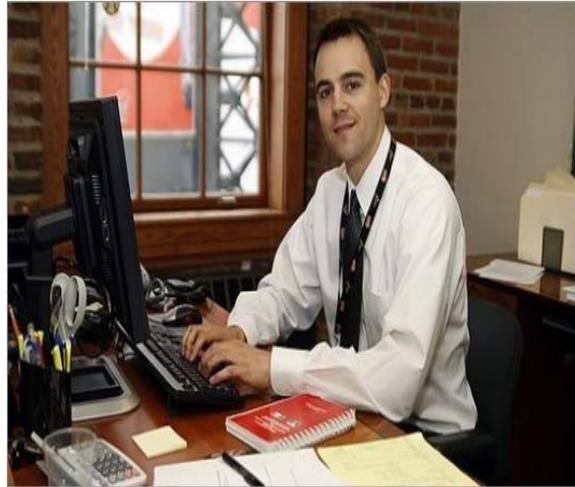


Enroll in ADWS Online UI Employer Services Today!

This system offers the following online services to employers.

- Apply for a DWS Employer Account Number
- File and pay Quarterly Contribution and Wage Reports
- Respond to the UI 901A Overpayment Wage Response System
- Register for and respond to the UI Benefit Notice Response System & Shared Work Program
- Report Unemployment Insurance Fraud
- Notify DWS of a potential employee's refusal of work, failure to submit to a pre-employment drug screen, or failure to pass a pre-employment drug screen



Any Arkansas employer can set up an online DWS account

<http://dws.arkansas.gov/>

The Department of Workforce Services is pleased to offer Arkansas employers an online method for handling their Unemployment Insurance accounts. The DWS website includes a link to many of the employer UI notices and reports that employers are accustomed to completing by hand and submitting by mail. Signing up online makes it easier to keep track of UI tax accounts.

To access the online menu, visit the DWS website <http://dws.arkansas.gov/> and click on the **Employers** tab. Then select the first link on the menu, **Online UI Employer Services**. Once the screen displays, choose from the many options listed.

A DWS employer account and online user ID are needed to get started. Companies that have never registered with DWS, may register and apply for an account number on this site. The left hand column on the main page (**Welcome to Arkansas DWS Online Unemployment Insurance Employer Services**) allows visitors to start the registration process immediately.

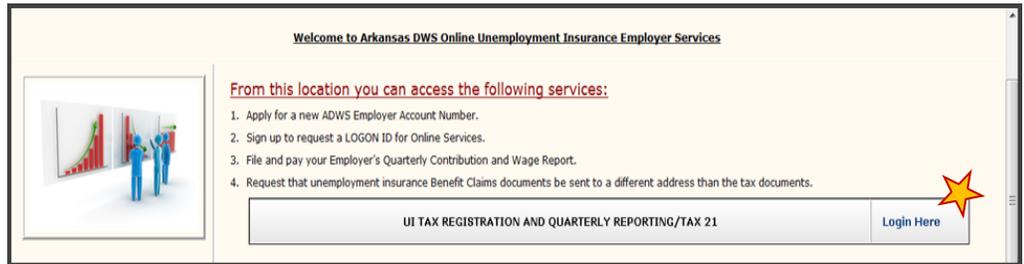
This newsletter gives just a brief glimpse of the online services. DWS encourages Arkansas employers to visit the DWS website and take a more detailed look at what is now available online. It is the agency's goal to provide innovative methods to assist employers in working with DWS.



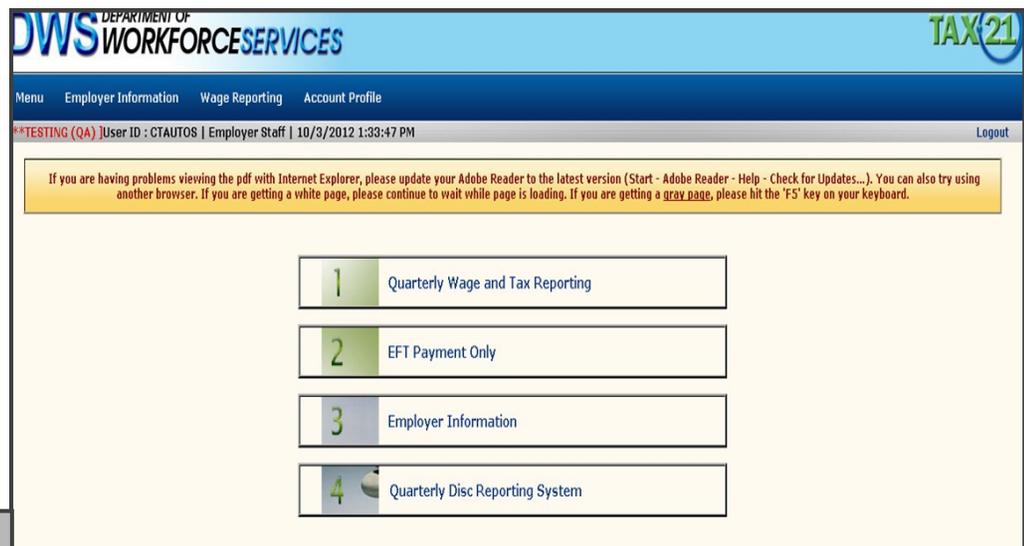
UI TAX REGISTRATION & QUARTERLY REPORTING - TAX 21

TAX 21 is the online site where employers and/or their tax agents can file the **Employer’s Quarterly Contribution and Wage Report (DWS 209b)** and pay the tax due by Electronic Funds Transfer (EFT). Employers can access their account, all client accounts and maintain those accounts with regard to address changes and terminations. Finally, employers can view and print their rate statements and access their accounts’ status with regard to report and tax payment compliance.

Tax 21 can be accessed by going to <http://dws.arkansas.gov/> and clicking on the Employers tab, then on the Online UI Employer Services link. Select the first login option to begin.



*For tax and payment related options, select **UI TAX REGISTRATION AND QUARTERLY REPORTING/Tax 21.***



*After logging into the **Tax 21** system, four menu options relating to a company’s unemployment insurance tax account will appear.*

Option One: Quarterly Wage and Tax Reporting

From this menu option, employers may check the status of and file their quarterly wage and tax reports.

Option Two: EFT Payment Only

Make electronic quarterly tax payments.

Option Three: Employer Information

From this screen, employers may view their account information and quarterly reports history.

Option Four: Quarterly Disc Reporting System

The last option will allow employers to upload their wage report information from most accounting softwares, such as QuickBooks and Peachtree.

A DWS employer account and an online user ID are necessary to get started. If an Arkansas company has never registered with DWS, the employer representative may register and apply for an account number from this site. The left hand column on the **Welcome to Arkansas DWS Online Unemployment Insurance Employer Services** page displays the links that will initiate the registration process .



- [Register for DWS Employer Account](#)
- [Set Up A User ID](#)

UI 901A OVERPAYMENT WAGE & BENEFIT NOTICE RESPONSE SYSTEMS

The bottom login portal on the **Welcome to the Employer UI Online Employer Services** page grants access to several UI employer functions. Once an employer logs in here, they can select any of the five available options.

The first option, the **UI 901A Overpayment Wage Response System**, a paperless online response system, enables DWS to quickly identify employees reporting inaccuracies.

If an employee claims unemployment while working for an organization, the employer may be asked to provide that person's wages to DWS to determine if that person accurately reported wages.

This option allows employers to respond to requests for wage information in overpayment investigations (DWS 901a).

Select Option 2, the **UI Benefit Notice Response System & Shared Work Program**, to receive and respond to Notices to Last and Base Period Employer (DWS 501.3/550), Adjudication Questionnaires (DWS 525), and to apply for the Shared Work program.

Option 2 also allows employers to make changes to their electronic profile, including the method of receiving these UI notices. All notices are sent by mail unless the notification is changed to be sent electronically. If electronic transmission is requested, it will require an e-mail address for notification. If the **Both** option is selected, the notices will be sent electronically and by mail.

5. Respond to UI 901A Overpayment Wage Response System.
 6. Register for & Respond to UI Benefit Notice Response System & Shared Work Program.
 7. Report Unemployment Insurance Fraud.
 8. Report a Refusal of an Offer of Work.
 9. Report a Failure to Submit to or Pass a Pre-Employment Drug Screen.

RESPOND TO UI 901A OVERPAYMENT WAGE RESPONSE SYSTEM
REGISTER FOR & RESPOND TO UI BENEFIT NOTICE RESPONSE SYSTEM & SHARED WORK PROGRAM
REPORT UNEMPLOYMENT INSURANCE FRAUD
REPORT A REFUSAL OF AN OFFER OF WORK
REPORT A FAILURE TO SUBMIT TO OR PASS A PRE-EMPLOYMENT DRUG SCREEN


[Login Here](#)

Go to the DWS website, and click on the **Employers** tab. Then click on the **Online UI Employer Services** link. At the **Welcome** page, choose the second login portal.

The five options below will display, allowing employers to access several new Unemployment Insurance services.

- 1 UI 901A Overpayment Wage Response System
- 2 UI Benefit Notice Response System & Shared Work Program
- 3 Report Unemployment Insurance Fraud
- 4 Report a Refusal of an Offer of Work
- 5 Report a Failure to Submit to or Pass a Pre-Employment Drug Screen

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UI FRAUD, REFUSAL OF WORK, & PRE-EMPLOYMENT DRUG SCREEN

Three additional options are now available online — all designed to enhance the convenience of reporting information to DWS: 3) Report Unemployment Insurance Fraud; 4) Report a Refusal of an Offer of Work; and 5) Report a Failure to Submit to or Failure to Pass a Pre-Employment Drug Screen.

Option 3, **Report Unemployment Insurance Fraud**, enables the employer to submit information regarding an individual who may be committing UI fraud by not reporting work and earnings while

claiming benefits. The employer’s tips and leads will help launch an investigation into the claimant’s eligibility for unemployment insurance.

Option 4, **Report a Refusal of an Offer of Work**, makes it easy for an employer to electronically report to DWS when work has been offered and refused by an individual who is claiming unemployment.

Option 5, **Report a Failure to Submit to or Pass a Pre-Employment Drug Screen**, is a link that enables the employer to notify DWS when a claimant fails to submit or pass a pre-employment drug screen.



★ Remember : To access all of the new online information, forms and services that DWS offers to Arkansas employers, click on the **Employers** tab at the top of the page. Then select **Online UI Employers Services**.