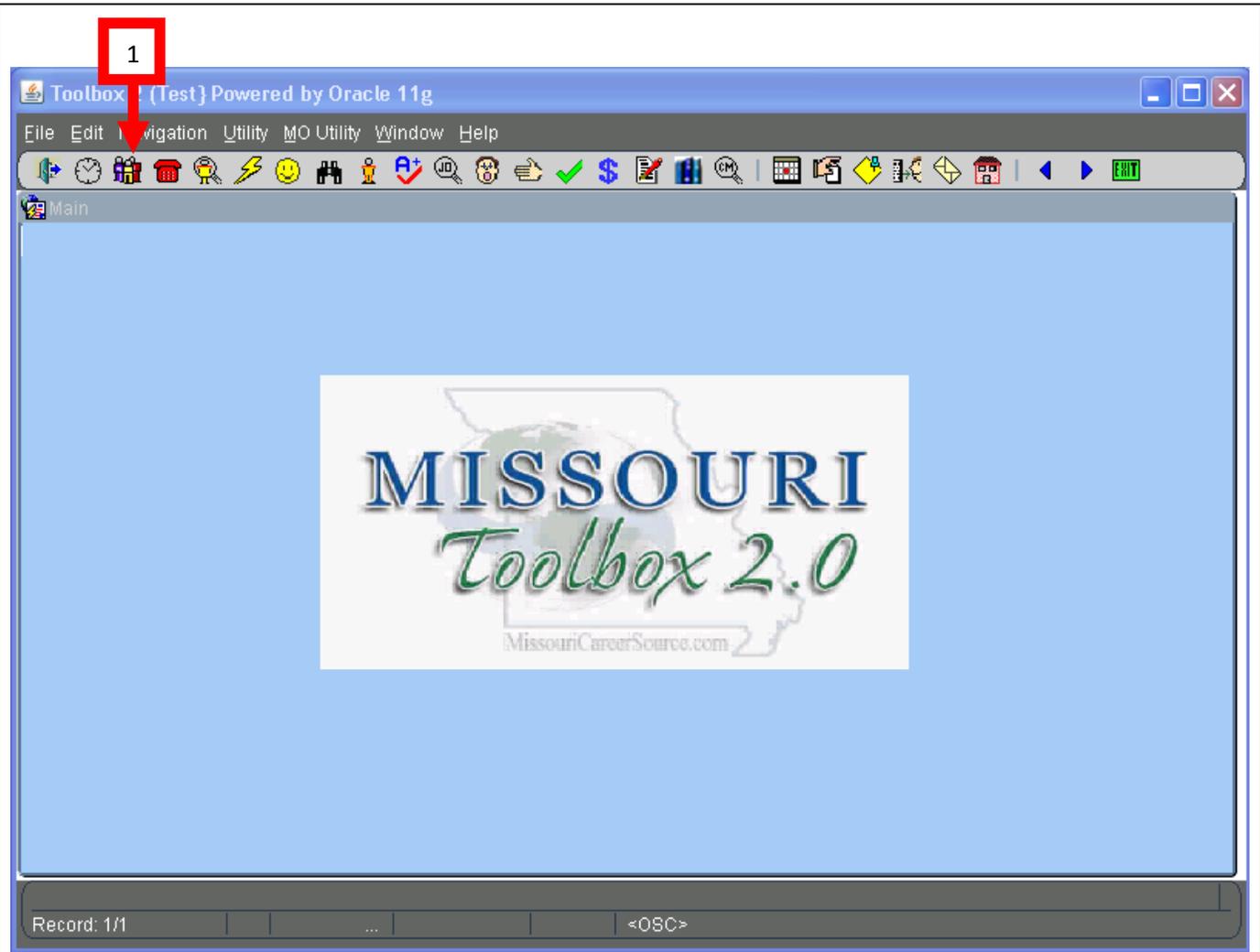




# **Add Employer**

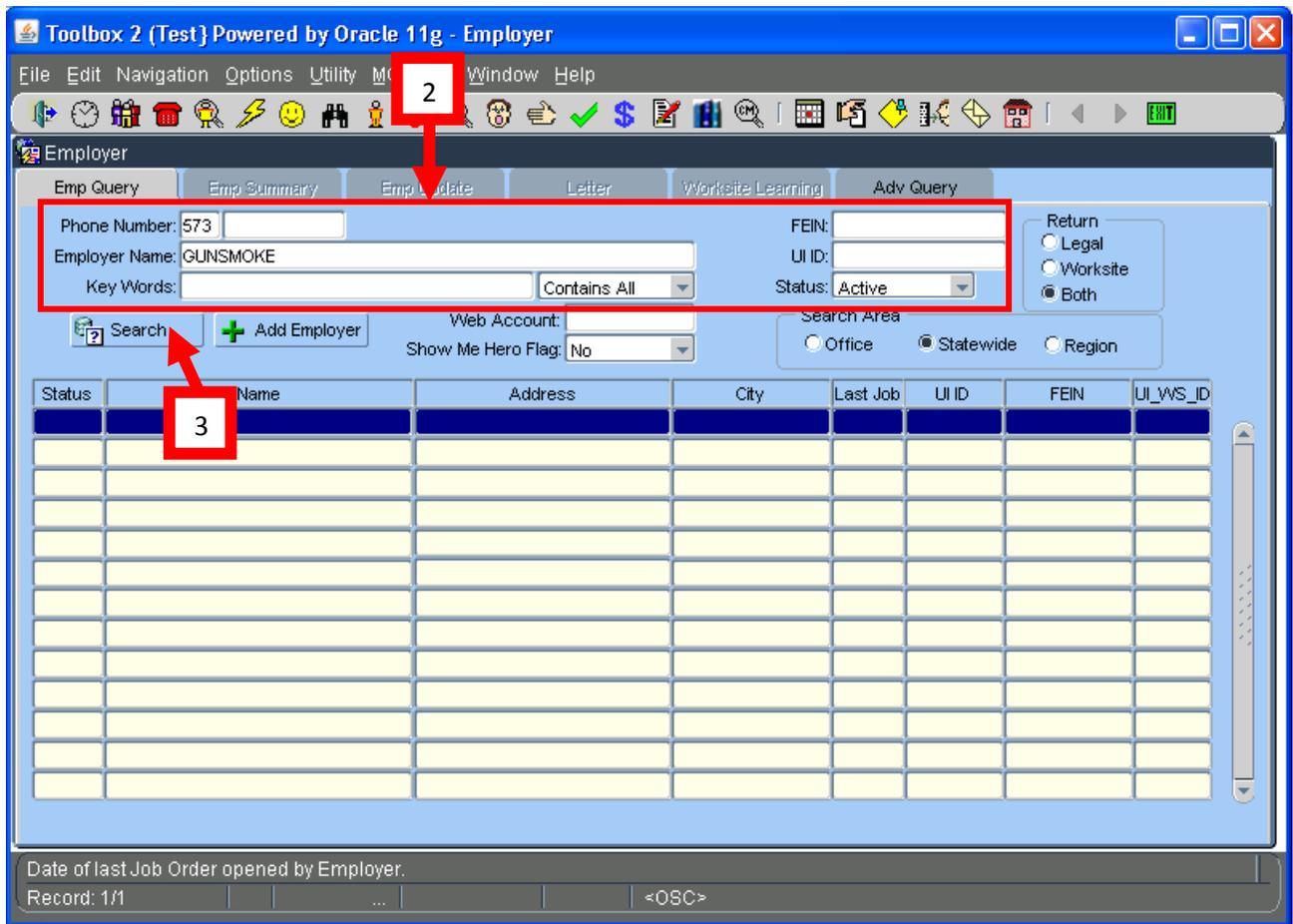
1. Click **Employer** icon



2. Enter the **search criteria** you wish to use to locate the employer. You can search for employer by
  - a. Employer phone number
  - b. Employer name
  - c. Keyword
  - d. FEIN
  - e. UI ID

**NOTE: When searching by name, change the return to both and search area to office. Please search by more than one method to locate the employer record.**

3. Select the **Search** button to perform the search.





5. Complete the **Add Employer** pop up. Fields with a blue diamond next to them are required fields.

**NOTE: If you do not have the employer's FEIN please leave blank. If you do not have the employer's UI ID leave it blank and select an exemption reason**

6. Select **Save** button

Toolbox 2 Powered by Oracle 11g - Employer

File Edit Na Options Utility MO Utility Window Help

Employer Add Employer

Employer Name and Address Information

Business Legal: GUNSMOKE, LLC

Business Name/DBA: GUNSMOKE, LLC

Worksite Address: 123 MY BUSINESS BLVD

Mailing Address:

JEFFERSON CITY MC 65101

NAICS: 722410 DRINKING PLACES (ALCOHOLIC BEVERAGES)

FEIN:

Status: 1 Size: 5-9

UI ID Number UI ID Worksite ID Exemption Type Contact Method:

Ownership: Proprietorship

Show Me Hero

Contact Information

Primary First Name: Last Name: Title: Phone: Ext: Fax:

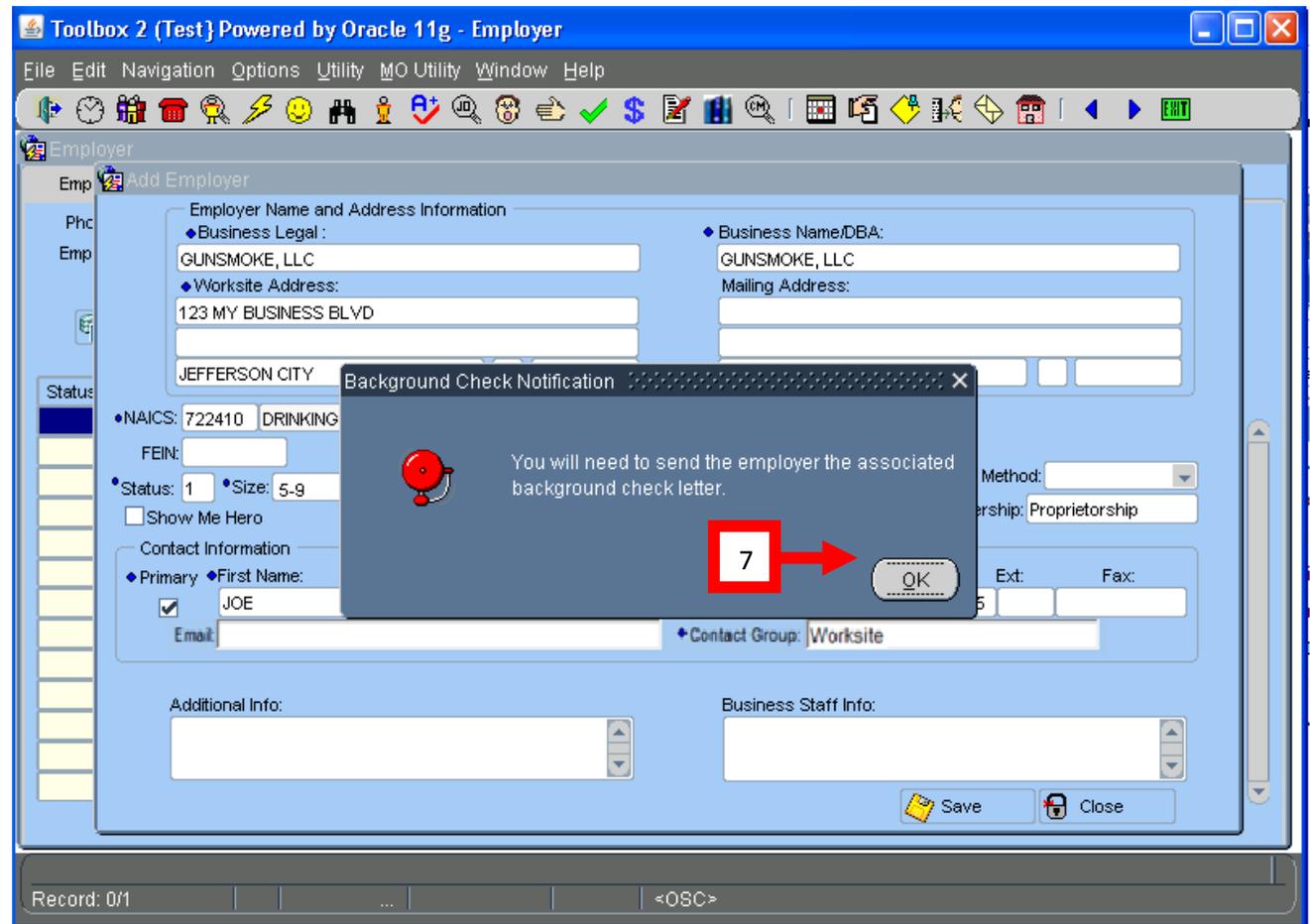
JOE TESTER Owner (573)222-5555

Email: Contact Group: Worksite

Additional Info: Business Staff Info:

Record: 1/1 <OSC>

7. Click the **OK** button, this will pop up the Notice #1 so it can be printed or e-mailed to the employer.



8. This completes the Minimum requirements for creating a worksite .

Toolbox 2 (Test) Powered by Oracle 11g - Employer 8

File Edit Navigation Options Utility MO Utility Window

Employer - GUNSMOKE, LLC

Emp Query Emp Summary Emp Update Letter Worksite Learning Adv Query

UI ID: EX\_OTH Worksite ID: 000 Exempt FEIN: UI Status: 1 BUS: County: Cole  
GUNSMOKE, LLC Created: 03/26/13 Updated: 03/26/13 FCJL: N Union: Size: 5  
GUNSMOKE, LLC NAICS: 722410 DRINKING PLACES (ALCOHOLIC BEVERAGES)  
123 MY BUSINESS BLVD Registers:  
JEFFERSON CITY MC 65101

Contact Name	Phone/Ext	Contact Group	Email
JOE TESTER-OWNER	(573)222-5555	Worksite	

Job Order	Status	St Date	Job Title	Opened	Source	Open	Ref	Hire	Salary	Staff Assigned
								0	0	

Job Orders: Open: 0 Entry: 0 Hold: 0 Mailbox: 0 Closed: 0 Archive: 0 Total: 0

New Order Save Cancel

Record: 1/1 <OSC>