select the appropriate account.

Permissions	OESC Account Id	FEIN	Legal Name	Role
Select				TPA Tax All

Results 1-1 of 1 records

Current User Associated Accounts and Access Rights

Search
OK Account Number : Search Reset

Permissions	OESC Account Id	FEIN	Legal Name	Role
Update Delete				TPA View Only
Update Delete				TPA Tax All

Results 1-2 of 2 records

1.4.5 Search Employers Associated to a TPA User

In the Current Users Associated Accounts and Access Rights section, enter a valid OK Account Number that exists in this section then select Search.

The screenshot shows the 'Current User Associated Accounts and Access Rights' section. At the top, there is a 'Search' box with 'OK Account Number:' and buttons for 'Search' and 'Reset'. Below this is a table with columns: Permissions, OESC Account Id, FEIN, Legal Name, and Role. The table shows one record with 'TPA Tax All' role. Below the table is another 'Search' box with 'OK Account Number:' and buttons for 'Search' and 'Reset'. A red arrow points from the 'Search' button in the second search box to the 'Legal Name' column header in the table below it.

The employer with the OK Account Number entered will be the only employer listed in the Current User Associated Accounts and Access Rights section. All other employers will not be displayed.

The screenshot shows the 'Current User Associated Accounts and Access Rights' section. At the top, there is a 'Search' box with 'OK Account Number:' and buttons for 'Search' and 'Reset'. Below this is a table with columns: Permissions, OESC Account Id, FEIN, Legal Name, and Role. The table shows one record with 'TPA View Only' role. A red arrow points from the 'Reset' button in the search box to the 'Legal Name' column header in the table below it. Another red arrow points from the 'Reset' button to the 'Legal Name' column header in the table below it.

Select Reset to eliminate the search criteria and display all employers associated to the TPA user.

2.0 Login

2.1 Existing User Login

In the EZ Tax Express, enter the appropriate User ID and Password.

Click the Login button.

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User Log In Account Services > User Log In

Create New User Id (Registration)
Reset Password
Retrieve User Id
Instructional Video

User Login

User Id: *

Password: *

Remember my User Id.

By clicking on the "Log In" button, I certify that I have been granted access to this account information through the employer portal by the account administrator.

EZ Tax Express Help Desk
Phone: (405) 557-5452 Email: eztaxexpress@oesc.state.ok.us

The EZ Tax Express will require the user to reset the password.

Reset your Password

New Password: *

Retype New Password: *

EZ Tax Express Help Desk
Phone: (405) 557-5452 Email: eztaxexpress@oesc.state.ok.us

[Learn More about the OESC Employer Portal](#) [Oklahoma Employment Security Commission Home](#)

Create a new password.

Password must have one number and one letter. It must contain a minimum of 8 characters and a maximum of 15 characters. Passwords are case sensitive. Passwords cannot have blank spaces, special characters, punctuation, and cannot be the same as the user id.

Click the Reset Password button to apply this new password.

If there is Profile information missing, you will be prompted to enter in the missing information. Otherwise you can update this information by clicking the Profile Update link.

- Manage User Roles
- Manage Existing Users
- Manage TPA Relationships
- Transmission Log
- Application User Guide
- User Profile Management
 - Change Password
 - Update Profile ←

Update Profile

User Id: Account Id: Account Id: Oklahoma Unemployment Account Number

Title: First Name: * Middle Name:

Mr. George

Last Name: * Suffix:

Easton

Email: * Phone:

johnson@google.com

Address Line 1: *

456 Mark Road

Address Line 2:

City: * State: * Zip: *

Chicago Illinois 45252

Security Question 1: *

In what year was your mother born?

Answer 1: *

1900

Security Question 2: *

What is your mother's maiden name?

Answer 2: *

Johnson

Security Question 3: *

What is the country of your ultimate dream vacation?

Answer 3: *

Fr

Click the Update button when you have made the adjustments.

If there is more than one account associated with the User ID entered, you will need to select the appropriate account.

Account Id	Account Name	FEIN
Select		019393

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[User Log In](#) [Account Services](#) > User Log In

Create New User Id (Registration)
Reset Password
Retrieve User Id
Instructional Video

User Login

User Id: *

Password: *

Remember my User Id.

If you have forgotten your User ID and/or password and you have stored an email address within your Profile, then you will be able to select Retrieve User ID or Reset Password respectively. Follow the prompts on the screen to receive a temporary password and/or your User ID in an email.

For Retrieve User Id, if you do not remember your email, by entering an FEIN or an Account Number, you will be directed to contact your administrator. For Reset Password, if you do not remember your email, by entering a User Id and correctly answering the challenge questions, an email will be sent to you. If you answer the challenge question incorrectly, you will be directed to contact your administrator.

3.0 Employers Quarterly Contribution Report

Submission Methods and File Formats

The Oklahoma Employment Security Commission (OESC) Employer Portal allows employers and agents to submit Employers Quarterly Contribution Reports using the following methods:

Submit Employers Quarterly Contribution Report: You will need the following information to complete this process:

Employee Social Security Number (SSN)
Employee First, Middle Initial and Last Name
Employee Total Wages Paid this Quarter
Employee Taxable Wages Paid this Quarter

Upload Employers Quarterly Contribution Report: You must have the following information to complete this process:

Employer Oklahoma Account Number
Employer Federal Identification Number
Employer Experience Rate for this reporting period
Employee Social Security Number (SSN)
Employee First, Middle Initial and Last Name
Employee Total Wages Paid this Quarter
Employee Taxable Wages Paid this Quarter

The File Upload Specifications are published on the OESC Website: www.ok.gov/oesc_web

Once at the OESC Website (www.ok.gov/oesc_web) select 'Employer Information & Forms'.

Then click on 'Quarterly Wage Filing Options'.

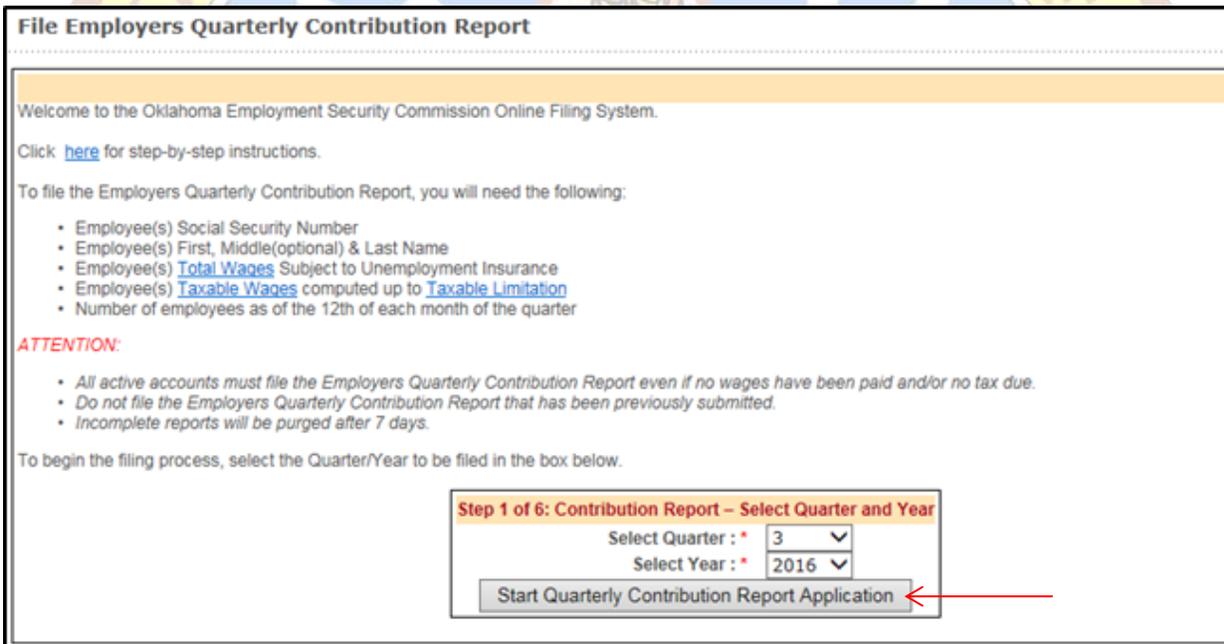
If the user cannot format his or her file to comply with the file upload specifications, the user must use the 'Submit Contribution Report' link in the EZ Tax Express Portal, to submit the Quarterly Contribution Report.

3.1.1 Submit Employers Quarterly Contribution Report

Click Submit Contribution Report from the navigation panel.



Step 1 of 6: Select Quarter and Year: Select the Quarter and Year to be filed, and click Start Quarterly Contribution Report Application.



Step 2 of 6: Contribution Report Questionnaire: Answer questions 1-4. System edits will depend on how the questions are answered.

Question 1: If yes, the portal will take you through the entire reporting process. If No, the portal will take you through the process for filing a zero wage report.

Question 2: If yes, the portal will not calculate the taxable limitation for each employee. If No, the portal will calculate the taxable limitation for each employee if prior quarters for the year have been filed.

Question 3a: If yes, the portal will populate the Taxable Wages with amount from Total Wages for each employee.

Question 3b: If yes, the portal will populate the Taxable Wages with zero for each employee.

Question 4: Enter the number of all full and part-time employees who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of each month. If Question 1 is answered No, the portal will populate with zeros.

After answering the questions click Continue.

File Employers Quarterly Contribution Report for 3/2016

Step 2 of 6: Contribution Report - Contribution Report Questionnaire

- In 3/2016, were wages paid to employees? Yes No
- For calendar year 2016 and for the purposes of Unemployment Insurance, have you reported any of the employees listed in question 1 to another state, or under another account unit of this same number, or have wages been reported under a predecessor account? Yes No
- a. If wages were paid, are Total Wages equal to Taxable Wages ? (Total Wages = Taxable Wages?) Yes No
 b. If 'NO', are ALL taxable wages equal to zero? (All Taxable Wages = \$0.00?) Yes No
- Monthly count of all full and part-time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.
 Month 1 : Month 2 : Month 3 :

Step 3 of 6: Add Employees: Enter employee and wage information. Click Add Employee.

File Employers Quarterly Contribution Report for 3/2016 * Indicates

Step 3 of 6: Contribution Report - Add Employees

Employee Information

Add Employee

1. Employee SSN	2. Last Name *	First Name *	Middle Name	3. Total Wages Paid *	4. Taxable Wages Paid *
111223333	last name	first name	middle name	1500.00	
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				

To report employee(s), complete above information and click "Add Employees."

Step 4 of 6: Review Summary Totals:

File Employers Quarterly Contribution Report for 3/2016 * Indicates required

Step 4 of 6: Contribution Report – Review Summary Totals

Employee Information Records per page 10

1. Employee Social Security Number	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
XXX-XX-3333	last name	first name	middle name	\$1,500.00	\$1,500.00
REPORT TOTAL:				\$1,500.00	\$1,500.00

Total 1 record(s)

Oklahoma Account Number :	5. Total Wages Paid this Quarter :	\$1,500.00
Federal I.D. No. :	6. Taxable Wages Paid this Quarter :	\$1,500.00
Qtr / Yr :	7. Contribution Rate for this Quarter :	0.3%
Employer Name / Address :	8. Contributions Due :	\$4.50
	9. Interest Due :	\$0.00
	10. 10% Penalty Due + \$100 Penalty Due :	\$0.00
	11. Debit :	\$0.00
75019 - 4963	12. Amount Due :	\$4.50

Review the information and click Continue to advance to Step 5 of 6, the signature screen.

Step 5 of 6: Signature Page:

Put a check mark in the I certify this report by using the mouse to click inside the check box.

Enter Contact Name, Title, and Contact Phone.

Click Continue to submit your report.

File Employers Quarterly Contribution Report for 3/2016

Step 5 of 6: Contribution Report – Signature Page

I certify this report is correct and no contribution is paid by any employee *

Contact Name : *

Title :

Contact Phone : *

Date : * 09/14/2016

Click the "Continue" button to submit the Employers Quarterly Contribution Report.

NOTE: Do not click the "Continue" button more than once. The filing process may take several minutes. Do not close the browser until confirmation page appears.

Step 6 is the confirmation page seen below.

File Employers Quarterly Contribution Report for 3/2016

The Employers Quarterly Contribution Report for 3/2016 was successfully transmitted at 9/14/2016 10:41:02 AM . Confirmation number: 70F4A9B830.
NOTE: Please allow up to 2 business days for processing before viewing the Employers Quarterly Contribution Report on-line.
Click the Print Employers Quarterly Contribution Report button to obtain a copy of your report: [Print Employers Quarterly Contribution Report](#)

Payment Options

1. [Pay On-line](#) - To complete this process, have your bank routing number and account number available and click here: [Pay-Online](#)

2. **Pay by Check**

- Print the payment voucher [Print Payment Voucher](#)
- Make check payable to OESC.
- Include Oklahoma Account Number and Quarter on the check.
- Mail Payment Voucher and Check to:
OESC
Attn: Cashier
PO Box 52004
Oklahoma City, OK 73152-2004

Your report has been received, DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

Oklahoma Employment Security Commission, Unemployment Tax **Payment Voucher:** OES-3

Confirmation No.	Oklahoma Account No.	Receive Date	Quarter/Year	Total Amount Due
70F4A9B830			3-2016	4.50

Make check payable to OESC
OESC
Attn: Cashier
PO Box 52004
Oklahoma City, OK 73152-2004

Due: **4.50**
Paid:
Due on or before: 10/31/2016



3.1.2 View/Print Report and Payment Voucher

Payment Options

1. Pay On-line – To complete this process, have your bank routing number and account number available and click Pay-Online.

2. Pay by Check
 - a. Print the payment voucher Print Payment Voucher
 - b. Make check payable to OESC.
 - c. Include Oklahoma Account Number and Quarter on the check.
 - d. Mail Payment Voucher and Check to:
OESC
Attn: Cashier
PO Box 52004
Oklahoma City, OK 73152-2004

DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

3.1.3 Print Copy of OES-3

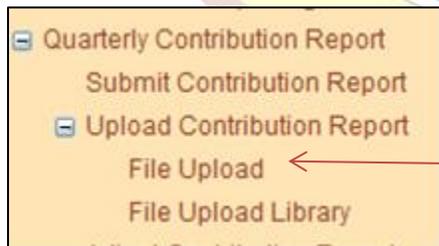
Click Print Employers Quarterly Contribution Report link to print a copy of the Quarterly Contribution Report.

3.2 File Upload of Quarterly Wages

This process allows Employers and TPAs to upload one or multiple Employers Quarterly Contribution Reports via the OESC Employer Portal.

3.2.1 Upload File

Select File Upload from the navigation panel.



Step 1 of 7: Select the Quarter and Year and click Start File Upload.

Upload Employers Quarterly Contribution Report * Indicates required field

To minimize the risk of upload failure or validation errors, please review and implement the proper file specifications prior to uploading the Employers Quarterly Contribution Report.

Below are some tips to ensure successful transmission:

- Multiple employer reports are allowed within a single file upload
- Multiple quarters are not allowed within a single file upload
- Current Experience Rate must be used
- Oklahoma Account Number must be valid
- No negative wages
- Taxable Wages cannot exceed Total Wages
- Employer's account must be active in OESC database
- Employer's account must be subject for the quarter being submitted in OESC database
- Duplicate Social Security Numbers are not allowed
- Click [here](#) for step-by-step instructions.
- [File format specifications](#)

ATTENTION:

- All active accounts must file the Employers Quarterly Contribution Report even if no wages have been paid and/or no tax due
- Do not file the Employers Quarterly Contribution Report that has been previously submitted
- Files will be purged after 7 days if not submitted for processing

To begin the upload process, select the Quarter/Year to be filed in the box below.

Step 1 of 7: Upload Contribution Report - Select Quarter and Year

Select Quarter : * ←

Select Year : * ←

Check the box to receive email notifications regarding file validation and available reports.

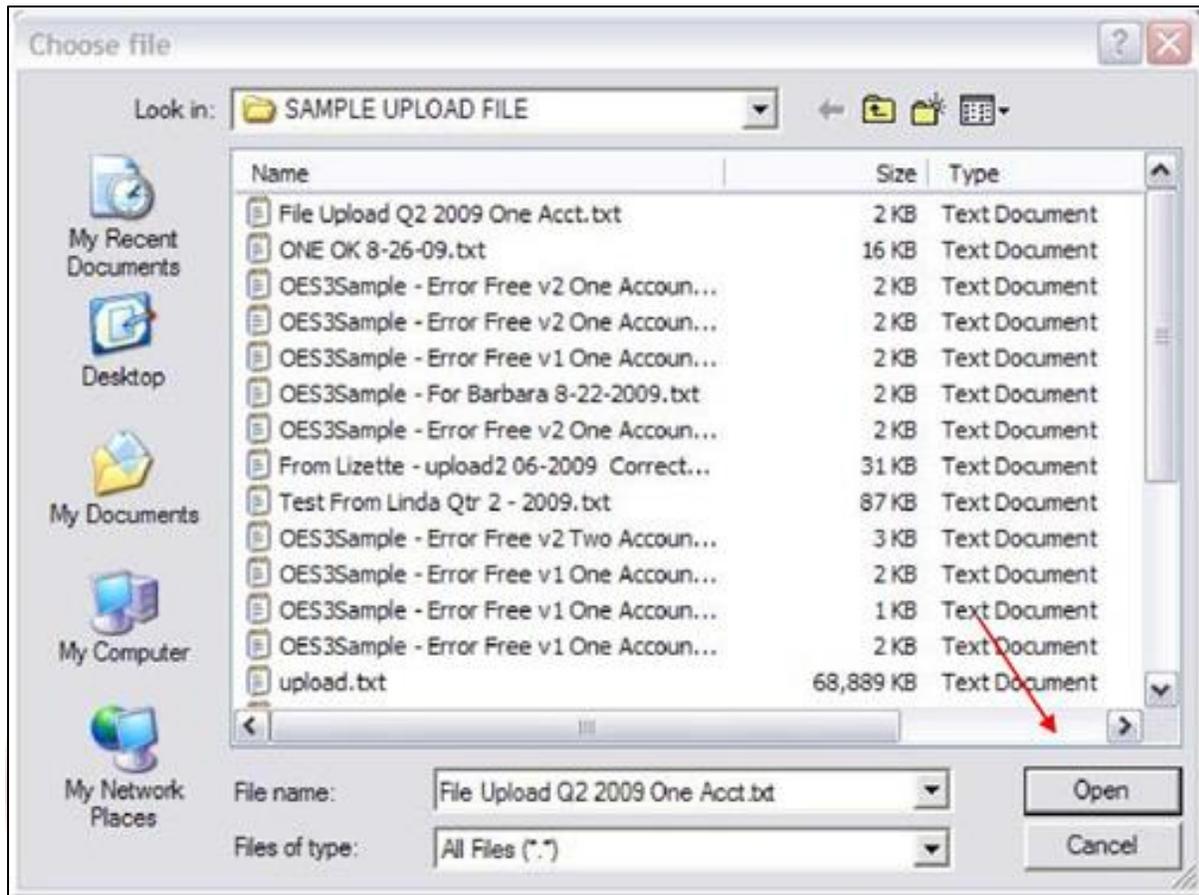
←

Step 2 of 7: Select File: Click Browse to search for the file to be uploaded.

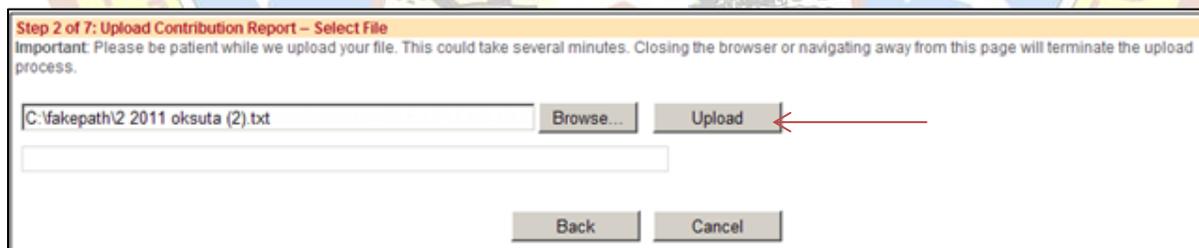
Step 2 of 7: Upload Contribution Report – Select File

Important: Please be patient while we upload your file. This could take several minutes. Closing the browser or navigating away from this page will terminate the upload process.

Choose the file and click Open.



Click Upload to upload the file.



The portal will display a progress bar during the file upload process to indicate to the Employer/TPA the progress of the file upload. DO NOT close your browser during this process. Closing the browser aborts the upload process.

Step 2 of 7: Upload Contribution Report – Select File
Important: Please be patient while we upload your file. This could take several minutes. Closing the browser or navigating away from this page will terminate the upload process.

C:\fakepath\BIG TEST FILE FOR UPLOAD (2).TXT

Filename: BIG TEST FILE FOR UPLOAD (2).TXT
Uploaded: 536575 bytes of 1376948 bytes
Percentage: 39%

Time elapsed: 1 sec.
Time remaining: 840373 sec.

The system displays Step 3 of 7.

Step 3 of 7

Your file: BIG TEST FILE FOR UPLOAD (2).TXT (1376690 bytes) has been successfully uploaded.

Please wait for validation to complete. Click [here](#) to view the file processing status .

If you have chosen to receive email notifications, you will receive an email when validation is completed.

You may navigate to other areas of the application or close your browser during the validation process.

If you choose to close the browser, you must return and submit the uploaded Employers Quarterly Contribution Report(s) to complete the filing process. To view the file status and details, select the File Upload Library Link from the menu.

To upload another file click [here](#)

DO NOT STOP HERE!
You must complete ALL 7 steps to file your report.
File Status must show "File Processed" or your report has not been filed.

Step 3 of 7 informs the user the file uploaded. Caution, the file still has to go through a validation process to make sure the file is error free, and you still have to submit the file for processing.

You can choose to close your browser from this screen, but you must return and submit the file for processing. If you close the browser, select the File Upload Library link from the navigation panel, to finish submitting the report.

To view the file details and submit the file for processing, click the [here](#) link on step 3 of 7 or select the File Upload Library link from the navigation panel, to finish submitting the report.

Step 3 of 7

Your file: Example file for user guide[2].txt (99443 bytes) has been successfully uploaded.

Please wait for validation to complete. Click [here](#) to view the file processing status .

Step 4 of 7: File Upload Library.

Step 4 of 7: File Upload Library

File Status:

File Name:

Open Details link to complete filing process. Records per Page:

Details	Report	Error Report	Payment Confirmation	File Information	File Size (bytes)	Quarter	Year	Status
Open	Success			3 2011 multi .txt File Loaded: Tuesday, October 11, 2011 1:10:31 PM	46536	3	2011	Data Validation Completed

Results 1-1 of 1 records

This page displays all the files uploaded for the user's account, the last file uploaded displays on top of the list.

If no errors are encountered in the file, the file upload Status will go from Processing Pending, to Validating File Data, to Data Validation Completed. The file status changes often occur rapidly. You may not actually view each change.

Search by File Status and/or File Name by entering a value for these fields and click Search. You can reset the search filter by clicking Reset to display all files.

Select the Reset button to refresh the page. Once the Status is equal to Data Validation Completed, click on the Open link to navigate to the file details.

Click the [Open](#) link to view the Quarterly Contributions report(s) included in the file.

Step 5 of 7 Uploaded File Details.

Step 5 of 7: Uploaded File Details

File Name: 3 2011 multi .txt
File Size: 46536 bytes
Quarter / Year: 3/2011
File Status: Data Validation Completed
File Loaded: Tuesday, October 11, 2011 1:10:31 PM

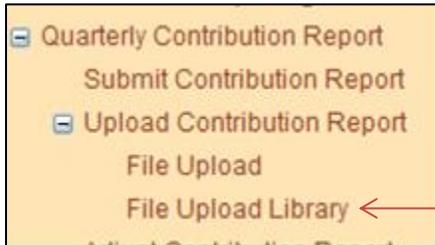
Reports Ready to be Submitted

Some of the uploaded reports have successfully passed the validation process. To review these reports, click the [Success Report](#) link. Please review these reports prior to submitting. Once the filing process has been completed, it cannot be undone. You must click the 'Continue' button at the top of the page to complete the filing process.

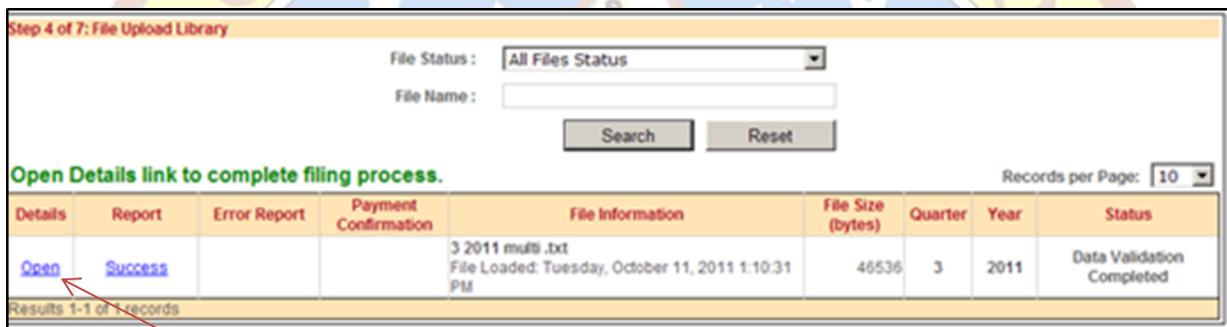
A Success Report indicates only that the file has passed data validation and is now ready to be submitted. You MUST select continue to complete the filing process.

3.2.1.1 File Upload – Reports Ready to be Submitted

Click on the File Upload Library from the navigation panel.



Step 4 of 7: File Upload Library



Click the [Open](#) link to view the Quarterly Contributions report(s) included in the file.



This page allows users to view the quarterly contribution report(s) included within the uploaded file. This page displays both reports ready to be submitted (no errors found), and/or reports that failed validation. Refer to section 3.2.1.2 for file uploads that failed validation.

You can abort or cancel the uploaded file by selecting the Cancel button. Selecting Cancel removes the entire file. Review the information and click Continue to advance to step 6 of 7: Signature page.

Step 6 of 7: Signature Page.

Step 6 of 7: Upload Contribution Report – Signature Page

I certify this report is correct and no contribution is paid by any employee. *

Contact Name : *

Title :

Contact Phone : *

Date : * 10/12/2011 8:16:28 AM

Click the "Continue" button to submit the Employers Quarterly Contribution Report(s).

NOTE: Do not click the "Continue" button more than once. The filing process may take several minutes. Do not close the browser until confirmation page appears.

Back Quit Cancel Continue

Click the I certify this report check box.

Enter Contact Name, Title, and Contact Phone.

Click Continue to submit the report(s) for processing.

Step 7 of 7: Upload Employers Quarterly Contribution Report.

Step 7 of 7: Upload Employers Quarterly Contribution Report

The Employers Quarterly Contribution Report File Upload for 3/2011 was successfully transmitted at 10/12/2011 8:29:06 AM
DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

Employers Quarterly Contribution Summary Report: Confirmation Report

Pay On-line
 To complete this process, have your bank routing number and account number available. Banking information will be pre-populated if included on the file. [Make Online Payment](#)

Pay by Check

- Print the payment voucher [Print Payment Voucher](#)
- Make check payable to OESC.
- Include Oklahoma Account Number and Quarter on the check.
- Mail Payment Voucher and Check to:
 OESC
 Attn: Cashier
 PO Box: 52004
 Oklahoma City, OK 73152-2004

Oklahoma Employment Security Commission, Unemployment Tax Payment Voucher: OES-3

Oklahoma City, OK 73105-1401

Confirmation No.	Oklahoma Account No.	Receive Date	Quarter/Year	Amount Due
C0A6BE8220			3/2011	\$11.69

Make check payable to OESC
 OESC
 Attn: Cashier
 PO Box: 52004
 Oklahoma City, OK 73152-2004

Total Amount Due: \$11.69
 Paid:

Due on or Before [10/31/2011]

Payment Options

1. Pay On-line – To complete this process, have your bank routing number and account number available and click Pay-Online.

2. Pay by Check
 - a. Print the payment voucher Print Payment Voucher
 - b. Make check payable to OESC.
 - c. Include Oklahoma Account Number and Quarter on the check.
 - d. Mail Payment Voucher and Check to:
 OESC
 Attn: Cashier
 PO Box 52004
 Oklahoma City, OK 73152-2004

Click Print Payment Voucher link to print a hard copy of the payment voucher report. The payment voucher is sent to OESC when paying by check.

To print the Confirmation Report of the Quarterly Contribution Report(s) processed in the file upload: Click the File Upload Library link on the navigation panel and select the Confirmation report in the file library.

Step 4 of 7: File Upload Library

File Status :

File Name :

Open Details link to complete filing process. Records per Page:

Details	Report	Error Report	Payment Confirmation	File Information	File Size (bytes)	Quarter	Year	Status
Open	Confirmation			3 2011 multi Confirmation rpt test.txt File Loaded: Tuesday, October 11, 2011 3:46:35 PM	48473	3	2011	File Processed
Open	Confirmation			3 2011 multi P Rec.txt File Loaded: Tuesday, October 11, 2011 9:06:14 AM	25484	3	2011	File Processed
Open	Confirmation		Payment Confirmation	3 2011 multi good file [2].txt File Loaded: Monday, October 10, 2011 11:40:21 AM	55954	3	2011	File Processed
Open		Open		4 2010 one p rec for multi employer.txt File Loaded: Friday, October 07, 2011 11:34:20 AM	1211599	4	2010	Processing Failed

Results 1-4 of 4 records

3.2.1.2 File Upload – Processing Failed

The example below depicts a file that failed validation. The 'Status' of the file will display as 'Processing Failed'. These records cannot be processed and must be corrected, re-uploaded, and submitted in a separate file.

Step 4 of 7: File Upload Library

File Status :

File Name :

Open Details link to complete filing process. Records per Page:

Details	Report	Error Report	Payment Confirmation	File Information	File Size (bytes)	Quarter	Year	Status
Open		Open		3 2011 single with error.txt File Loaded: Wednesday, October 12, 2011 9:03:06 AM	41827	3	2011	Processing Failed
Open		Open		3 2011 multi with error.txt File Loaded: Tuesday, October 11, 2011 1:15:13 PM	46537	3	2011	File Processed
				3 2011 multi .txt File Loaded: Tuesday, October 11, 2011 1:10:31 PM	46536	3	2011	File Cancelled

Results 1-3 of 3 records

Click the [Open](#) link under the Error Report column to view the error(s) in the file.

The system displays the error report.

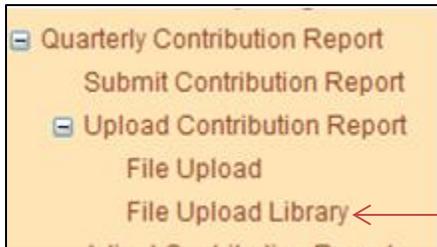
```
25856F[1].txt - Notepad
File Edit Format View Help
Report Generated      : wednesday, october 12, 2011 9:03:09 AM Generation Time: 0 seconds.
File Name             : 3 2011 single with error.txt
File Size             : 41827 bytes
Filing Quarter/Year   : 3/2011
File Identifier       : 25856 @ dee0dce3-92a1-4fe1-a745-05c4a0a7fb7f.txt
Number of Errors      : 1
-----
00000009-S           Employee Last Name (position 11-30) in the 's' record must be at least one character in length, must not
```

The file upload error report displays the exact line in the file where the error occurred. In the example above and below, the error report indicates that on the ninth line of the file the employee last name is missing.

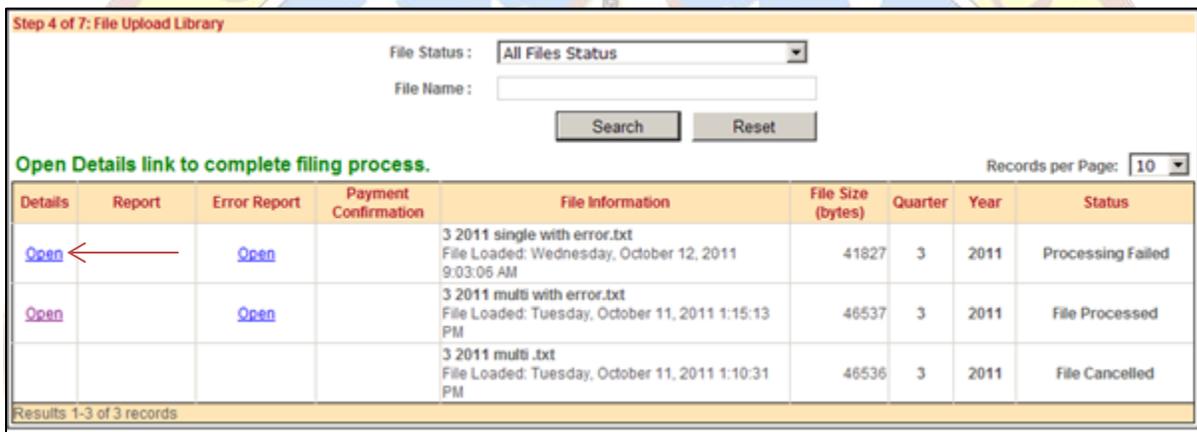
Files with errors must be corrected and re-submitted in a separate file.

3.2.1.3 File Upload – Cancel a File Upload

Select the File Upload Library link from the navigation panel.

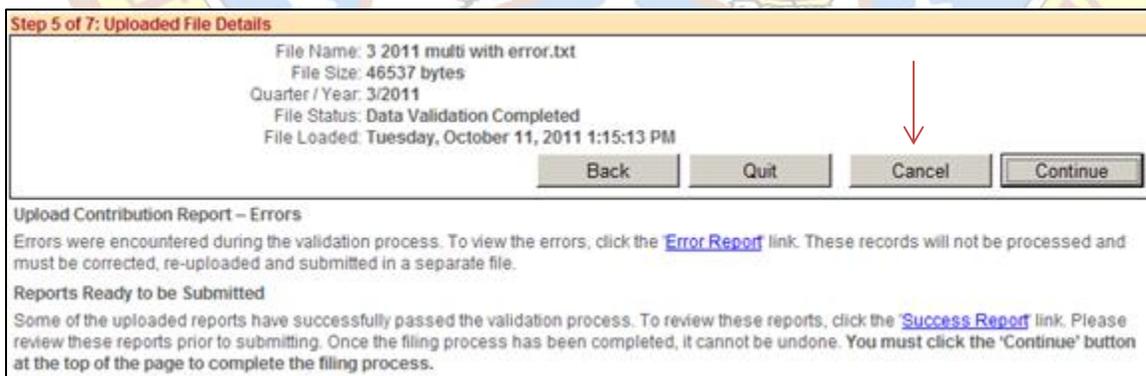


The system displays step 4 of 7: File Upload Library.



To Cancel a File Upload, select the [Open](#) link in the Details column.

The system displays step 5 of 7: Uploaded File Details.



On step 5 of 7: Select the Cancel button to cancel the file upload.

Selecting Cancel aborts the file upload process for this file. To re-upload a file, see the File Upload of Quarterly Wages section.

3.3 View Payment Confirmation Report (file upload only)

When an online payment is made after a File Upload for multiple employers, a payment confirmation report can be generated once the payments are submitted and validated.

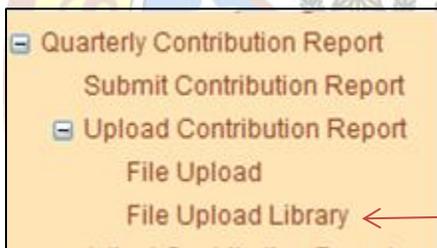
When submitting an Online Payment the responsibility of ensuring that the correct banking information is entered rests with you.

If you schedule and submit a payment online, a confirmation number will be assigned. A confirmation number confirms only that a payment was scheduled to be processed.

A confirmation number does NOT confirm that your bank has successfully processed the scheduled payment.

If the bank does not process the scheduled payment, the OESC may charge a Return Check fee.

Select the File Upload Library link.



Locate the appropriate File Upload. If the payment is confirmed, a Payment Confirmation link is displayed next to the File Name.

Select the [Payment Confirmation](#) link.

Step 4 of 7: File Upload Library

File Status :

File Name :

Open Details link to complete filing process. Records per Page:

Details	Report	Error Report	Payment Confirmation	File Information	File Size (bytes)	Quarter	Year	Status
Open	Confirmation		Payment Confirmation	P REC multiple file [11].txt File Loaded: Monday, May 23, 2011 3:29:16 PM	71743	4	2010	File Processed
Open		Open		P REC multiple file [11].txt Error Message: File Validation Failed File Loaded: Monday, May 23, 2011 3:26:42 PM	71743	1	2011	Processing Failed
Open		Open		P rec drop numbers 05 05 11.TXT Error Message: File Validation Failed File Loaded: Monday, May 23, 2011 3:24:04 PM	8310	1	2011	Processing Failed
Open		Open		P-Record single acct file 4.txt Error Message: File Layout Failed File Loaded: Monday, May 23, 2011 3:03:14 PM	5794	4	2009	Processing Failed

Results 1-4 of 4 records

3.4 View Quarterly Contribution Reports

Select View Contribution Report from the navigation panel.



To view the report, click on the 'Report Type' hyperlink.

The screenshot shows the 'Employers Quarterly Contribution Reports' page. It includes a legend for 'Original' and 'Adjustment' report types, a 'Records per Page' dropdown set to 10, and a table with the following data:

Quarter/Year	Report Type	Total Wages Paid	Taxable Wages Paid	Contribution Rate	Date/Time Received	Confirmation No.	Entered By
3 / 2011	Original	\$10.00	\$0.00	1.0%	10/12/2011 3:29:45 PM		
2 / 2011	Original	\$63,000.00	\$0.00	1.0%	6/28/2011 12:25:15 PM		
1 / 2011	Original	\$63,000.00	\$18,600.00	1.0%	4/25/2011 10:35:23 AM		
4 / 2010	Original	\$63,000.00	\$0.00	1.0%	1/21/2011 10:00:52 AM		

Total 4 record(s)

This screen displays the Employers Quarterly Contribution Reports originally filed through the portal.

Any subsequent amendments or changes to the original submitted by way of the Employers Quarterly Adjustment Reports will not be reflected on this original report.

3.4.1 Print Employers Quarterly Contribution Report

After selecting View Contribution Report from the navigation panel click the [Original](#) hyperlink for the Quarter & Year to view Employers Quarterly Contribution report filed through the portal.

The system displays the report.

Employee Information

Search
Employee SSN: Last Name: Records Per Page: 10

1. Employee SSN	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
123456		Sandra		\$10,000.00	\$10,000.00
234567		Webber		\$5,245.59	\$5,245.59
345678		John		\$7,000.00	\$7,000.00
REPORT TOTAL:				\$22,245.59	\$22,245.59

Total 3 record(s)

14. Monthly count of all full and part time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.
Month 1: 3 Month 2: 3 Month 3: 3

15. Oklahoma Account Number: 01-
16. Federal I.D. No.: 32-
17. Qtr / Yr: 1/2009
18. Due Date: 4/30/2009
19. Employer Name / Address
Trade Name2
123 Rainey Street
Oklahoma City OK
72105

5. TOTAL WAGES PAID: \$22,245.59
6. TAXABLE WAGES PAID: \$22,245.59
7. Contribution Rate for this Quarter: 1.0%
8. Contributions Due: \$222.46
9. Interest Due: \$8.90
10. 10% Penalty Due + \$100 Penalty Due: \$0.00
11. Debit: \$0.00
12. AMOUNT DUE: \$231.36

Contribution Report Questionnaire

1. In 1/2009, were wages paid to employees? Yes No
2. For calendar year 2009 and for the purposes of Unemployment Insurance, have you reported any of the employees listed in question 1 to another state, or under another account unit of this same number, or have wages been reported under a predecessor account? Yes No
3.a. If wages were paid, are SUI total wages equal to SUI taxable wages? (Total Wages = Taxable Wages?) Yes No
b. If 'NO', are ALL SUI taxable wages equal to zero? (All Taxable Wages = 0?) Yes No

Signature Information

I certify this report is correct and no contribution is paid by any employee

Contact Name: KH
Title:
Contact Phone: 4054564789
Date/Time Received: 3/31/2009
Confirmation No.: D1F4C51170

Click the **Print Employers Quarterly Contribution Report** button to obtain a copy of this report.

Click Print Employers Quarterly Contribution Report to print a copy of the report.

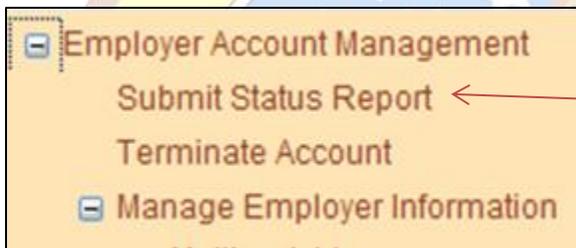
4.0 Employer Account Management

4.1 Submit Status Report (OES-1)

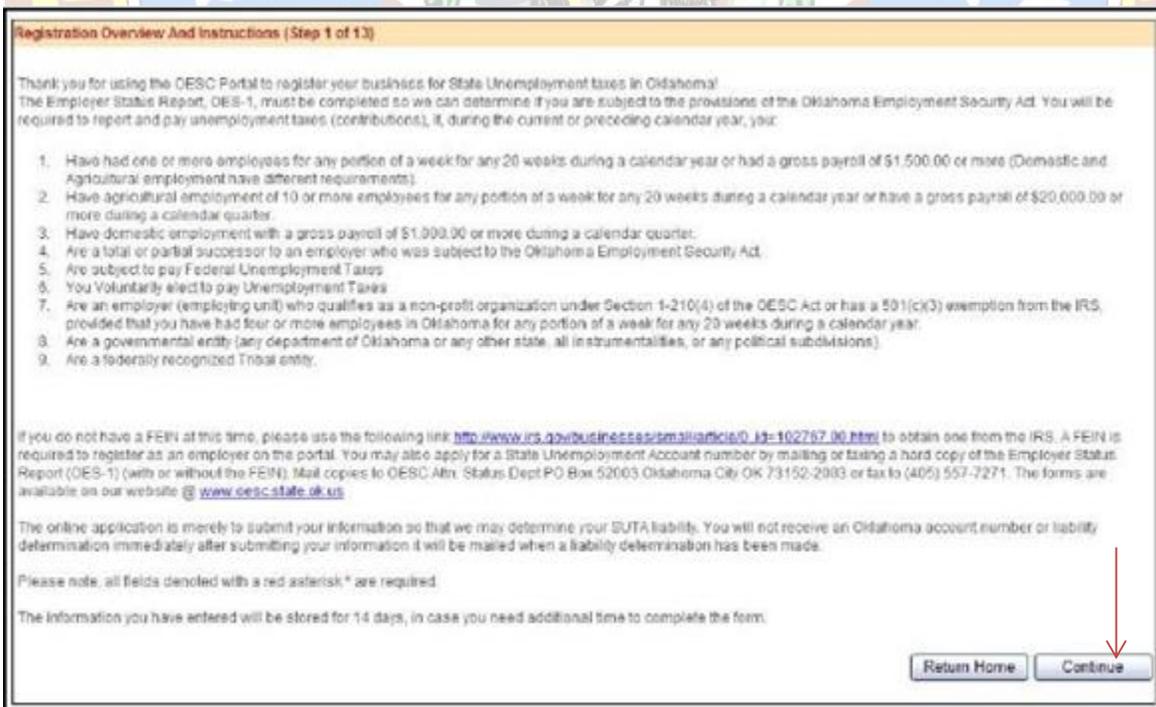
4.1.1 Submit Status Report

This process provides the user the ability to apply for a new Unemployment Insurance Tax account with the Oklahoma Employment Security Commission. A liability determination will be made. An Oklahoma account number will be assigned and notification sent if subject to UI Tax.

Select the Submit Status Report link on the Navigation Panel.



Read the Registration Overview and Instructions and select Continue.

A screenshot of a web page titled 'Registration Overview And Instructions (Step 1 of 13)'. The page contains a thank you message, a list of nine criteria for registration, and instructions on how to obtain a FEIN. At the bottom right, there are two buttons: 'Return Home' and 'Continue', with a red arrow pointing to the 'Continue' button.

Registration Overview And Instructions (Step 1 of 13)

Thank you for using the OESC Portal to register your business for State Unemployment taxes in Oklahoma! The Employer Status Report, OES-1, must be completed so we can determine if you are subject to the provisions of the Oklahoma Employment Security Act. You will be required to report and pay unemployment taxes (contributions), if, during the current or preceding calendar year, you:

1. Have had one or more employees for any portion of a week for any 20 weeks during a calendar year or had a gross payroll of \$1,500.00 or more (Domestic and Agricultural employment have different requirements).
2. Have agricultural employment of 10 or more employees for any portion of a week for any 20 weeks during a calendar year or have a gross payroll of \$20,000.00 or more during a calendar quarter.
3. Have domestic employment with a gross payroll of \$1,000.00 or more during a calendar quarter.
4. Are a total or partial successor to an employer who was subject to the Oklahoma Employment Security Act.
5. Are subject to pay Federal Unemployment Taxes.
6. You Voluntarily elected to pay Unemployment Taxes.
7. Are an employer (employing unit) who qualifies as a non-profit organization under Section 5-210(4) of the OESC Act or has a 501(c)(3) exemption from the IRS, provided that you have had four or more employees in Oklahoma for any portion of a week for any 20 weeks during a calendar year.
8. Are a governmental entity (any department of Oklahoma or any other state, all instrumentalities, or any political subdivisions).
9. Are a federally recognized Tribal entity.

If you do not have a FEIN at this time, please use the following link: http://www.irs.gov/businesses/small/office/0_id-102767_00.html to obtain one from the IRS. A FEIN is required to register as an employer on the portal. You may also apply for a State Unemployment Account number by mailing or faxing a hard copy of the Employer Status Report (OES-1) (with or without the FEIN). Mail copies to OESC Attn: Status Dept PO Box 52003 Oklahoma City OK 73152-2003 or fax to (405) 557-7271. The forms are available on our website @ www.oesc.state.ok.us

The online application is merely to submit your information so that we may determine your SUTA liability. You will not receive an Oklahoma account number or liability determination immediately after submitting your information. It will be mailed when a liability determination has been made.

Please note, all fields denoted with a red asterisk* are required.

The information you have entered will be stored for 14 days, in case you need additional time to complete the form.

Complete the Business Information, and select Continue.

Business Information (Step 2 of 13)

EIN: * [] Telephone: * []
Business or Trade Name: * [] Fax: * []
(Use multiple lines as necessary) Date entered business in OK: * []
Mailing Address: * [] First date you had one or more employees in OK: * []
City or Town: * [] Is your type of business agricultural?: * Yes No
State: * Select State... [v] Is your type of business for domestic services?: * Yes No
Zip: * [] Nature of business: * []
(Please describe the exact nature of your business or employment activity including principal products manufactured or traded in Oklahoma)

Back Quit Continue

Choose the Type of Organization. Complete the owner information and select 'Add Owner'. Then, click Continue.

Owner Information (Page 3)

Please select the type of organization: * Sole Proprietor

Please note the following requirements:

- For a Sole Proprietor or LLC's who are taxed as a Sole Proprietor for federal and state taxes, one person only should be provided.
- For partnerships or LLC's who are taxed as a partnership for federal and state taxes, at least two individuals should be provided.
- Limited Partnerships must provide the General Partner and one other partner.
- Corporations should provide at least one officer.
- Tribal entities, Governmental Entities and "other" should provide at least one owner, officer, or authorized individual.

Add Owner/Officer

Owner Type: * Individual Business

Name: * []
Suffix: []
Title: * []
SSN: * []
Ownership (%): * []
Phone: * []
Residence Address: * []
City or Town: * []
State: * Select State... [v]
Zip: * []

Add Owner

Back Quit Continue

If you have acquired a business or a portion thereof, complete the Acquisition Information, and select Continue.

Acquisition Information (Page 4)

Are you submitting Status Report(OES-1) because you acquired an established business in Oklahoma?: * Yes No

If yes, please answer the following questions:

Did you acquire substantially all of the Oklahoma assets, organization, trade or business?: * Yes No

Date of Acquisition: * []
OK Account Number of acquired business: [] *(if unknown, leave blank)*
Name of former owner: * [] *(if unknown, put "Unknown")*
Address of former owner: * []
City: * []
State: * Select State... [v]
Zip: * []

Back Quit Continue

Complete the FUTA and Non-Profit Information, and select Continue.

FUTA Information (Page 6)

Is your Business liable under the Federal Unemployment Tax Act? : * Yes No

Is your business a non profit organization? : * Yes No *(If yes, you must send a copy of your exemption or articles of incorporation from IRS to :
Oklahoma Employment Security Commission
Attn: Status Department
P.O.Box 52003
Oklahoma City, OK
73152-2003*

Back Quit Continue

If you have previously had an Oklahoma account complete the information and select Continue.

Previous Accounts (Page 6)

Have you previously filed Quarterly Contribution Reports(OES-3) with OESC : * Yes No

If yes, provide the name of the account number for which you submitted reports

OK Account Number : *(If unknown, leave blank)*

Business Name : *(If unknown, leave blank)*

Back Quit Continue

Complete the Business Locations Information, click 'Add Physical Location', and then select Continue.

Business Locations (Page 8)

Add Physical Location

Address Line1 : *

Address Line2 :

City or Town : *

State : *

Zip : *

Add Physical Location

Records Per Page: 10

Edit/Delete	Address Line 1	Address Line 2	City or Town	State	Zip
Edit Delete	321 hwy		okc	OK	731111200

Back Quit Continue

Complete the Payroll and Number of Weeks worked History Information, and select Continue.

Payroll Add Worker History (Page 9)
 For Year: 2011 Please provide the following information:

Gross Payroll Each Quarter

Payroll Quarter 1: *	
Payroll Quarter 2: *	
Payroll Quarter 3: *	65150.00
Payroll Quarter 4: *	

For a list of wages that should not be included, click [here](#)

Number of Employed Workers in Oklahoma each Week

	1st Week	2nd Week	3rd Week	4th Week	5th Week
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep 9		14	77	34	
Oct					
Nov					
Dec					

Back Quit Continue

If you are using an Employee Leasing Company, complete the information below, and select Continue.

Employee Leasing Information (Page 10)

Are you using the services of an Employee Leasing Company?: * Yes No

If yes, please provide the following:

Date you began using the leasing company: *

Leasing company name: *

Leasing Company Address: *

City: *

State: *

Zip: *

Leasing Company Phone: *

Back Quit Continue

If you are using Contract Labor, complete the Independent Contractor Information, click 'Add Contractor', and then select Continue.

Contractor Information (Page 11)

Are you using an independent contractor(s)?: * Yes No

If you have more than 3 independent contractors please mail or fax the information to the Oklahoma Employment Security Commission
 Attn: Status Department
 P O Box 52003
 Oklahoma City OK 73152-2003
 (405)657-7271 (fax)

If yes, please provide the following for each contractor:

Add Contractor

First Name: *

Middle Initial: *

Last Name: *

Business Name: *

Phone Number: *

Business Address 1: *

Business Address 2: *

City or Town: *

State: *

Zip: *

Add Contractor

Back Quit Continue

Review the Summarized Employer Status Report, and select Continue.

Summary (Page 12)
 Below is a summary of answers you have provided. If you need to make changes, please use the "Back" button below to navigate back to the page and information you need to change. Please press "Continue" if you do not have to make any changes.

Business Information

FEB: Telephone: 405-555-1234
 Business or Trade Name: employer one Fax:
 Date entered business in OK: 9/1/2011
 First date you had one or more employees in OK: 9/1/2011
 Mailing Address: 132 work ave Is your type of business agricultural?: Yes No
 Is your type of business domestic services?: Yes No
 City or Town: oklahoma Nature of business: roofing, remodels, and house repairs
 State: OK
 Zip: 731111000

Owner Information

Please select the type of organization: Corporation
 If a Limited Liability Company how are you taxed for federal and state purposes?: Sole Proprietor Partnership Corporation
 Records Per Page: 10

First Name	MI	Last Name	Suf	SSN	Title	Business Name	FEBN	Residence Address1	Residence Address2	City or Town	State	Zip	Phone	Owner %
michael		w		999999999	corporate officer			321 hwy		okc	OK	777777777	999-999-9999	9

Corporate and Limited Liability Information

Full Registered Name: Acme, inc
 State Of Incorporation or filing: OK
 Date Of Filing: 9/14/2011

Acquisition Information

Are you submitting Status Report(OE SYEAR) because you acquired an established business in Oklahoma?: Yes No
 Did you acquire substantially all of the Oklahoma assets, organization, trade or business?: Yes No
 Date Of Acquisition: 9/24/2011
 OK Account Number of acquired business:
 Name of former owner: Ken Swan
 Address of former owner: 2401 North Lincoln
 City: Oklahoma City
 State: OK
 Zip: 731522004

Federal Unemployment Tax (FUTA) Information

Is your Business liable under the Federal Unemployment Tax Act?: Yes No
 If Yes, enter year liable:
 Is your business a non profit organization?: Yes No
 If yes, has business a business been issued a 501(c) (3) exemption from IRS?: Yes No

Business Locations

Records Per Page: 10

Address Line1	Address Line2	City or Town	State	Zip
321 hwy		okc	OK	73111200

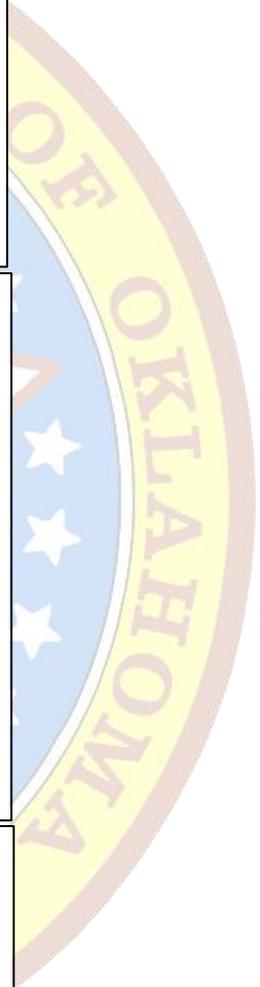
Payroll and Number of Workers

Year: 2011
 Payroll Quarter 1:
 Payroll Quarter 2:
 Payroll Quarter 3: 65150
 Payroll Quarter 4:

Number of Employed Workers in Oklahoma each Week

Month	First Week	Second Week	Third Week	Fourth Week	Fifth Week
Sep	9	14	77	34	0

Back Continue



Complete the Employer Status Report Certification, and select Submit.

Certification (Page 13)

I certify that the information I have provided on this report is complete, correct and true to the best of my knowledge and belief, and that I am authorized to provide such information. *

Contact Name : *
Title : *
Contact Phone : *
Date : * 09/26/2011

NOTE: Do not click the Submit button more than once. It may take more than 60 seconds before the confirmation screen appears.

Back Submit

Record the Confirmation number for your records.

Select the [here](#) hyperlink to print a copy of the status report.

Confirmation (Page 14)

Thank you for using the OESC web portal to submit your Employer Status Report (OES-1).

Your status report has been successfully submitted on: 09/26/2011 . Your confirmation number is : 0AB4580840

Your information has been received and you will receive a notice in the mail with your OK account number and liability determination.

Please click [Here](#) if you would like to print a copy of the status report for your own records.

Return Home

4.2 View and Print Status Report (OES-1)

Select the Status Report link on the Navigation Panel.

- Employer Account Management
 - Submit Status Report
 - Terminate Account
- Manage Employer Information
 - Mailing Address
 - Business Locations
 - Address Change History
- View Account Information
 - Status Report
 - Account Balance
 - Benefit Wage Charge Appeals

Click the [Select](#) hyperlink and then the Print button on the View Status Report screen.

View Status Report * Indicates required field

Records Per Page:

	FEIN	Business or Trade Name	Date Entered Business in OK
Select			9/1/2011

Results 1-1 of 1 records

The Status Report will open in a PDF document where the user may select to print and/or save the document to their computer.

OES-1 Oklahoma Employment Security Commis

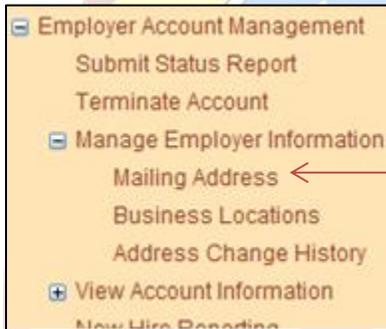
1.	Business Or Trade Name:	Telep
	employer one	405-!
3.	Business or Mailing Address(no. & street):	(City or Town)
	132 work ave	oklahoma
4.	Type of Organization:	Please choose how you contributions (How Tax
	Corporation	

4.3 Update Employer Information

This process allows the User to maintain their address, phone numbers, and locations. The user can change their business phone and fax numbers, locations, and the following addresses: business mailing address; OES-617, separating employer notice mailing address; and OES-502, benefit wage notice mailing address. The user can also view the history of address changes made in the portal.

4.3.1 View and Update Employer Addresses

Select the Mailing Address link on the Navigation Panel to view the Mailing Address, OES-502, Benefit Wage Notice Mailing Address, and OES-617, Separating Employer Notice Mailing Address.

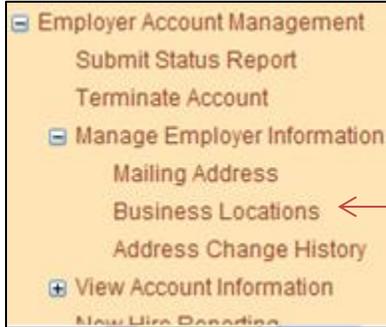


To update the address, input the new address information and select the Save button.

A screenshot of the 'Manage Employer Information' form. At the top, it says 'Manage Employer Information' and '* Indicates required fields'. Below this are fields for 'FEIN: 731022483', 'Phone: 4055550000', and 'Fax:'. There are three main sections for addresses, each with 'Attention/In Care of:', 'Address Line 1:', 'Address Line 2:', 'City:', 'State:', and 'Zip:' fields. The first section is 'Mailing Address' with '1234 PARK DRIVE' in Address Line 1, 'GARLAND' in City, 'Texas' in State, and '750420000' in Zip. The second section is 'Benefit Wage Notice Mailing Address (OES-502)'. The third section is 'Separating Employer Notice Mailing Address (OES-617)'. At the bottom right, there are 'Save' and 'Cancel' buttons, with a red arrow pointing down to the 'Save' button.

4.3.2 Manage Business Locations

Select the Business Locations link on the Navigation Panel to view or add business locations to an employer account.

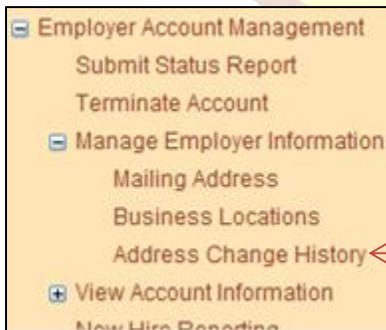


To add a business location, enter the new location information, and select the Add Location button.

A screenshot of the 'Add Business Location' form. At the top, it says: 'If you add a location due to the acquisition of another business or delete a location due to closing or selling, please contact OESC at 405-557-5452 for additional instructions'. The form fields are: 'Attention/In Care Of:', 'Address Line 1: *', 'Address Line 2:', 'City: *', 'State: *' (with a dropdown menu showing 'Select State...'), and 'Zip: *'. There is an 'Add Location' button with a red arrow pointing to it. Below the form, it says: 'If you have more than one location, please provide the address of each location.' Below that is a 'Records Per Page: 10' dropdown. At the bottom is a table with columns: 'Edit/Delete', 'Attention/In Care Of', 'Address Line1', 'Address Line2', 'City or Town', 'State', and 'ZIP-4'. The table contains one row with the following data: 'Edit Delete', (blank), '132 work ave', (blank), 'oklahoma city', 'OK', '73111 1112'. Below the table, it says 'Total 1 record(s)'.

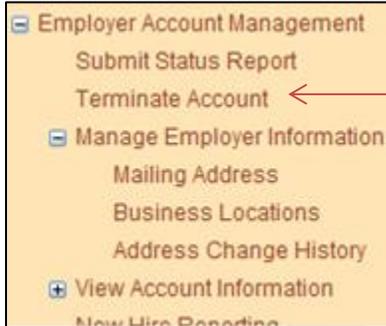
4.3.3 Account Maintenance History

Select the Address Change History link on the Navigation Panel to view the history of the employer's address changes.



4.4 Terminate Account (OES-24)

Select the Terminate Account link on the Navigation Panel.



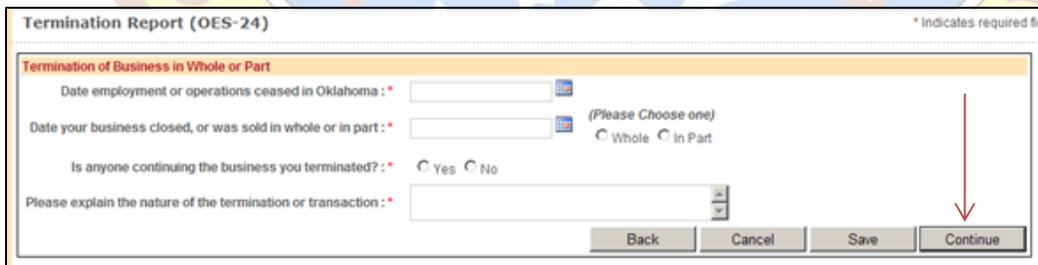
A navigation panel menu with a light orange background. It contains the following items: 'Employer Account Management' (with a minus sign icon), 'Submit Status Report', 'Terminate Account' (with a red arrow pointing to it from the right), 'Manage Employer Information' (with a minus sign icon), 'Mailing Address', 'Business Locations', 'Address Change History', 'View Account Information' (with a plus sign icon), and 'New Hire Reporting' (partially visible at the bottom).

Read the Overview and Instructions, and select Continue.



A screenshot of the 'Termination Report (OES-24)' overview page. The title is 'Termination Report (OES-24)' with a note '* Indicates required field'. The page is titled 'Overview' and 'Termination Report Overview:'. It contains the following text: 'An employer can stop filing quarterly contribution reports (OES-3) if one of the following conditions has been met: A. Closed the business and will have no further payroll. B. Sold the business and will have no further payroll.' Below this, it explains that an employer changing legal entities or a Limited Liability Company must complete a Termination Report (OES-24) for the 'old entity' and an Employer Status Report (OES-1) for the 'new entity'. It also states that an employer selling a portion of their business must complete a Termination Report, providing details of the change. A note mentions that termination of business does not terminate coverage until legally terminated. At the bottom, there is a 'Continue' button and a red arrow pointing to it.

Complete the Termination of Business in Whole or Part, and select Continue.



A screenshot of the 'Termination Report (OES-24)' 'Termination of Business in Whole or Part' screen. The title is 'Termination Report (OES-24)' with a note '* Indicates required field'. The page is titled 'Termination of Business in Whole or Part'. It contains the following fields: 'Date employment or operations ceased in Oklahoma : *' (with a calendar icon), 'Date your business closed, or was sold in whole or in part : *' (with a calendar icon and '(Please Choose one)' text), 'Is anyone continuing the business you terminated? : *' (with radio buttons for 'Yes' and 'No'), and 'Please explain the nature of the termination or transaction : *' (with a text area). At the bottom, there are 'Back', 'Cancel', 'Save', and 'Continue' buttons. A red arrow points to the 'Continue' button.

Complete the New Owner Information, and select Continue.

Termination in whole - new owner information

New Owner Name : *

Business Name : *

New Owner's Address : *

City or Town : *

State : * Zip :

Date of Succession : *

Back Cancel Save **Continue**

A red arrow points to the 'Continue' button.

If you are using an Employee Leasing Company, complete the information below, and select Continue.

Employee Leasing Information

Are you using the services of an Employee leasing company : * Yes No

If yes, please provide the following :

Date you began using the leasing company : *

Leasing company name : *

Leasing company address : *

City : *

State : * Zip : *

Leasing Company Phone : *

Back Cancel Save **Continue**

A red arrow points to the 'Continue' button.

If you are using Contract Labor, complete the Independent Contractor Information, select the 'Add Contractor' button, and then select Continue.

Add Independent Contractor Information

Are you using an independent contractor(s)? : * Yes No

If yes, please provide the following for each contractor :

Name : *

Business Name : *

Phone : *

Business Address : *

City or Town : *

State : * Zip : *

Add Contractor

Back Cancel Save **Continue**

A red arrow points to the 'Add Contractor' button, and another red arrow points to the 'Continue' button.

Review the Summarized Termination Report, and select Continue.

Termination Report (OES-24) * Indicates required

Review Information

Termination of Business in Whole or Part	
Date Ceased Operations in OK	: 09/27/2011
Date of termination	: 09/27/2011
Termination Type	: Whole
Is anyone continuing the business you terminated?	: Yes
Please explain the nature of the termination or transaction	: sold business
Has new owner taken over all or substantially all of your trade, organization, employees, business or assets?	: Yes

Termination in Whole - New Owner Information	
New Owner Name	: michael w
New Owner Business Name	: Cabinet Shop
New Owner's Address	: 132 work ave
City or Town	: oklahoma city
State	: OK
Zip	: 73152-2004
Date of Succession	: 09/27/2011

Back Cancel Save **Continue**

Complete the Certification page, and select Submit.

Certification

I certify that the information I have provided on this report is complete, correct and true to the best of my knowledge and belief, and that I am authorized to provide such information : *

Name : *

Title : *

Phone : *

Back Cancel **Submit**

Select the [Print](#) hyperlink to print a copy of the Termination Report.

Confirmation

Thank you for using the OESC portal to submit your Termination Report (OES-24).
Your termination report has been successfully submitted on 9/27/2011 2:01:22 PM . Your confirmation number is E11A605300 . Click here to [Print](#) copy of the OES-24.

Please remember if you have had a change in legal entity, you are required to submit an Employer Status Report (OES-1). Further questions can be directed to the Status Unit (405) 557-7138.

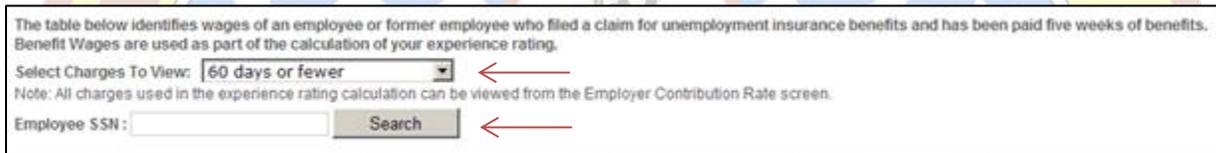
Home

4.5 View Current Benefit Wage Charges

Select the 502 Notice of Benefit Wages link on the Navigation Panel.



Select “60 Days or fewer” from the Select Charges to View Pull-Down Menu. You may also search by Employee SSN.



4.6 View Historical Benefit Wage Charges

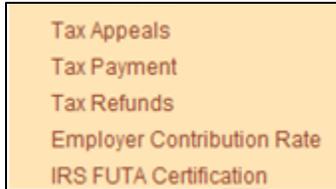
Select the 502 Notice of Benefit Wages link on the Navigation Panel.



Select “More than 60 days” from the Select Charges to View Pull-Down Menu. You may also search by Employee SSN.

4.7 View Employer Contribution Rates

To display the Tax Rate, select the Employer Contribution Rate link on the Navigation Panel.



4.8 View Employer Contribution Rate Notice

To display the Tax Rate, select the Employer Contribution Rate link on the Navigation Panel.



To display the Rate Notice, select the Effective Date link in the Tax Rate Table.

Tax Rates * Indicates required field

Current Rate
Effective Date: 1/1/2010
Rate: 0.1%
Rate Notice Mail Date: 9/25/2009

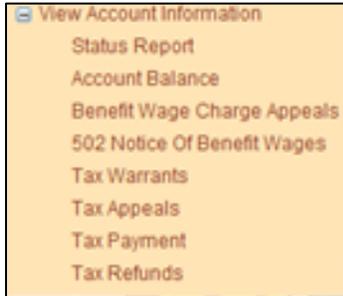
Rate History

Effective Date	Rate	Rate Notice Mail Date
1/1/2010 ←	0.1%	9/25/2009
1/1/2009	0.1%	9/26/2008
1/1/2008	0.1%	9/28/2007
1/1/2007	0.2%	9/29/2006

Click on the effective date to view more information about the rate.

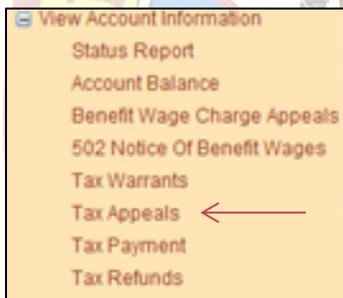
4.9 View Benefit Wage Charge Appeals

To display the benefit wage charges appealed by the employer, select the Benefit Wage Charge Appeals link on the Navigation Panel:



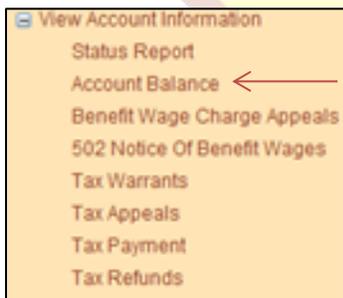
4.10 View Tax Appeals

To display the tax appeals made by the employer, select the Tax Appeals link on the Navigation Panel:



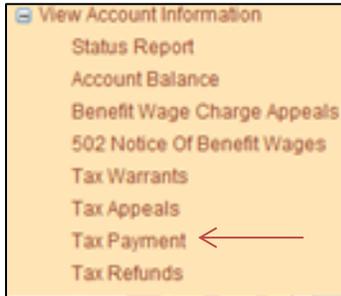
4.11 View Account Balance

To display the employer's account balance, select the Account Balance link on the Navigation Panel:



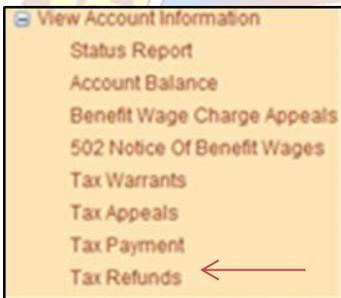
4.12 View Tax Payments

To display the tax payments made by the employer, select the Tax Payments link on the Navigation Panel:



4.13 View Tax Refunds

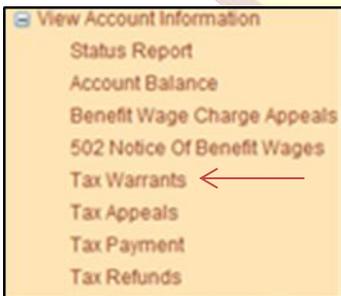
To display the tax refunds submitted by the employer, select the Tax Refunds link on the Navigation Panel:



4.14 View Tax Warrants

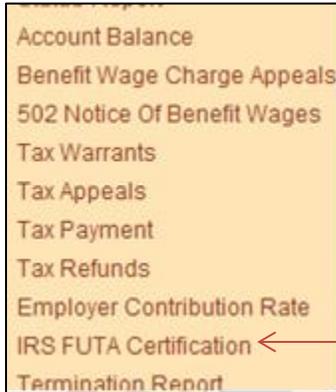
This process allows a user to view the tax warrants that have been applied to the employer account.

To display the tax warrants applied to the employer, select the Tax Warrants link on the Navigation Panel:



4.15 View IRS FUTA Certification

To display the IRS FUTA Certification for the employer, select the IRS FUTA Certification link on the Navigation Panel:



Enter the "Year" and select Search to view the IRS FUTA Certification.



5.0 EFT Payment

5.1 Submit Payment for Single Employer

When submitting an Online Payment the responsibility of ensuring that the correct banking information is entered rests with you.

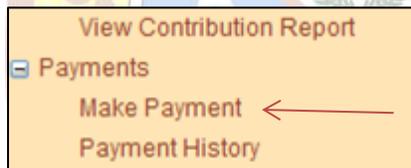
If you schedule and submit a payment online, a confirmation number will be assigned.

A confirmation number confirms only that a payment was scheduled to be processed.

A confirmation number does NOT confirm that your bank has successfully processed the scheduled payment.

If the bank does not process the scheduled payment, the OESC may charge a Return Check fee.

Select the Make Payment link on the Navigation Panel.



The 'Submit Online Payment' Screen will appear.

The 'Submit Online Payment' screen features a header with the title and a red warning: "If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC". Below this is a "Please note:" section with two numbered instructions. The main form contains several fields: "Oklahoma Account Number", "Name of Account Owner", "Bank Account Number", "Bank Routing Number", "Account Type" (set to "Checking"), "Payment Due" (17.43), "Payment Amount" (17.43), "Total Payment" (17.43), "Payment Quarter" (1, 2010), and "Schedule Payment Date" (09/28/2011). To the right of the form are informational notes about routing numbers. At the bottom are "Cancel" and "Continue" buttons.

Submit Online Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC

Please note:

1. Same day payments submitted by 10:30 p.m. are processed the next business day. Payments scheduled for a future date will process the next business day following the selected date.
2. Banking information will not be permanently stored.

Oklahoma Account Number : *

Name of Account Owner : *

Bank Account Number : *

Bank Routing Number : *

Account Type : *

Payment Due :

Payment Amount : *

Total Payment :

Payment Quarter : *

Schedule Payment Date : *

Bank Account and Routing Numbers are located at the bottom of your check or deposit slip between these symbols:

The Routing Number is a 9 digit number.

Please note that some Financial Institutions prefer EFT/ACH transactions to use a different routing number than provided at the bottom of your checks. Please verify this with your bank.

Routing numbers that begin with '5' are invalid.

NOTE: This is the first quarter to which your payment will be applied. Any remaining payment will be applied to the earliest quarter in which there is a payment due.

Enter Bank Account Number

- The bank account number can be up to 17 digits.
- Enter the number from left to right and leave any unused space blank.
- The bank account number is generally the second number listed at the bottom of a check. (Do not include the check number)

Enter Bank Routing Number

- The bank routing number is generally the first number listed at the bottom of a check
- The first two digits must be 01 through 12 or 21 through 32.
- Do not include the check number

Select Account Type: Checking or Saving

Payment Due

- If you have arrived at the Submit Online Payment screen by clicking the 'Pay Online' from the Submit Contribution Report Confirmation screen (step 6 of 6)



- The amount displayed as the Payment Due, on the Submit Online Payment screen, is the amount due with the report just submitted plus any amounts due from previous quarters.
- If you have arrived at the Submit Online Payment screen by clicking 'Make Payment' from the Navigation Panel:



- The amount displayed as the Payment Due, on the Submit Online Payment screen, is the amount posted to the tax account at the time of this inquiry. This Payment Due amount may not include a report that was filed today and has not posted to the tax account.

Enter Payment Amount

- Click inside the Payment Amount box and manually enter the Payment Amount to be paid in dollars and cents. Use a decimal. Example: 342.78 or 0.77

Total Payment

- This is the amount that will be deducted from the bank account and will be automatically adjusted by amounts entered into the Payment Amount box.

Enter Payment Quarter

- This is the quarter and year to which to apply the payment. NOTE: This is the first quarter to which your payment will be applied. Any remaining payment will be applied to the earliest quarter in which there is a payment due.
- If paying more than one quarter, enter the earliest (oldest) quarter and year.

Schedule Payment Date.

- Payments cannot be scheduled for a date greater than 30 days into the future, starting from the day the payment transaction is scheduled (30 days from the day you enter the payment information and select 'submit'. Example: If today were September 15th, the furthest future date the payment could be scheduled for is October 15th).



Submit Online Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 95TOFOKESC

Please note:

1. Same day payments submitted by 10:30 p.m. are processed the next business day. Payments scheduled for a future date will process the next business day following the selected date.
2. Banking information will not be permanently stored.

Oklahoma Account Number: *

Name of Account Owner: *

Bank Account Number: *

Bank Routing Number: *

Account Type: *

Payment Due:

Payment Amount: *

Total Payment:

Payment Quarter: *

Schedule Payment Date: *

Bank Account and Routing Numbers are located at the bottom of your check or deposit slip between these symbols:

The Routing Number is a 9 digit number.

Please note that some Financial Institutions prefer EFT/ACH transactions to use a different routing number than provided at the bottom of your checks. Please verify this with your bank.

Routing numbers that begin with '5' are invalid.

NOTE: This is the first quarter to which your payment will be applied. Any remaining payment will be applied to the earliest quarter in which there is a payment due.

Select Continue to confirm the payment.

Confirm Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKE5C

Please confirm your payment information. If there is an error, please select 'Cancel' otherwise select 'Submit' only once!

Oklahoma Account Number: *

Name of Account Owner: employer

Bank Account Number: 1234

Bank Routing Number: 222381918

Account Type: Checking

Payment Due: \$0.98

Total Payment: \$0.98

Schedule Payment Date: 09/21/2011

By selecting Submit, I authorize a single debit entry to the Bank Account number stated above as a single payment in the amount stated above to the Oklahoma Employment Security Commission. The payment will be deemed received on today's date.

After Submit, a Confirmation Number will be provided for your records.

Back Cancel **Submit**

Select Submit to complete the payment transaction.

The Online Payment Confirmation screen will appear.

Select the 'Display Printer-Friendly Version' to print or save a copy of the Online Payment Confirmation.

Online Payment Confirmation

The Online Payment was processed successfully:
 Confirmation Number: 1103027457
 Total Payment Amount: \$34.77
 Payment Submitted: 9/28/2011

Attention: All scheduled payments will be processed on the next business day excluding weekends and holidays.

Acct. No.	Quarter	Year	Employer Name	Payment Amount	Scheduled	Processed
	03	2011		\$34.77	10-21-2011	Pending
Total 1 record(s)						1

[Display Printer-Friendly Version](#)

5.2 Submit Single Bank Payment for Multi-Employers

After the user has uploaded and submitted their Quarterly Contribution report: Select the File Upload Library link on the Navigation Panel.



In the File Upload Library select the [Open](#) link in the details column.

The screenshot shows the 'File Upload Library' interface. At the top, there's a search section with 'File Status' set to 'All Files Status' and a 'File Name' input field. Below this is a table with columns: 'Details', 'Report', 'Error Report', 'Payment Confirmation', 'File Information', 'File Size (bytes)', 'Quarter', 'Year', and 'Status'. A red arrow points to the 'Open' link in the 'Details' column of the first row. The table contains four rows of data. At the bottom, it says 'Results: 1-4 of 4 records'.

Details	Report	Error Report	Payment Confirmation	File Information	File Size (bytes)	Quarter	Year	Status
Open	Confirmation			P REC multiple file [11].txt File Loaded: Monday, May 23, 2011 3:29:16 PM	71743	4	2010	File Processed
Open		Open		P REC multiple file [11].txt Error Message: File Validation Failed File Loaded: Monday, May 23, 2011 3:26:42 PM	71743	1	2011	Processing Failed
Open		Open		P rec drop numbers 05 05 11.TXT Error Message: File Validation Failed File Loaded: Monday, May 23, 2011 3:24:04 PM	8310	1	2011	Processing Failed
Open		Open		P-Record single acct file 4.txt Error Message: File Layout Failed File Loaded: Monday, May 23, 2011 3:03:14 PM	5794	4	2009	Processing Failed

Select the Payment button.

The screenshot shows the 'Upload Employers Quarterly Contribution Report' interface. It displays 'Step 5 of 7: Uploaded File Details' for a file named 'P REC multiple file [11].txt'. The details include: File Size: 71743 bytes, Quarter / Year: 4/2010, File Status: File Processed, and File Loaded: Monday, May 23, 2011 3:29:16 PM. At the bottom, there are four buttons: 'Back', 'Quit', 'Payment History', and 'Payment'. A red arrow points to the 'Payment' button.

Select the Single Payment link.

Payment for Quarterly Tax Files

Step 7 of 7: Upload Employers Quarterly Contribution Report

The Employers Quarterly Contribution Report File Upload for 4/2010 was successfully transmitted at 9/28/2011 10:53:34 AM
DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

Employers Quarterly Contribution Summary Report. Confirmation Report

Pay On-line
To complete this process, have your bank routing number and account number available. Banking information will be pre-populated if included on the file.

[Single Payment](#) to pay using a single bank account.
[Multi Payment](#) to pay using multiple bank accounts.

Pay by Check

a. Print the payment voucher [Print Payment Voucher](#)
b. Make check payable to OESC.
c. Include Oklahoma Account Number and Quarter on the check.
d. Mail Payment Voucher and Check to:
OESC
Attn: Cashier
PO Box: 52004
Oklahoma City, OK 73152-2004

If the online payment information was not included in the details of the File Upload, enter the appropriate banking information and select Continue.

Enter Bank Account Number

- The bank account number can be up to 17 digits.
- Enter the number from left to right and leave any unused space blank.
- The bank account number is generally the second number listed at the bottom of a check. (Do not include the check number)

Enter Bank Routing Number

- The bank routing number is generally the first number listed at the bottom of a check
- The first two digits must be 01 through 12 or 21 through 32.
- Do not include the check number

Select Account Type: Checking or Saving

Payment Due

- If you have arrived at the Submit Online Payment screen by clicking the 'Single Payment' from the File Upload Confirmation screen (step 7 of 7) the amount displayed as the Payment Due, on the Submit Online Payment screen, is the amount due with the report(s) just submitted plus any amounts due from previous quarters.

Enter Payment Amount

- Click inside the Payment Amount box and manually enter the Payment Amount to be paid in dollars and cents. Use a decimal. Example: 342.78 or 0.77

Total Payment

- This is the amount that will be deducted from the bank account and will be automatically adjusted by amounts entered into the Payment Amount box.

Enter Payment Quarter

- This is the quarter and year to which to apply the payment. NOTE: This is the first quarter to which your payment will be applied. Any remaining payment will be applied to the earliest quarter in which there is a payment due.
- If paying more than one quarter, enter the earliest (oldest) quarter and year.

Schedule Payment Date.

- Payments cannot be scheduled for a date greater than 30 days into the future, starting from the day the payment transaction is scheduled (30 days from the day you enter the payment information and select 'submit'. Example: If today were September 15th, the furthest future date the payment could be scheduled for is October 15th).

Rather than making a single bank payment in favor of submitting payments with multiple bank accounts for the employers, select Multi Payment.

Edit	Account Number	Employer Name	Payment Due	Payment Amount
Edit			\$12,243.86	\$372.78
Edit			\$261.89	\$0.77

To cancel submitting the online payment entirely and return to the Home Page, select Cancel.

Submit Online Payment
If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC
Please note: Same day payments submitted by 10:30 p.m. are processed the next business day. Payments scheduled for a future date will process the next business day following the selected date.

Name of Account Owner : * michael w
Bank Account Number : * 12345678901234567
Bank Routing Number : * 222381918
Account Type : *
Payment Due : \$12,505.75
Total Payment : \$373.55

To change the filing method to multiple bank accounts, select the "Multi Payment" button.

Payment Quarter : *
Schedule Payment Date : *

- Banking information will not be permanently stored.
- The Payment Due calculated by OESC may include additional debits, interest and/or penalty charges. Amounts due are subject to internal audit.
- To modify Payment Amount for individual employers, click the [Edit](#) link for each account.

Edit	Account Number	Employer Name	Payment Due	Payment Amount
Edit			\$12,243.86	\$372.78
Edit			\$261.89	\$0.77

Select Continue to confirm the payment.

Confirm Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKE SC

Please confirm your payment information. If there is an error, please select 'Cancel' otherwise select 'Submit' only once!

Name of Account Owner: michael w
 Bank Account Number: 12345678901234567
 Bank Routing Number: 222381918
 Account Type: Checking

Payment Due: \$12,505.75
 Total Payment: \$373.55
 Schedule Payment Date: 09/28/2011

By selecting Submit, I authorize a single debit entry to the Bank Account number stated above as a single payment in the amount stated above to the Oklahoma Employment Security Commission. The payment will be deemed received on today's date.

After Submit, a Confirmation Number will be provided for your records.

Back Cancel **Submit**

Select Submit to complete the payment transaction.

The Online Payment Confirmation screen will appear.

Select the 'Display Printer-Friendly Version' to print or save a copy of the Online Payment Confirmation.

Online Payment Confirmation

The Online Payment was processed successfully:
 Confirmation Number: 1004233850
 Total Payment Amount: \$373.55
 Payment Submitted: 9/28/2011

Attention: All scheduled payments will be processed on the next business day excluding weekends and holidays.

Acct. No.	Quarter	Year	Employer Name	Payment Amount	Scheduled	Processed
				\$0.77	09-28-2011	Pending
				\$372.78	09-28-2011	Pending
Total 2 record(s)						1

[Display Printer-Friendly Version](#)

5.3 Submit Multiple Bank Payments for Multi-Employers

After the user has uploaded and submitted their Quarterly Contribution report: Select the File Upload Library link on the Navigation Panel.



In the File Upload Library select the [Open](#) link in the details column.

File Upload Library * Indicates required fields

Step 4 of 7: File Upload Library

File Status:

File Name:

Open Details link to complete filing process. Records per Page:

Details	Report	Error Report	Payment Confirmation	File Information	File Size (bytes)	Quarter	Year	Status
Open	Confirmation			P REC multiple file [11].txt File Loaded: Monday, May 23, 2011 3:29:16 PM	71743	4	2010	File Processed
Open		Open		P REC multiple file [11].txt Error Message: File Validation Failed File Loaded: Monday, May 23, 2011 3:26:42 PM	71743	1	2011	Processing Failed
Open		Open		P rec drop numbers 05 05 11.TXT Error Message: File Validation Failed File Loaded: Monday, May 23, 2011 3:24:04 PM	8310	1	2011	Processing Failed
Open		Open		P-Record single acct file 4.txt Error Message: File Layout Failed File Loaded: Monday, May 23, 2011 3:03:14 PM	5794	4	2009	Processing Failed

Results 1-4 of 4 records

Select the Payment button.

Upload Employers Quarterly Contribution Report

Step 5 of 7: Uploaded File Details

File Name: P REC multiple file [11].txt
File Size: 71743 bytes
Quarter / Year: 4/2010
File Status: File Processed
File Loaded: Monday, May 23, 2011 3:29:16 PM

Select the Multi Payment link.

Payment for Quarterly Tax Files

Step 7 of 7: Upload Employers Quarterly Contribution Report

The Employers Quarterly Contribution Report File Upload for 4/2010 was successfully transmitted at 9/28/2011 10:53:34 AM
DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

Employers Quarterly Contribution Summary Report. Confirmation Report

Pay On-line
To complete this process, have your bank routing number and account number available. Banking information will be pre-populated if included on the file.

[Single Payment](#) to pay using a single bank account.
[Multi Payment](#) to pay using multiple bank accounts.

Pay by Check

a. Print the payment voucher [Print Payment Voucher](#)
b. Make check payable to OESC.
c. Include Oklahoma Account Number and Quarter on the check.
d. Mail Payment Voucher and Check to:
OESC
Attn: Cashier
PO Box: 52004
Oklahoma City, OK 73152-2004

If the online payment information was submitted using the 'P-record(s)' in the File Upload: The bank information is only stored until the end of the same business day as the File Upload being submitted. Should the payment process be started the following business day, all bank information needs to be re-entered.

To not make a payment for an employer submitted in the File Upload process, ensure the Payment Amount for this employer is zero (\$0.00).

If any bank information needs to be modified, select the Edit link next to the appropriate employer. Upon selecting the edit link the Bank Account Owner, Bank Account Number, Bank Routing Number, Account Type, and Payment Amount become editable fields.

After selecting the Edit link, only the last three digits of the Bank Account Number are displayed for security reasons. Should the Bank Account Number need modifications, enter the new, complete Bank Account Number.

If modifications other than the Bank Account Number are needed, DO NOT MODIFY the three digits displayed for the Bank Account Number.

Upon entering a new valid amount, select the Update link. To cancel the modification of the bank and/or payment information, select the Cancel link.

Total Payment amount will be automatically adjusted by the Payment Amounts entered into the individual employer amounts.

Once all bank information and payment amounts are complete, select Continue to confirm the payment.

If the online payment information was not included in the 'P-record(s)' of the File Upload: Enter the banking information as required on the payment screen.

Submit Online Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC

Please note: Same day payments submitted by 10:30 p.m. are processed the next business day. Payments scheduled for a future date will process the next business day following the selected date.

Payment Due :
 Total Payment :
 Schedule Payment Date : *

- Banking information will not be permanently stored.
- The *Payment Due* calculated by OESC may include additional debits, interest and/or penalty charges. Amounts due are subject to internal audit.
- To modify payment information for individual employers, click the [Edit](#) link for each account. If you modify the bank account number, you must enter a new, complete bank account number.

View: Records per Page:

Edit	Account Number	Employer Name	Name of Bank Account Owner	Bank Account Number	Bank Routing Number	Account Type	Payment Due	Payment Amount
Edit						Checking	\$12,243.86	\$0.00
Edit						Checking	\$261.89	\$0.00

Total 2 record(s)

Select Continue to confirm the payment.

Confirm Payment

Please confirm your payment information. Please select 'Submit' only once. If there is an error, please select the 'Back' button to correct it, or select 'Cancel' to cancel the payment and navigate to the Homepage. If you select 'Cancel' all your banking information will be lost.

Payment Due :
 Total Payment :
 Schedule Payment Date :

Records per Page:

Account Number	Employer Name	Name of Bank Account Owner	Bank Account Number	Bank Routing Number	Account Type	Payment Due	Payment Amount
			76543210987654321	222381918	Checking	\$12,243.86	\$0.77
			12345678901234567	222381918	Savings	\$261.89	\$342.78

By selecting Submit, I authorize single debit entries to the Bank Account Numbers stated above as multiple payments in the amounts stated above to the Oklahoma Employment Security Commission. The payments will be deemed received on today's date.

Select Submit to complete the payment transaction.

The Online Payment Confirmation screen will appear. Select the 'Display Printer-Friendly Version' to print or save a copy of the Online Payment Confirmation.

Online Payment Confirmation

The Online Payment was processed successfully:
 Payment Submitted: 9/29/2011
 Payment Scheduled Date: 9/29/2011

Attention: All scheduled payments will be processed on the next business day excluding weekends and holidays.

Acct. No.	Quarter	Year	Employer Name	Payment Amount	Confirmation	Scheduled	Processed
				\$342.78	1004865729	09-29-2011	Pending
				\$0.77	1004785670	09-29-2011	Pending
Total 2 record(s)							1

[Display Printer-Friendly Version](#)

Upon selecting Submit, a timestamp is provided to indicate when the submission was made. Once payments are made for all the employers, select the File Upload Library link to obtain the confirmation information.

- Submit Contribution Report
 - Upload Contribution Report
 - File Upload
 - File Upload Library
 - Adjust Contribution Report
 - View Contribution Report

Step 4 of 7: File Upload Library

File Status:

File Name:

Open Details link to complete filing process. Records per Page:

Details	Report	Error Report	Payment Confirmation	File Information	File Size (bytes)	Quarter	Year	Status
Open	Confirmation			3 2011 multi good file [2].txt File Loaded: Monday, October 10, 2011 11:40:21 AM	55954	3	2011	File Processed
Open		Open		4 2010 one p rec for multi employer.txt File Loaded: Friday, October 07, 2011 11:34:20 AM	1211599	4	2010	Processing Failed

Results: 1-2 of 2 records

5.4 Create a Payment Summary Report

A Payment Summary Report can be generated outlining payment details before the payment is actually submitted.

When making a single bank payment for multiple employers, select Print Payment Summary.

Submit Online Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC

Please note: Same day payments submitted by 10:30 p.m. are processed the next business day. Payments scheduled for a future date will process the next business day following the selected date.

Name of Account Owner : *

Bank Account Number : *

Bank Routing Number : *

Account Type : *

Payment Due : \$1,261.36

Total Payment : \$1,261.36

To change the filing method to multiple bank accounts, select the "Multi Payment" button.

Payment Quarter : *

Schedule Payment Date : *

- Banking information will not be permanently stored.
- The Payment Due calculated by OESC may include additional debits, interest and/or penalty charges. Amounts due are subject to internal audit.
- To modify Payment Amount for individual employers, click the [Edit](#) link for each account.

Edit	Account Number	Employer Name	Payment Due	Payment Amount
Edit			\$1,031.75	\$1,031.75
Edit			\$0.00	\$0.00
Edit			\$229.61	\$229.61

→

A new window appears with a PDF version of the Payment Summary Report. This report can either be printed or saved to a computer.

Oklahoma Employment Security Commission

PAYMENT SUMMARY REPORT

Single Payment

File Name: **3 2011 multi good file [2].txt**

Submitter Information:

User ID:

Name:

Acct Number	Employer Name	Payment Due	Payment Amount
		\$1,031.75	\$1,031.75
		\$229.61	\$229.61
		\$0.00	\$0.00
	TOTAL:	\$1,261.36	\$1,261.36

When making a multiple bank payment for multiple employers, select Print Payment Summary.

Submit Online Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC

Please note: Same day payments submitted by 10:30 p.m. are processed the next business day. Payments scheduled for a future date will process the next business day following the selected date.

Payment Due :

Total Payment :

Schedule Payment Date : *

- Banking information will not be permanently stored.
- The *Payment Due* calculated by OESC may include additional debits, interest and/or penalty charges. Amounts due are subject to internal audit.
- To modify payment information for individual employers, click the [Edit](#) link for each account. If you modify the bank account number, you must enter a new, complete bank account number.

View: Records per Page:

Edit	Account Number	Employer Name	Name of Bank Account Owner	Bank Account Number	Bank Routing Number	Account Type	Payment Due	Payment Amount
Edit						Checking	\$1,031.75	\$0.00
Edit						Checking	\$229.61	\$0.00
Edit						Checking	\$0.00	\$0.00
Total 3 record(s)								

A new window appears with a PDF version of the Payment Summary Report. This report can either be printed or saved to a computer.

Oklahoma Employment Security Commission
PAYMENT SUMMARY REPORT
Multi Payment

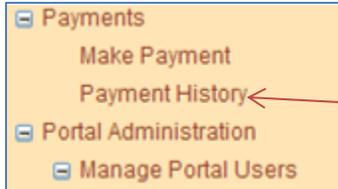
File Name: 3 2011 multi good file [2] .txt

Submitter information:
User ID:
Name:

Acct Number	Employer Name	Name of Bank Account Owner	Bank Account Number	Bank Routing Number	Account Type	Payment Due	Payment Amount
					Checking	\$1,031.75	\$0.00
					Checking	\$229.61	\$0.00
					Checking	\$0.00	\$0.00
TOTAL:						\$1,261.36	\$0.00

5.5.1 Edit or Delete a Payment

When making a single bank payment for an employer, select Payment History to view those payments that have been submitted and/or are scheduled to be processed online.



When submitting a single bank payment for an employer, the user can edit or delete the payment up to 8:00 pm of the day the payment is scheduled to be processed. Please see both of the examples below:

This scheduled payment (picture directly below) is pending but cannot be edited or deleted. The Edit/Delete column is blank.

Online Payment History

Choose one or more search criteria.

OK Account Number :

Confirmation No. :

Records per Page:

Edit / Delete	Confirmation Report	Acct. No.	Employer Name	Quarter	Year	Payment Amount	Payment Date	Scheduled Date	Processed Date	Confirmation Number
				3	2011	\$19.77	10/20/2011 10:48:05 AM	10/20/2011	Pending	
	Print			2	2011	\$182.64	7/11/2011 2:34:33 PM	07/31/2011	7/31/2011 11:08:00 PM	
	Print			2	2011	\$913.17	7/11/2011 3:59:17 PM	07/11/2011	7/11/2011 11:02:59 PM	
	Print			1	2011	\$27.54	6/17/2011 4:45:24 PM	06/17/2011	6/17/2011 4:45:25 PM	
	Print			1	2011	\$839.08	5/5/2011 10:21:18 AM	05/05/2011	5/5/2011 10:21:18 AM	
	Print			4	2010	\$14.69	1/30/2011 4:01:28 PM	01/30/2011	1/30/2011 4:01:28 PM	
	Print			4	2010	\$0.26	1/4/2011 11:34:59 AM	01/04/2011	1/4/2011 11:34:59 AM	

Total 7 record(s)

In the example below, there will be an Edit and Delete hyperlink next to the scheduled payment because this payment is editable.

Online Payment History

Choose one or more search criteria.

OK Account Number :

Confirmation No. :

Records per Page: 10

Edit / Delete	Confirmation Report	Acct. No.	Employer Name	Quarter	Year	Payment Amount	Payment Date	Scheduled Date	Processed Date	Confirmation Number
Edit Delete				3	2011	\$34.77	10/20/2011 9:10:31 AM	10/24/2011	Pending	
	Print			3	2011	\$77.34	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39:24 AM	
	Print			3	2011	\$229.61	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39:24 AM	
	Print			3	2011	\$1,031.75	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39:24 AM	
	Print			2	2011	\$27.00	7/22/2011 10:59:42 AM	07/22/2011	7/22/2011 10:52:51 PM	
	Print			1	2011	\$27.00	4/25/2011 2:18:10 PM	04/25/2011	4/25/2011 2:18:10 PM	

Total 6 record(s)

5.5.1.1 Edit a Scheduled Payment

Use the Edit hyperlink next to the scheduled payment to change the payment amount.

Online Payment History

Choose one or more search criteria.

OK Account Number :

Confirmation No. :

Records per Page: 10

Edit / Delete	Confirmation Report	Acct. No.	Employer Name	Quarter	Year	Payment Amount	Payment Date	Scheduled Date	Processed Date	Confirmation Number
Edit Delete				3	2011	\$34.77	10/20/2011 9:10:31 AM	10/24/2011	Pending	
	Print			3	2011	\$77.34	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39:24 AM	
	Print			3	2011	\$229.61	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39:24 AM	
	Print			3	2011	\$1,031.75	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39:24 AM	
	Print			2	2011	\$27.00	7/22/2011 10:59:42 AM	07/22/2011	7/22/2011 10:52:51 PM	
	Print			1	2011	\$27.00	4/25/2011 2:18:10 PM	04/25/2011	4/25/2011 2:18:10 PM	

Total 6 record(s)

After selecting Edit hyperlink the Payment Update screen will appear as seen below.

Edit	Account Number	Employer Name	Payment Amount
Edit			\$34.77

Once Payment Update screen appears select the Edit link on the payment update screen as seen above.

Edit	Account Number	Employer Name	Payment Amount
Update Cancel			34.77

After selecting the Edit link, click inside the Payment Amount box and manually enter the Payment Amount to be paid in dollars and cents, (Use a decimal. Example: 342.78 or 0.77) and select Update to approve the change.

Select Continue to advance to the Confirm Payment screen.

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC

Please confirm your payment information. If there is an error, please select 'Cancel' otherwise select 'Submit' only once!

Total Payment: \$77.34
Schedule Payment Date: 10/24/2011

On the Confirm Payment Screen:

- Select Submit if you want to confirm the payment adjustment
- Select Cancel if you want to cancel the payment adjustment

A confirmation message will display as follows: 'The payment has been updated.'

Payment History

The payment has been updated. ←

Online Payment History

Choose one or more search criteria.

OK Account Number :

Confirmation No. :

Edit / Delete	Confirmation Report	Acct. No.	Employer Name	Quarter	Year	Payment Amount	Payment Date	Scheduled Date
Edit Delete				3	2011	\$77.34	10/20/2011 9:10:31 AM	10/24/2011

5.5.1.2 Delete a Scheduled Payment

Use the Delete hyperlink next to the scheduled payment to delete the payment.

Online Payment History

Choose one or more search criteria.

OK Account Number :

Confirmation No. :

Records per Page:

Edit / Delete	Confirmation Report	Acct. No.	Employer Name	Quarter	Year	Payment Amount	Payment Date	Scheduled Date	Processed Date	Confirmation Number
Edit Delete				3	2011	\$77.34	10/20/2011 9:10:31 AM	10/24/2011	Pending	
	Print			3	2011	\$77.34	10/20/2011 9:16:28 AM	10/20/2011	10/20/2011 11:42: AM	
	Print			3	2011	\$77.34	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39: AM	
	Print			3	2011	\$229.61	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39: AM	
	Print			3	2011	\$1,031.75	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011 10:39: AM	
	Print			2	2011	\$27.00	7/22/2011 10:59:42 AM	07/22/2011	7/22/2011 10:52:5 PM	
	Print			1	2011	\$27.00	4/25/2011 2:18:10 PM	04/25/2011	4/25/2011 2:18:1 PM	

Total 0 record(s)

A message box will appear on the Online Payment History Screen. See below.

Choose one or more search criteria.

OK Account Number :

Confirmation No. :

Message from webpage

Are you sure you want to delete this payment?

Edit / Delete	Confirmation Report	Acct. No.	Payment Date	Scheduled Date
Delete			10/20/2011 9:10:31 AM	10/24/2011
	Print		10/20/2011 9:16:28 AM	10/20/2011
	Print		10/11/2011 8:20:49 AM	10/11/2011

When the message box appears on the Online Payment History Screen:

- Select the Cancel button if you do not want to delete the payment
- Select the OK button if you do want to delete the payment

Payment History

Payment has been deleted.

Online Payment History

Choose one or more search criteria.

OK Account Number :

Confirmation No. :

Record

Edit / Delete	Confirmation Report	Acct. No.	Employer Name	Quarter	Year	Payment Amount	Payment Date	Scheduled Date	Proce
	Print			3	2011	\$77.34	10/20/2011 9:16:28 AM	10/20/2011	10/20/2011
	Print			3	2011	\$229.61	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011
	Print			3	2011	\$1,031.75	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011
	Print			3	2011	\$77.34	10/11/2011 8:20:49 AM	10/11/2011	10/11/2011
	Print			2	2011	\$27.00	7/22/2011 10:59:42 AM	07/22/2011	7/22/2011
	Print			1	2011	\$27.00	4/25/2011 2:18:10 PM	04/25/2011	4/25/2011

A confirmation message will display as follows: 'Payment has been deleted'. The entry will be deleted from the Online Payment History screen entirely.

6.0 Credit Card Payment

6.1 Submit Credit Card Payment

The Employment Security Commission's Third Party Credit Card processing vendor charges a three percent (3%) service fee for each credit card transaction. Here are some examples of the calculation of the 3% fee:

Total Payment to the OESC is \$10.00. The 3% vendor service fee would be \$0.30

Total Payment to the OESC is \$100.00. The 3% vendor service fee would be \$3.00

Total Payment to the OESC is \$1000.00. The 3% vendor service fee would be \$30.00

The 3% service fee will be calculated by the Third Party Credit Card processing vendor. The 3% service fee is paid directly to the Third Party Credit Card processing vendor. The Employment Security Commission does not receive any portion of the 3% service fee. The 3% service fee will not apply to the employer's contributions due in any way.

When submitting an Online Payment the responsibility of ensuring that the correct Credit Card information is entered rests with you.

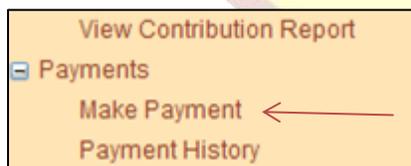
If you submit a Credit Card payment online, a confirmation number will be assigned.

A confirmation number confirms only that a payment was scheduled to be processed.

A confirmation number does NOT confirm that your Credit Card has successfully processed the scheduled payment.

If the scheduled credit card payment is not honored the OESC may charge a return fee. Additionally, if the Credit Card does not process the Third Party Credit Card processing vendor may charge a return fee.

To submit a Credit Card payment select the Make Payment link on the Navigation Panel.



The Submit Online Payment will appear.

First type the Payment Amount into the Submit Online Payment screen. Second select the highlighted box indicating **CLICK HERE**.

Home Logged on as: hightide50 [Logout](#)

Submit Online Payment * Indicate

Submit Online Payment

If your Bank Account is blocked, the OESC Bank Originator Number is 9STOFOKESC

Please note:

1. Same day payments submitted by 10:30 p.m. are processed the next business day. Payments scheduled for a future date will process the next business day following the selected date.
2. Banking information will not be permanently stored.

To Pay with a Credit Card

First enter the **Payment Amount** on this screen and then

CLICK HERE

The user will be redirected to the NIC credit card payment website.

A 3% convience fee will be charged on each credit card transaction

Oklahoma Account Number : *

Name of Account Owner : *

Bank Account Number : *

Bank Routing Number : *

Account Type : *

Payment Amount : *

Payment Amount : *

Total Payment :

Payment Quarter : *

Schedule Payment Date : *

NOTE: This is the first quarter to which your payment will be applied. Any remaining payment will be applied to the earliest quarter in which there is a payment due.

Bank Account and Routing Numbers are located at the bottom of your check or deposit slip between these symbols: []

The Routing Number is a 9 digit number.

Please note that some Financial Institutions prefer EFT/ACH transactions to use a different routing number than provided at the bottom of your checks. Please verify this with your bank.

Routing numbers that begin with '5' are invalid.

The 3% service fee will be calculated by the Third Party Credit Card processing vendor. The 3% service fee is paid directly to the Third Party Credit Card processing vendor. The Employment Security Commission does not receive any portion of the 3% service fee. The 3% service fee will not apply to the employer's contributions due in any way.

4 **Submit Payment**

Transaction Summary	
	\$61.60
Service Fee	\$1.85
Total	\$63.45

Qty	Amount
	\$61.60
	\$61.60

Enter the customer information and select Next.



FAQ Contact

Customer Information

Complete all required fields [*]

Country
United States

First Name * credit
Last Name * card

Company Name
test

Address *
2401

Address 2

City * oklahoma city
State * OK - Oklahoma

ZIP/Postal Code * 73152

Phone * 4055575452

Next

Transaction Summary

	\$61.60
Service Fee	\$1.85
Total	\$63.45

Need Help?

Please complete the Customer Information Section



Select the credit card type. Then input the credit card information and select Next.

oklahoma city, OK 73152

Country
United States

Payment Info

Complete all required fields [*]

Credit Card Number *
4111111111111111 ✓

Credit Card Type
MasterCard VISA DISCOVER

Expiration Month *
July ✓

Expiration Year *
2018 ✓

Security Code *
123 ✓

Name on Credit Card *
John Doe ✓

Next

Cancel

Transaction Summary

	\$61.60
Service Fee	\$1.85
Total	\$63.45

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.



A read only review screen will appear. When submitting an Online Payment the responsibility of ensuring that the correct Credit Card information is entered rests with you.

After ensuring the credit card information is accurate click Submit Payment.

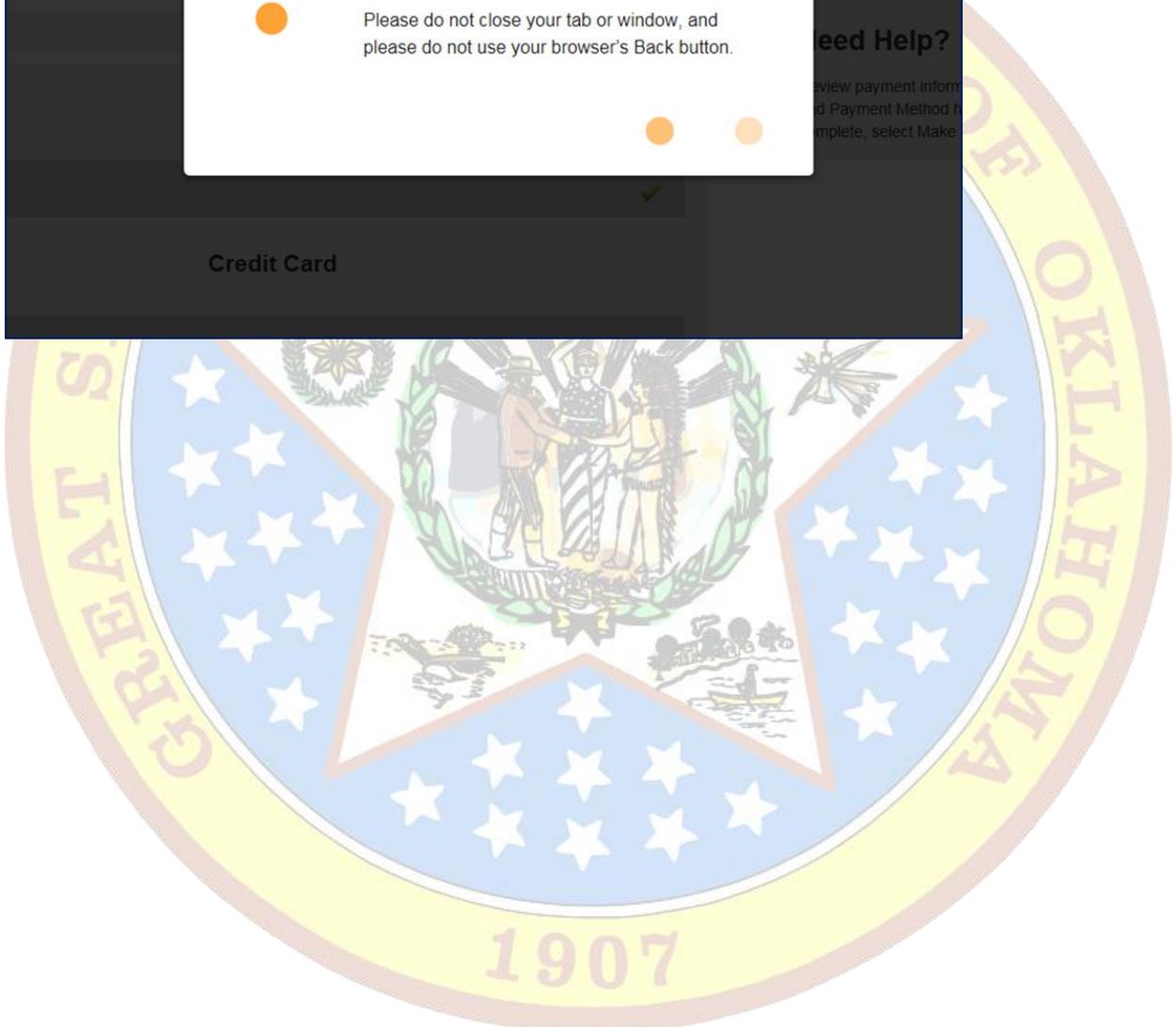
The screenshot displays a payment review interface. At the top left is the NIC logo with the tagline 'the people behind Government' and '20 YEARS'. At the top right are links for 'FAQ' and 'Contact'. The main content area is divided into three sections: 'Payment Type' (Credit Card), 'Customer Information', and 'Payment Info'. Each section has a green checkmark in the top right corner. The 'Customer Information' section includes fields for Address, Phone, and Country. The 'Payment Info' section includes fields for Credit Card and Name on Credit Card. At the bottom of the main area are 'Cancel' and 'Submit Payment' buttons. A red arrow points to the 'Submit Payment' button. To the right of the main form is a 'Transaction Summary' table and a 'Need Help?' section.

Transaction Summary	
	\$61.60
Service Fee	\$1.85
Total	\$63.45

Need Help?
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

While the payment is processing do not close your internet tab or window, and please do not use your browser's Back button.

The screenshot shows a payment processing interface with a dark theme. At the top, there are three steps: '2 Customer Info', '3 Payment Info', and '4 Submit Payment'. A white modal box is centered on the screen with an orange exclamation mark icon. The text inside the modal reads: 'Please Wait', 'Your payment is being processed.', and 'Please do not close your tab or window, and please do not use your browser's Back button.' Below the modal, the text 'Credit Card' is visible. The background of the interface includes a 'Transaction' section and a 'Need Help?' link.



When the payment is processed the Payment Receipt Confirmation will appear. A print-friendly confirmation is available by clicking the green “print” button.

After viewing and/or printing the Payment Receipt Confirmation select Continue.

Nio the people behind eGovernment™

FAQ Contact

Payment Receipt Confirmation

Your payment was successfully processed.

[Print](#)

Transaction Summary

Description	Order ID	Amount
Total	36459372	\$61.60

Receipt Confirmation

Description	Order ID	Amount
TOTAL Service Fee	36459374	\$1.85

Customer Information

Customer Name	credit card	Receipt Date	3/20/2018
Company Name	test	Receipt Time	11:12:30 AM CDT
Local Reference ID	3e802281345d4aba9e3768543ddaefd9		

Payment Info

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Name on Credit Card	John Doe

Billing Information

Billing Address	2401	Phone Number	4055575452
Billing City, State	oklahoma city, OK		
ZIP/Postal Code	73152		
Country	US		

[Continue](#)

The Employment Security Commission's website EZ Tax Express will display the Online Payment Confirmation page as well. The EZ Tax Express is acknowledging the credit card payment has been scheduled.

Home Logged on as: [REDACTED] [Guide Me](#) | [Help](#) | [Log Out](#)

Online Payment Confirmation * Ind

Online Payment Confirmation

The Online Payment was processed successfully:
Confirmation Number: **1801323397**
Total Payment Amount: **\$61.60**
Payment Submitted: **3/20/2018**

Attention: All scheduled payments will be processed on the next business day excluding weekends and holidays.

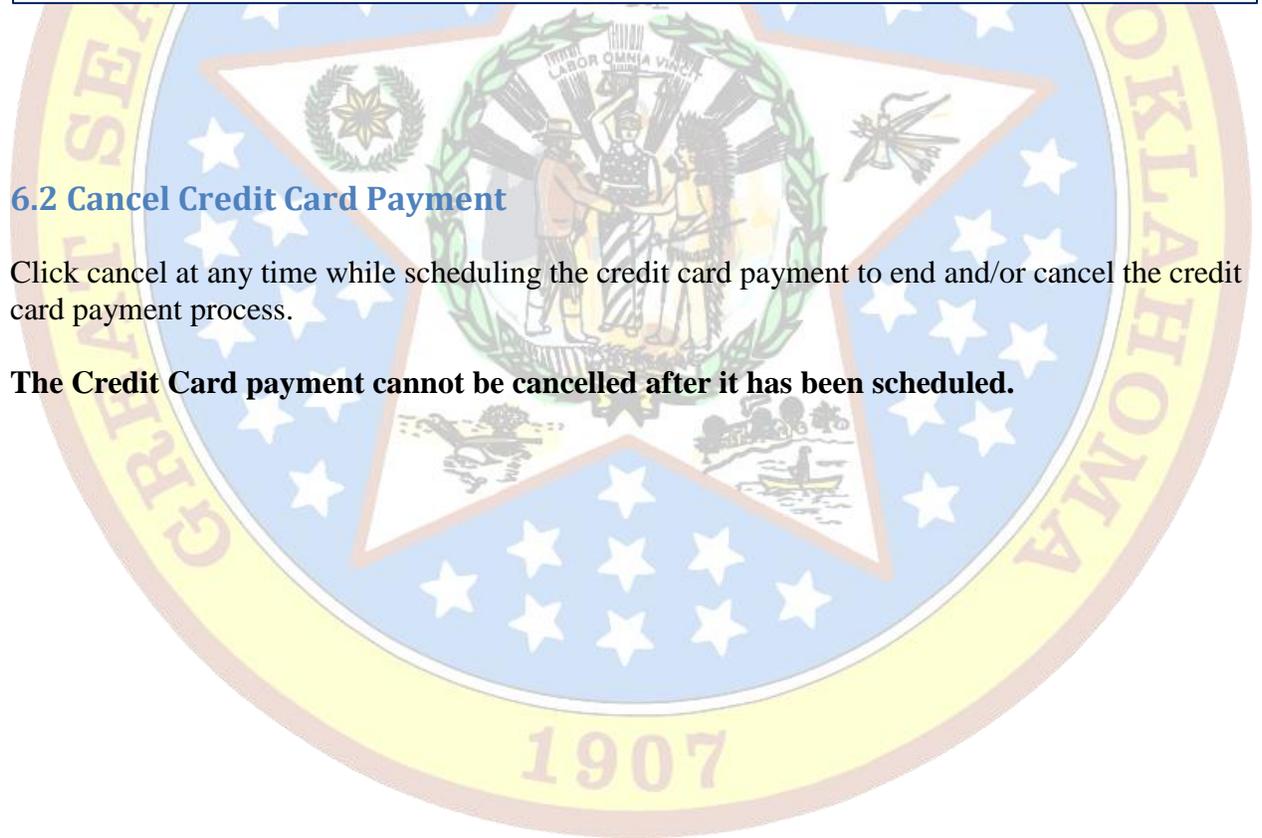
Records per Page: ▾

[Display Printer-Friendly Version](#)

6.2 Cancel Credit Card Payment

Click cancel at any time while scheduling the credit card payment to end and/or cancel the credit card payment process.

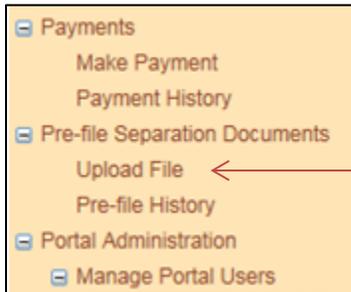
The Credit Card payment cannot be cancelled after it has been scheduled.



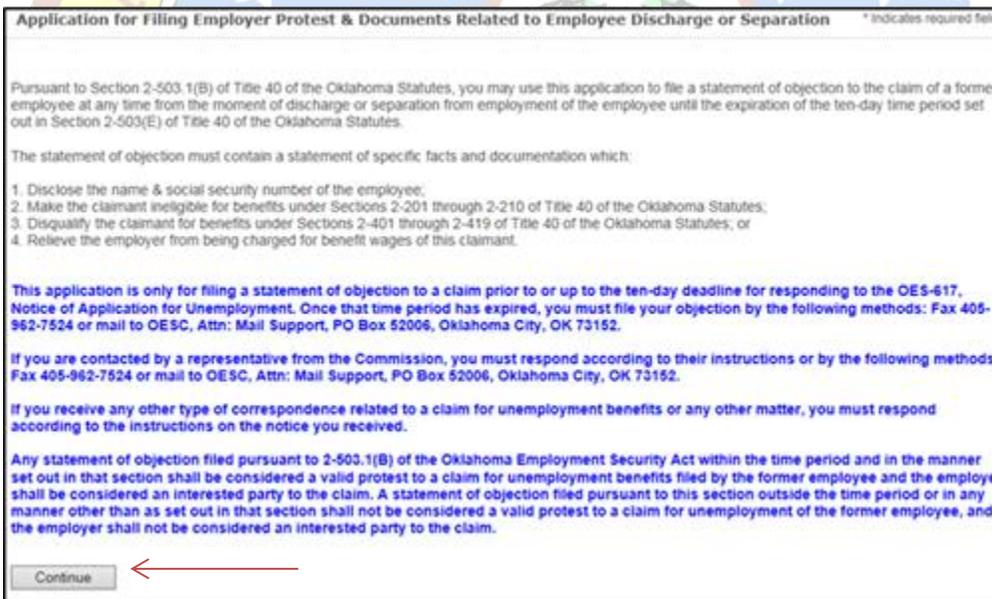
7.0 Pre-file Separation Documents

7.1 Upload File

Select the Upload File link on the navigation panel.



Read the overview and instructions and then select continue.



Application for Filing Employer Protest & Documents Related to Employee Discharge or Separation * Indicates required fields

Pursuant to Section 2-503.1(B) of Title 40 of the Oklahoma Statutes, you may use this application to file a statement of objection to the claim of a former employee at any time from the moment of discharge or separation from employment of the employee until the expiration of the ten-day time period set out in Section 2-503(E) of Title 40 of the Oklahoma Statutes.

The statement of objection must contain a statement of specific facts and documentation which:

1. Disclose the name & social security number of the employee;
2. Make the claimant ineligible for benefits under Sections 2-201 through 2-210 of Title 40 of the Oklahoma Statutes;
3. Disqualify the claimant for benefits under Sections 2-401 through 2-419 of Title 40 of the Oklahoma Statutes; or
4. Relieve the employer from being charged for benefit wages of this claimant.

This application is only for filing a statement of objection to a claim prior to or up to the ten-day deadline for responding to the OES-617, Notice of Application for Unemployment. Once that time period has expired, you must file your objection by the following methods: Fax 405-962-7524 or mail to OESC, Attn: Mail Support, PO Box 52006, Oklahoma City, OK 73152.

If you are contacted by a representative from the Commission, you must respond according to their instructions or by the following methods: Fax 405-962-7524 or mail to OESC, Attn: Mail Support, PO Box 52006, Oklahoma City, OK 73152.

If you receive any other type of correspondence related to a claim for unemployment benefits or any other matter, you must respond according to the instructions on the notice you received.

Any statement of objection filed pursuant to 2-503.1(B) of the Oklahoma Employment Security Act within the time period and in the manner set out in that section shall be considered a valid protest to a claim for unemployment benefits filed by the former employee and the employee shall be considered an interested party to the claim. A statement of objection filed pursuant to this section outside the time period or in any manner other than as set out in that section shall not be considered a valid protest to a claim for unemployment of the former employee, and the employer shall not be considered an interested party to the claim.

←

Next, the Application for Filing Employer Protest & Documents Related to Employee Discharge or Separation screen will appear.

Select the Browse button to upload a document(s) related to employee discharge or separation.

[Back to EZ Tax Express!](#)

Application for Filing Employer Protest & Documents Related to Employee Discharge or Separation

File Size is limited to 10 MB or less
Only the following file types are accepted: AVI, ASF, BMP, MP2, MP3, MP4, CDA, WAV, JPG, TIF or PDF.

If the file contains explicit material, please check the appropriate box to ensure proper restrictions are implemented.

1. SSN: First Name: Last Name: Explicit:

2. SSN: First Name: Last Name: Explicit:

3. SSN: First Name: Last Name: Explicit:

4. SSN: First Name: Last Name: Explicit:

5. SSN: First Name: Last Name: Explicit:

6. SSN: First Name: Last Name: Explicit:

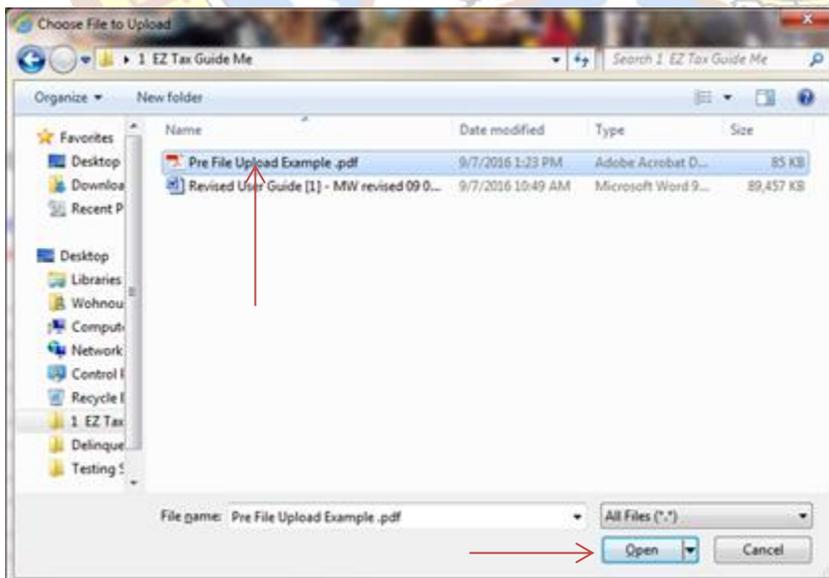
7. SSN: First Name: Last Name: Explicit:

8. SSN: First Name: Last Name: Explicit:

9. SSN: First Name: Last Name: Explicit:

10. SSN: First Name: Last Name: Explicit:

Choose the file related to employee discharge or separation and select Open.



After choosing the file enter the Social Security Number (SSN) and/or First and Last Name related to the documents for the employee discharge or separation.

[Back to EZ Tax Express!](#)

Application for Filing Employer Protest & Documents Related to Employee Discharge or Separation

File Size is limited to 10 MB or less
Only the following file types are accepted: AVI, ASF, BMP, MP2, MP3, MP4, CDA, WAV, JPG, TIF or PDF.

If the file contains explicit material, please check the appropriate box to ensure proper restrictions are implemented.

1. C:\Users\MichaelW\Desktop Browse... SSN: 111-22-4433 First Name: Jane Last Name: Smith Explicit: File Size: 85 KB

2. Browse... SSN: First Name: Last Name: Explicit:

Once the file has been chosen and the SSN or First and Last Name have been input select Upload File from the bottom left of the screen. You may upload as many as ten (10) documents.

Application for Filing Employer Protest & Documents Related to Employee Discharge or Separation

File Size is limited to 10 MB or less
Only the following file types are accepted: AVI, ASF, BMP, MP2, MP3, MP4, CDA, WAV, JPG, TIF or PDF.

If the file contains explicit material, please check the appropriate box to ensure proper restrictions are implemented.

1. C:\Users\MichaelW\Desktop Browse... SSN: 111-22-4433 First Name: Jane Last Name: Smith Explicit: File Size: 85 KB

2. Browse... SSN: First Name: Last Name: Explicit:

3. Browse... SSN: First Name: Last Name: Explicit:

4. Browse... SSN: First Name: Last Name: Explicit:

5. Browse... SSN: First Name: Last Name: Explicit:

6. Browse... SSN: First Name: Last Name: Explicit:

7. Browse... SSN: First Name: Last Name: Explicit:

8. Browse... SSN: First Name: Last Name: Explicit:

9. Browse... SSN: First Name: Last Name: Explicit:

10. Browse... SSN: First Name: Last Name: Explicit:

Upload File ←

Files successfully uploaded will appear at the bottom of the screen. If more files are required then repeat as needed.

8. Browse... SSN: First Name: Last Name:

9. Browse... SSN: First Name: Last Name:

10. Browse... SSN: First Name: Last Name:

File #1
File Content Type: application/pdf
File Size: 84.52kb
File Name: Pre File Upload Example .pdf ←
SSN: 111-22-4433
Name: Jane Smith
Explicit: No

7.2 Pre-file History

Select the Pre-file History link on the navigation panel.

- Payments
 - Make Payment
 - Payment History
- Pre-file Separation Documents
 - Upload File
 - Pre-file History ←
- Portal Administration
 - Manage Portal Users

Then select Continue to advance to the Pre-file History page.

Employer Account Management | Pre-file Separation Documents > Pre-file History | Logged on as: brinn01 | [Quick Help](#) | [Logout](#) | [Help Menu](#)

Application for Filing Employer Protest & Documents Related to Employee Discharge or Separation * Indicates required fields

←

- Employer Account Management
 - Submit Status Report
 - Terminate Account
- Manage Employer Information
 - Mailing Address
 - Business Locations
 - Address Change History
- View Account Information
 - Documents
 - Form 617 Separation Notices
 - Status Report
 - Account Balance
 - Benefit Wage Charge Appeals
 - 502 Notice Of Benefit Wages
 - Tax Warrants
 - Tax Appeals
 - Tax Payment
 - Tax Refunds
 - Employer Contribution Rate
 - IRS FUTA Certification
 - Termination Report
 - New Hire Reporting
 - Quarterly Contribution Report
 - Submit Contribution Report
 - Upload Contribution Report
 - File Upload
 - File Upload Library
 - View Contribution Report
 - Payments
 - Make Payment
 - Payment History
 - Pre-file Separation Documents
 - Upload File
 - Pre File History**
 - Portal Administration
 - Manage Portal Users

Enter the SSN or First and Last Name and select Search.

[Back to EZ Tax Express!](#)

Profile History

Account#: FEIN#:
SSN#: First Name: Last Name:
Sort By: Order By:

2 Result/s found.

SSN	First Name	Last Name	Acct#	FEI#	Date Uploaded	UserID
111223344	John	smith			9/7/2016 1:06:17 PM	
111224433	Jane	Smith			9/7/2016 1:26:59 PM	

You may choose to sort by the SSN or Name.

The list can be provided in ascending and descending order.

Select the Clear Search button to begin a new search.

[Back to EZ Tax Express!](#)

Profile History

Account#: FEIN#:
SSN#: First Name: Last Name:
Sort By: Order By:

1 Result/s found.

SSN	First Name	Last Name	Acct#	FEI#	Date Uploaded	UserID
111223344	John	smith			9/7/2016 1:06:17 PM	

Click on the Back to EZ Tax Express link to return to the homepage of the EZ Tax Express portal.

[Back to EZ Tax Express!](#) ←

Profile History

Account#: FEIN#:

SSN#: First Name: Last Name:

Sort By: Order By:

1 Result/s found.

SSN	First Name	Last Name	Acct#	FEI#	Date Uploaded	UserID
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8.0 Contact Information

8.1 EZ Tax Express Inquiries

EZ Tax Help Desk Phone Number: (405) 557-5452

EZ Tax Help Desk Fax Number: (405) 962-4655

EZ Tax Help Desk Email Address: eztaxexpress@oesc.state.ok.us

8.2 OESC General Inquiries

Physical Address:

Oklahoma Employment Security Commission Will Rogers Memorial Office Building
2401 North Lincoln Boulevard
Oklahoma City, OK 73105

Mailing Address:

Oklahoma Employment Security Commission
PO Box 52003
Oklahoma City, OK 73152-2003

Phone Number:

General Information/Switchboard: (405) 557-7100
TDD Telecommunications for the Deaf: (405) 208-4022