



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.

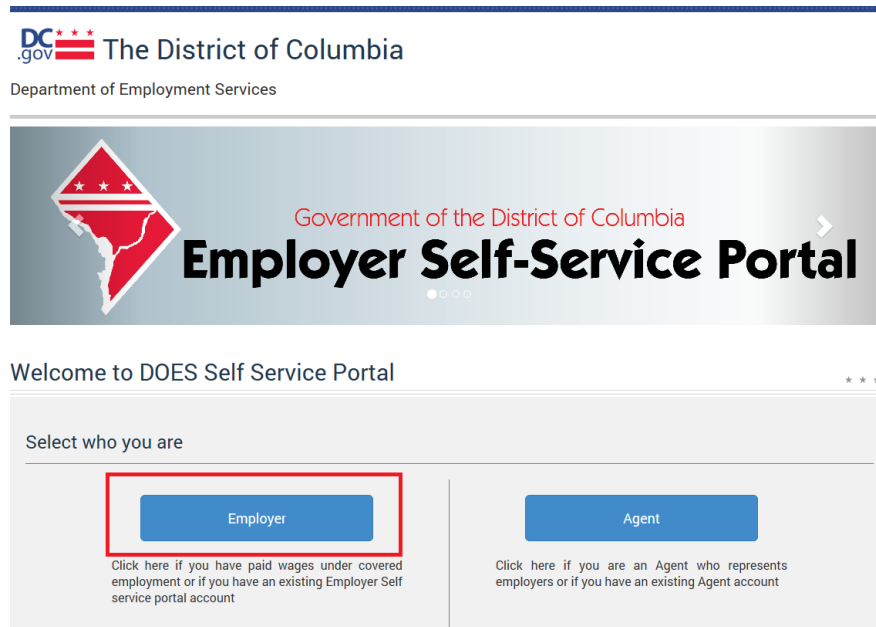
To activate their account in ESSP, Employers will need the following.

- 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

DC.gov The District of Columbia
Department of Employment Services

Information for Employers
D.C. Unemployment Law
D.C. Unemployment Regulations

Help & Support
Contact Us
FAQ

Welcome to DOES Employer Self Service Portal

Employers who have paid wages in covered employment must register for an employer account. After the registration is complete you will receive an Employer Identification Number (EIN) and can begin to file wage reports and maintain your account via the online system.

If you received a letter from DOES with your password [Click here to setup the account](#) and login to your account. If you have not received your credentials from DOES, please check your mail for the letter. You should receive password letter by 10/15/14.

[Login to your Account](#) - if you have an account registered with Employer Self Service Portal.
[Register for a new Account](#) - if you do not have an account with Employer Self Service Portal.
[Continue Registration for an Account](#) - if you wish to continue the registration process.

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

Enter Credentials

Enter Account Number and Password

Welcome to Employer Self Service Portal (ESSP)
Please provide your Employer Account Number and Password

Employer Account Number * 123456 ← Enter the employer ID

Password * ← Enter the temporary password

Previous Next Finish

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.

Update Credentials

First you will need to enter a user name and password.

Requirements for selecting user name:
The user name must be at least 5 characters and no more than 15 characters long. It can contain ANY combination of the following:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numerals (0 through 9)
- One or more of the following Non-alphabetic characters
 - o . (dot character)
 - o _ (underscore character)
 - o ! (exclamation)

Requirements for selecting password:
The password must be at least 8 characters and no more than 15 characters long. It must contain a combination of the following:

- at least one capital letter (A through Z)
- at least one number (0 through 9)
- one non-alphabetic character (such as \$, #, %, *).

Enter User Name

Enter a User Name :

Choose a password :

Re-enter your password :

Previous Next Finish

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.

Update Credentials

Enter User Name

Enter a User Name : ← This is the permanent User Name to be used to access ESSP account

Choose a password : ← This is the password to be used to login to ESSP account

Re-enter your password :

Select Security Questions

Select a challenge question : ↓

Challenge question answer :

Confirm challenge question answer :

Select another challenge question : ↓

Challenge question answer :

Confirm challenge question answer :

Select third challenge question : ↓

Challenge question answer :

← These security questions and answers will be required when password needs to be reset using the 'Forgot Password' feature

Previous Next Finish

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

DC.gov The District of Columbia

Review and Submit

User Details

Please click on the Login button to login to the Employer Self Service Portal (ESSP) using the below User Name and Password.

User Name employer0
Password Password\$0

What is the name of your favorite football team? test
What is the name of your favorite pet? test1
What was your high school mascot? test2

Login

Previous Next Finish

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

DC.gov The District of Columbia
Department of Employment Services

Government of the District of Columbia
Employer Self-Service Portal

Welcome to DOES Self Service Portal

Select who you are

Employer
Click here if you have paid wages under covered employment or if you have an existing Employer Self service portal account

Agent
Click here if you are an Agent who represents employers or if you have an existing Agent account

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

The screenshot shows the DC.gov website header with the logo and "The District of Columbia" text. Below is the "Department of Employment Services" section. On the left is a navigation menu with links: "Information for Employers", "D.C. Unemployment Law", "D.C. Unemployment Regulations", "Help & Support", "Contact Us", and "FAQ". The main content area features a banner image of the DC skyline with a red and white wave graphic. Below the banner is the heading "Welcome to DOES Employer Self Service Portal" followed by a paragraph: "Employers who have paid wages in covered employment must register for an employer account. After the registration is complete you will receive an Employer Identification Number (EIN) and can begin to file wage reports and maintain your account via the online system." A pink callout box contains the text: "If you received a letter from DOES with your password Click here to setup the account and login to your account. If you have not received your credentials from DOES, please check your mail for the letter. You should receive password letter by 10/15/14." Below this are three links: "Login to your Account" (highlighted with a red box), "Register for a new Account", and "Continue Registration for an Account".

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

The screenshot shows the login page for the "Government of the District of Columbia Employer Self-Service Portal". On the left is the DC logo. The right side contains a login form with the following fields and elements: "Username:" with a text input field containing "employer0"; "Password:" with a password input field containing 10 dots; a "Remember Me" checkbox; a "Forgot Password" link; and a "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)

The screenshot shows the 'Agent Assignment' form. The 'Agent Information' section includes fields for 'Agent Name', 'Agent Account Number', and 'Power of Attorney (POA) Document'. A 'Select POA' button is present, with a callout box stating: 'Will have either Paychex or Advantage for Agent Name and associated Agent ID from step #1'. The 'Assign Roles' section contains a table with columns for 'Select Roles', 'Access Begin Date', and 'Access End Date'. Three roles are listed: 'Wage Reporting (original and amended)', 'Payment Submission', and 'Account Maintenance (view and update)'. All three roles have their checkboxes selected. A 'Save' button is at the bottom left.

| Select Roles | Access Begin Date | Access End Date |
|---|-------------------|-----------------|
| <input checked="" type="checkbox"/> Wage Reporting (original and amended) | | |
| <input checked="" type="checkbox"/> Payment Submission | | |
| <input checked="" type="checkbox"/> Account Maintenance (view and update) | | |

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**