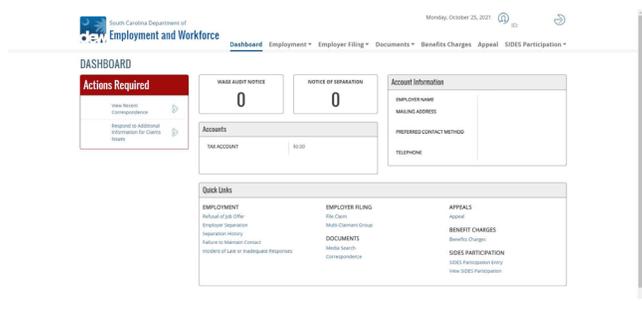
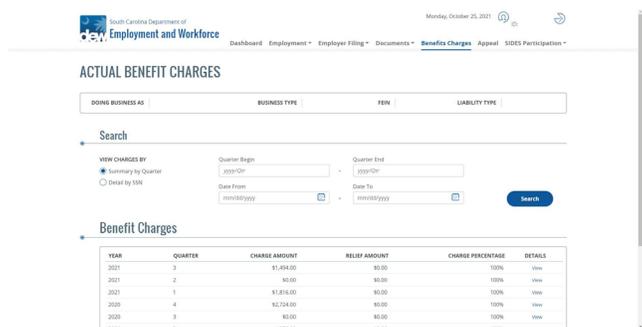


HOW TO FILE A CHARGE PROTEST OR REQUEST CHARGE RELIEF ON THE EMPLOYER SELF SERVICE (ESS) PORTAL

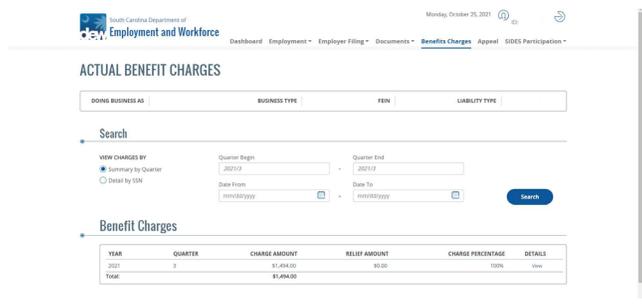


Employers can view Benefit Charges by clicking the Benefit Charges tab at the top of the page or using the Benefit Charges smart link.

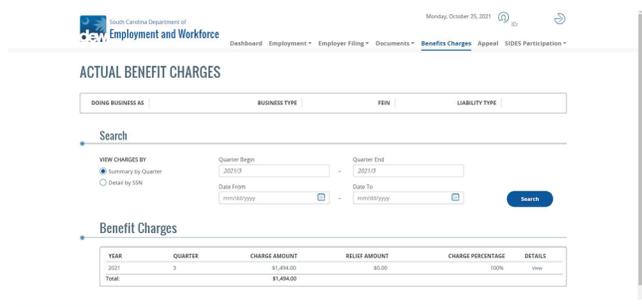


The employer can then use the filters to narrow the search.

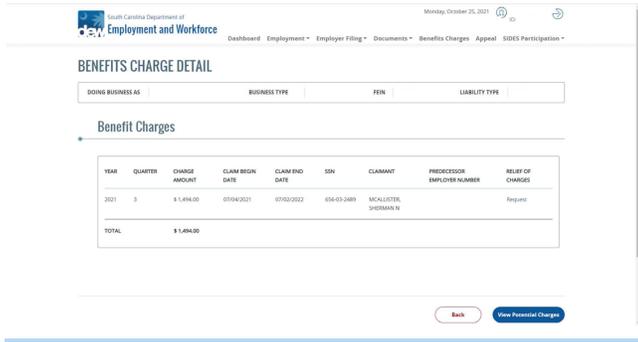
- **Summary by Quarter:** Default setting in ESS. Shows full detail of benefit charges by quarter.
- **Detail by SSN:** show full detail of benefit charges by claimants
- **Quarter Begin and Quarter End:** Employer can narrow down a search by providing a quarter start and quarter end date
- **SSN:** Employer can search for a particular claimant.



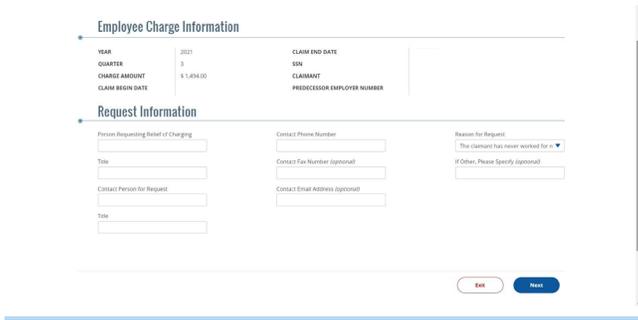
Once the employer has filled out the search criteria and then click Search, results will display in the Benefit Charges section based on the Search criteria.



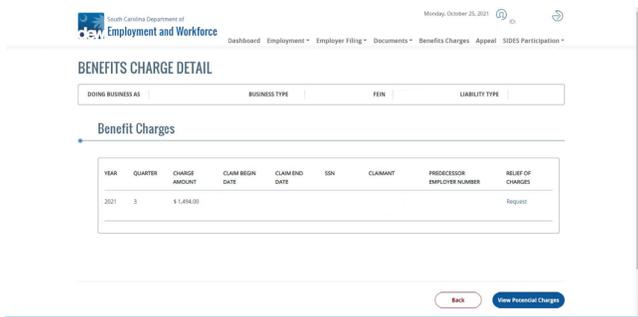
Employer can view their benefit charges by clicking the View hyperlink under the Details column in the Benefit Charges section.



The system will navigate to the employer to the Benefit Charge Detail screen where the employer has the ability to request a relief of charges (charge protest). The employer will click the Request hyperlink under the Relief of Charges column for the particular claimant they wish to request charge relief for.



The employer must complete all required fields when requesting charge relief and then click the Next button.



After completing the request, the employer is redirected back to the Benefit Charges screen. The employer will receive a notice indicating whether their request for charge relief is allowed or denied.