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

DASHBOARD			
Actions Required	WAGE AUDIT NOTICE	OTICE OF SEPARATION	Account Information
View Recent Correspondence	0	0	EMPLOYER NAME MALING ADDRESS
Respond to Additional Information for Claims bours	Accounts TXXACCOUNT 91.00		PREFERENCIONTACT METHOD TELEPHONE
	Quick Links		
	EMPLOTMENT Rehaal of job Offer Enrollynet Speareion Separation Hassing Fature to Marinaen Contact Incolents of Lake or madequate Responses	EMPLOYER FILING File Claim Multi-Claimant Group DOCUMENTS Media Search Correspondence	APPEALS Appeal BINNITT CHARGES Binnitis Curages SIDES PARTICIPATION SIDES FARTICIPATION VISIS TATIONATION



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DOING BUSINESS AS		EUSINESS TYPE		FEIN	LIABILITY TYPE	
Search						
VIEW CHARGES BY		Quarter Begin		Quarter End		
Summary by Quarte	e e	2021/3		2021/3		
O Detail by SSN		Date From		Date To		
		mm/dd/yyyy	1 -	mm/dd/yyyy		Search
Benefit Char	ges quarter	CHARGE AMOUNT		RELIEF AMOUNT	CHARGE PERCENTAGE	DETAILS
2021	3	\$1,494.00		\$0.00	100%	View



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.

RFL	VEFILS	CHAR	iE DETAIL						
DO	DOING BUSINESS AS		BUSIN	BUSINESS TYPE		FEIN LIABILIT		TYPE	
	YEAR	QUARTER	CHARGE AMOUNT	CLAIM BEGIN DATE	CLAIM END DATE	SSN	CLAIMANT	PREDECESSOR EMPLOYER NUMBER	RELIEF OF CHARGES
	2021	3	\$ 1,494.00						Request

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.