PAYCHEX

HR | Payroll | Benefits | Insurance

Action Needed: Give Paychex Authorization to File District of Columbia State Unemployment Insurance Tax

Employer account activation process allows existing employers to activate their Employer Self-service Portal (ESSP) account and choose a permanent ESSP username and password to access their account via the ESSP application. The District of Columbia Department of Employment Services (DOES) requires employers to have a POA on file and designate Paychex as their agent. If DOES doesn't receive this authorization, Paychex will be unable to file or remit payments on your behalf. Please follow these steps to submit activate your account and submit your authorization.

To activate their account in ESSP, Employers will need the following.

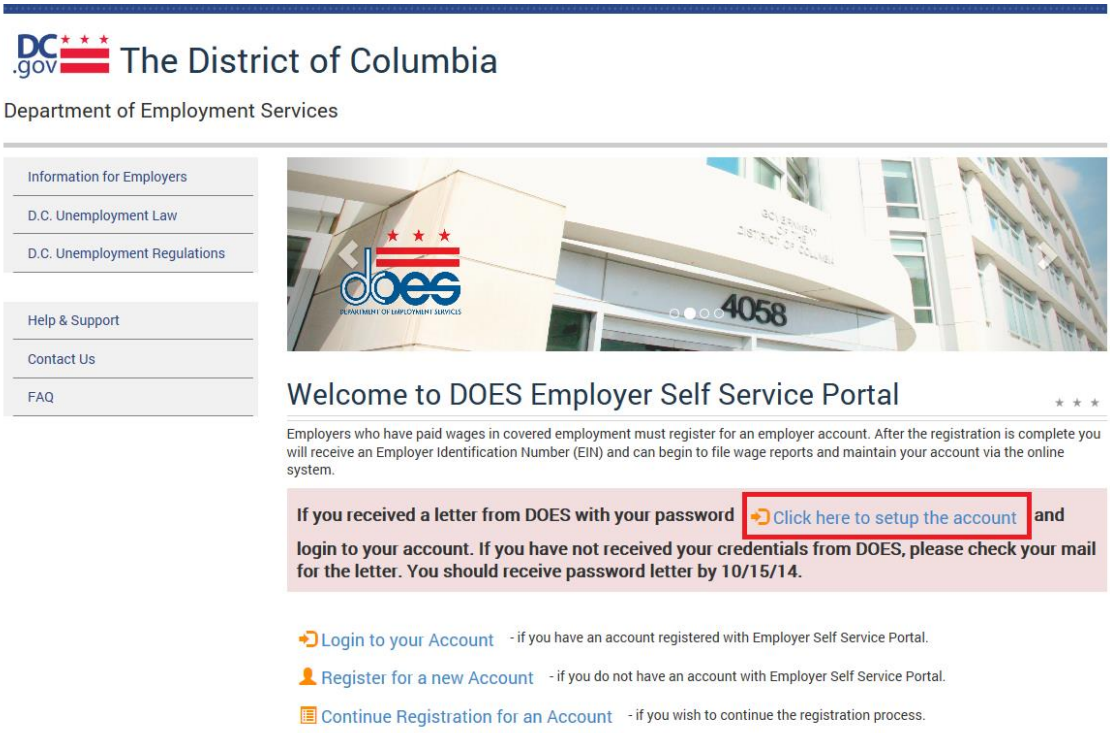
- Employer Account Number – This is the existing employer ID assigned by DOES
- Temporary Password

DOES has sent the above information to the mailing address stored in the Employer's profile.

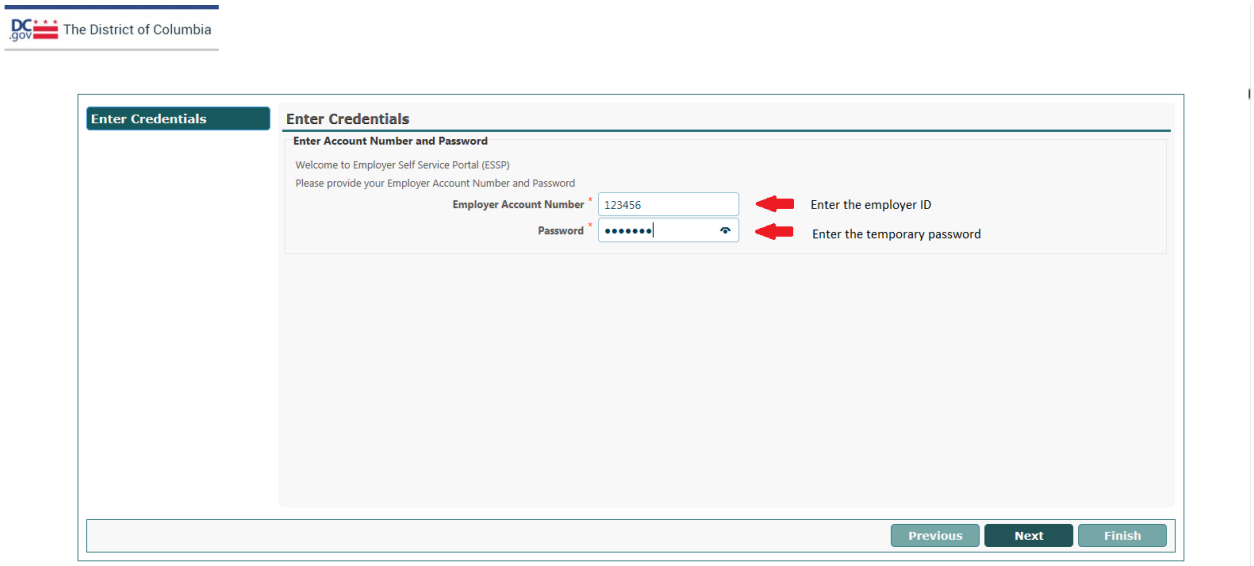
Below is the step-by-step process to activate the ESSP account and choose the permanent credentials:

1. Navigate to Employer Self-service Portal (ESSP) online application at https://essp.does.dc.gov/. Click on the **Employer** button as highlighted in red below.

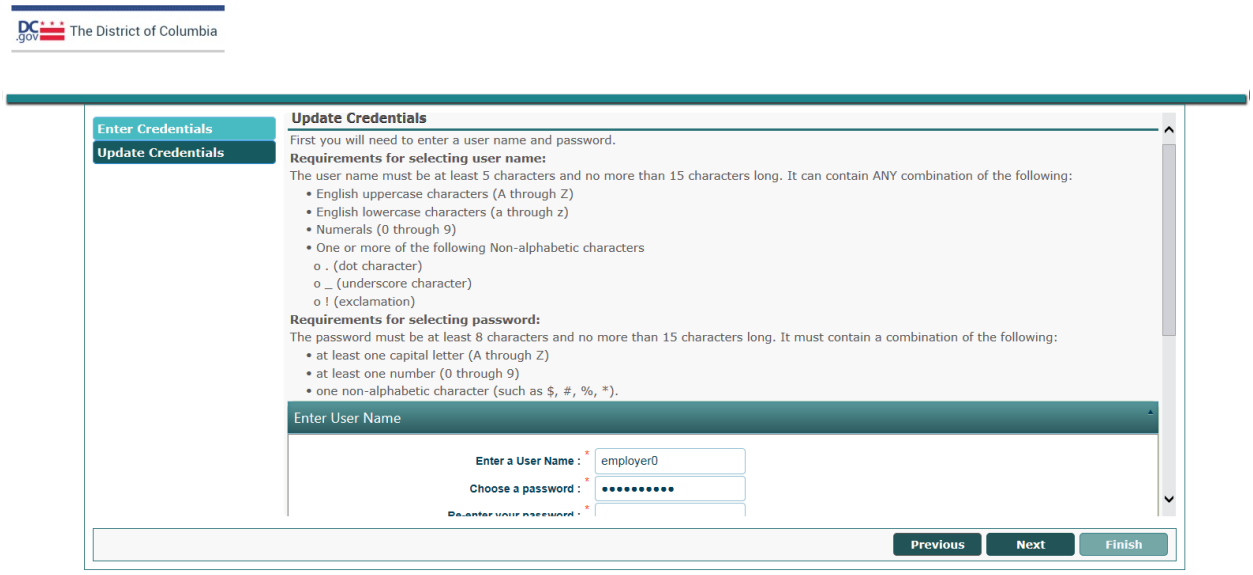
2. Click **Click here to setup the account** link as highlighted below



3. Enter the **Employer Account Number** and **Temporary Password** provided by DOES and click the **Next** button.

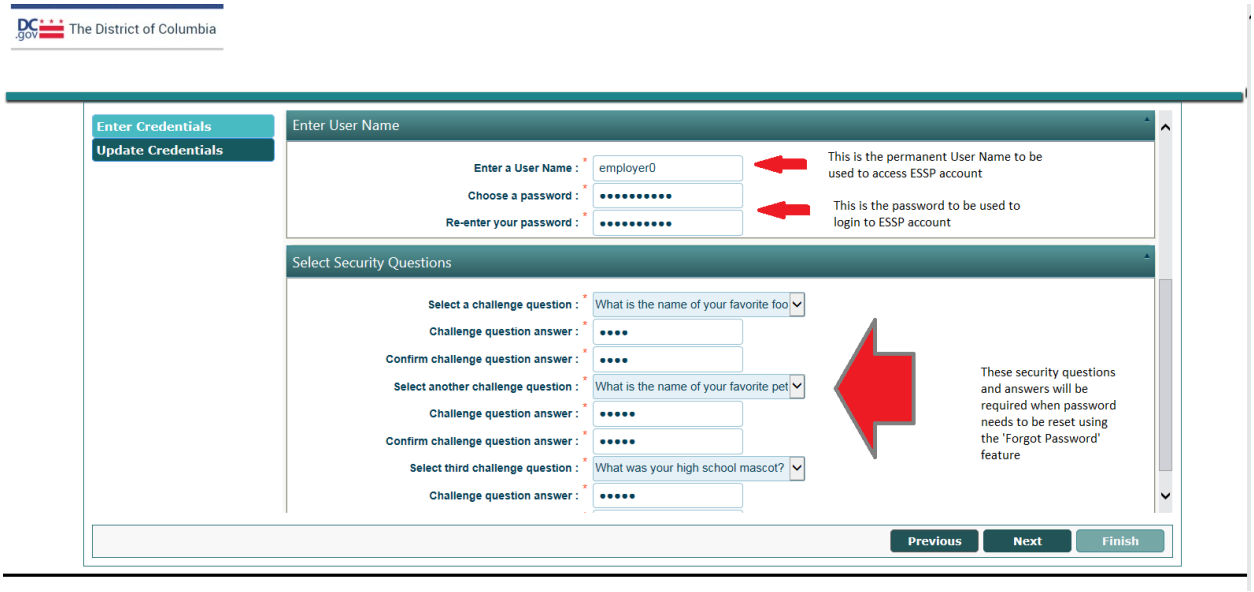


4. Follow the instructions on the screen and choose the permanent ESSP **Username** and **Password**. This will be used to login to ESSP and access the Employer account.

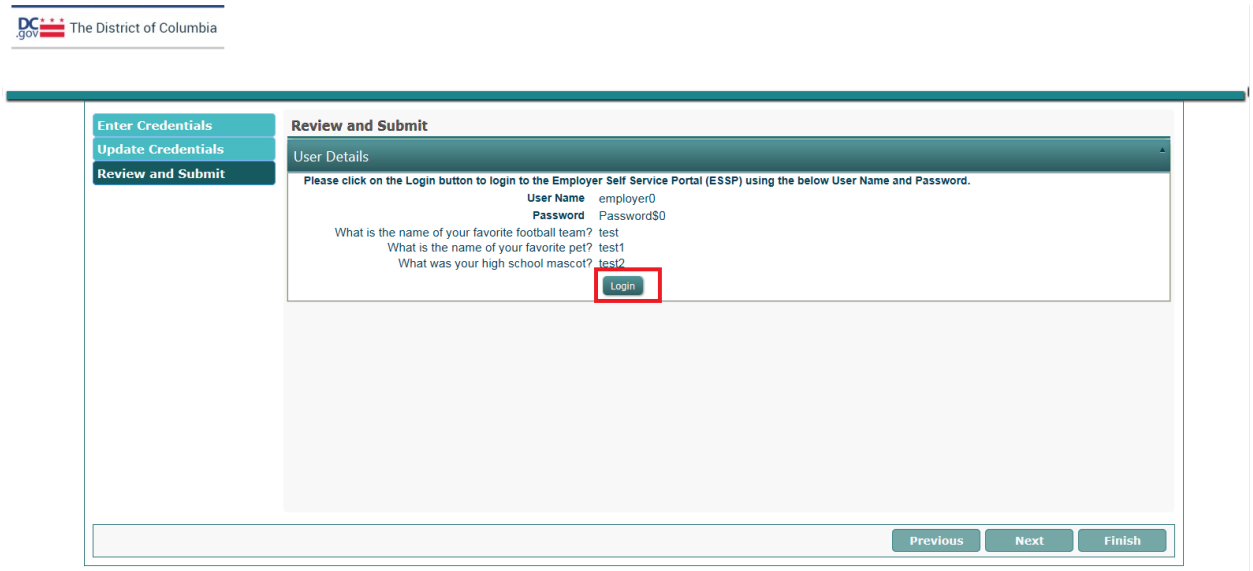


In the same screen, select security questions and answers. The security questions/answers entered here will be used to reset the password using the Forgot password functionality from ESSP Login page, if the user forgets their password.

Click the **Next** button after entering all the required information.

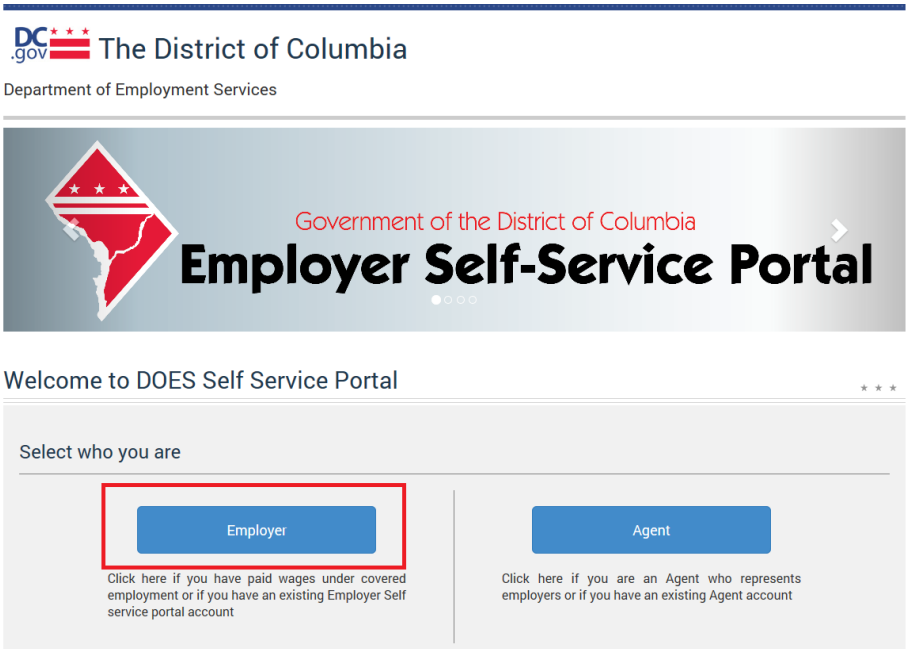


5. Note down the credentials and security questions/answers provided below. This completes the ESSP Account Setup/Activation process.

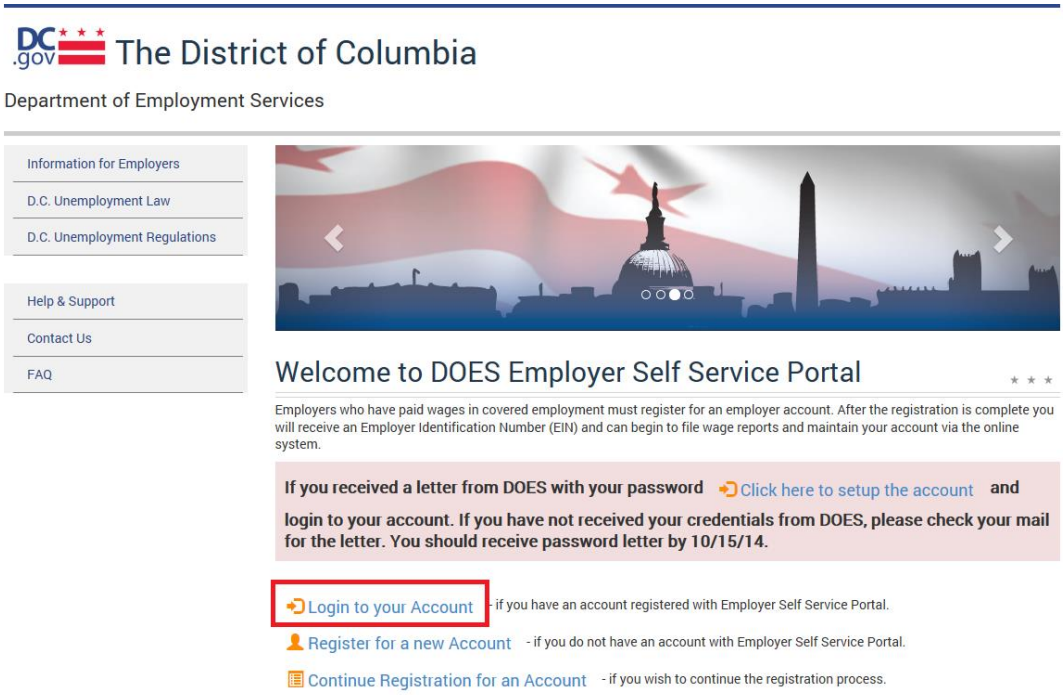


The user can either click on the **Login** button on the screen above or Navigate to ESSP Agent Login page using the screens below.

6. Navigate to ESSP Agent portal at https://essp.does.dc.gov/ and click the **Employer** button



7. Click the **Login to your Account** link



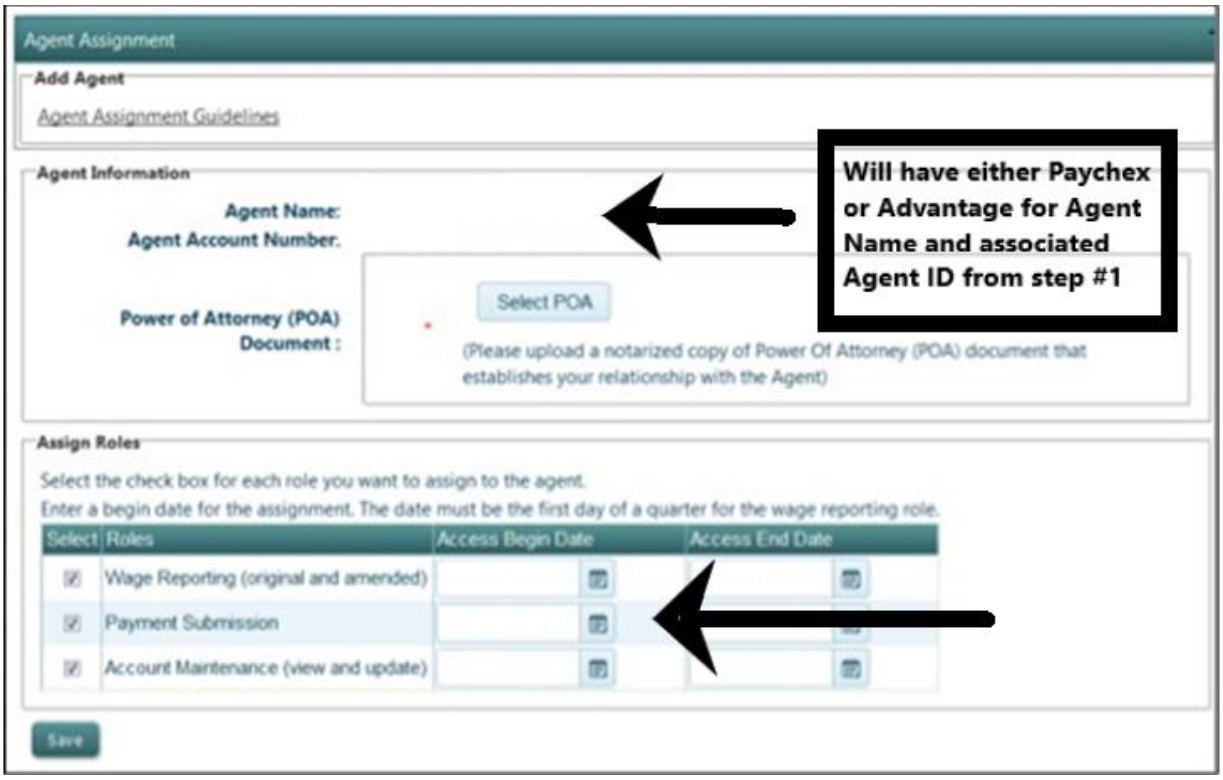
8. Enter the ESSP permanent **Username** and **Password** selected from STEP 4 above here and click the **Login** button

The ESSP system will authenticate the entered credentials and navigate the user to their ESSP account.

Establishing Agent Relationship

1. When prompted enter the Agent ID for Paychex: **DC4T9V** or for Advantage: DC8T5T

2. On the next screen check the three boxes at the bottom under Assign Rules: Wage Reporting (original and amended), Payment Submission and Account Maintenance (view and update). Select the start date of Paychex service under Access Begin Date for all three lines. Note: This date must be entered as the beginning date of the quarter that service began (i.e. 1/1, 4/1, 7/1 or 10/1)



3. Once the Agent has been added, employers will be able to click the **Select POA** button on the screen to upload the DC Form OUCTAX-1 (Paychex Form TP0022) from your saved computer files. The document must be a .pdf format. Click **Upload** to save the selected file

Refer to the video on the ESSP site for additional information on how to upload the POA. The video is located at:
https://essp.does.dc.gov/DOES%20ESSP%20Agent%20Help%20&%20Support.html#collapseOne

Note: You may need to copy the link and paste in your browser

4. Click **Save**