

## ***TaxWeb Instructions***

### **Registering for a myAlaska Account**

1. Open **web browser**
2. Go to <https://tos.dol.alaska.gov/tos/>
3. Locate the **Account Services** section
4. Select **New User: Register for a myAlaska Account**
5. Follow website instructions for creating a **myAlaska** Account

### **Setting up an Alaska Employer Account for Unemployment Insurance Tax Filing**

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Accept user agreement to continue
4. Locate **Apply for a new Alaska Employer Account Number**.
5. Click the **Apply** button

### **Filing Reports Online – Single Report Filer**

Once you receive the Alaska Employer Account number, the next day you can file online by taking the following steps:

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Employer/Business** section, select employer name  
OR
4. Under **Select Employer/Business** section, click **Add button**, to add a new employer
5. Under **Quarterly Reports**, select **File a Report**

### **Filing Reports Online – Multiple Report Filer/Remitter**

To submit reports for multiple employer accounts.

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Remitter** section, select filer's name.  
OR
4. Under **Select Remitter** section on right side of page, click **Add a new Remitter** button, to add new filer.
5. To start a new submission, click **Start New Submission** button.
6. **Step 1:** Click **Choose File** and browse for **Header file**, and click **Upload** button.
7. **Step 2:** Click **Choose File** and browse for **Wage file**, and click **Upload** button.
8. **Step 3:** Review errors and click **Submit**.
9. To review your submissions and print/payment voucher options locate **Previously Filed**. Click **View** button, then **View Detail** button.

### **Paying Online – Single Account Filer**

*\*Submitting an electronic funds transfer (EFT) payment per employer account.*

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Employer/Business** section, select **employer name**
4. Under **Payments**, select **Make a Payment/View Balance**
5. Select the **Payment Date**

6. Enter the **Payment Amount**, then click **Next** (Note: you cannot edit the payment amount or date on the next page.)
7. Select **bank account**, then **Pay Now** button
  - \*Note: If adding a **new bank account**, the user can click “Add” button from this page.
8. If successful, you should receive a **confirmation page** with a **payment identification number**, and a **confirmation email**

#### **Paying Online – Remitter/Multiple Account Filer**

*\* Submitting a single electronic funds transfer (EFT) payment to be applied to multiple accounts.*

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Remitter** section, select **Remitter name**
4. Under **Previously Filed**, select **Make Payment** button
  - \*Note: Only available for 3 days after report submission.
5. Enter the **Payment Date**
6. **Select Check boxes for Employers** you want to pay, or select **All** to check all the boxes
  - \*Note: Selection of boxes controls the total payment amount.
7. Click **Next**
8. Select **bank account**, then **Pay Now** button
  - \*Note: If adding a **new bank account**, the user can click “Add” button from this page.
9. If successful, you should receive a **confirmation page** with a **payment identification number**, and a **confirmation email**

#### **Printing Online Payment Vouchers/Results – Remitter/Multiple Account Filer**

*\*When users opt to mail in check(s), vouchers for all accounts must be included.*

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Remitter** section select **Remitter name**
4. Under **Previously Filed**, find submission you are looking to view.
5. Click **View**
6. Click **View Detail**
7. The following options are available for print by clicking the button(s):
  - a. **Print Vouchers Only** (Attaching one check per voucher)
  - b. **Print Summary**
  - c. **Print Summary/Wages**
  - d. **Print Failures**
  - e. **Print Summary List to Submit with Payment** (Successful filings list to be attached to one check.)
8. Print (Ctrl+P)

#### **Failed Pre-Notification Situations**

*\*When a myAlaska user adds a bank account for the first time and makes a payment, the system creates a zero dollar test transaction known as a pre-notification (pre-note), which can take up to 10-14 days to process.*

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Employer/Business** section, select **employer name**
4. Under **Payments**, select **Manage Bank Accounts**

5. Select bank account, then **Edit** button
6. User should review the fields for **Routing Number, Name on the Account, and Account Number** (sometimes this requires completely removing the values from this field and retying) for accuracy, and ensure that the “Disable account for all future Alaska EPayments” box is **NOT** checked. When an account fails its pre-note, the box is automatically checked.
7. Click **I Agree**, and **Continue**, then submit payment again. See section for **Paying Online**.
8. If a payment made from a bank account added by a specific myAlaska user has successfully passed the pre-note process, that bank account can no longer be edited.

### **Uploading Documents**

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Employer/Business** section, select **employer name**
4. Under **User Services**, select **Upload Documents**
5. Under **Document**, select document type you are uploading
6. Click **Choose File**, select file from your directory to upload, then select **Open**.
7. Click on **Submit**; this will take you back to the main service page.
8. To review document status, click on **Upload Documents**. The document status will indicate **Pending**. Once the document has been processed, the status will change to **Reviewed**. An email will be sent to users when the document has been processed.

### **Supplemental Report Filing**

*\*Adding wages for employee(s) who were not previously reported for a specific year/quarter, or adding employees due to temporary staffing or leasing situations.*

1. Go to <https://tos.dol.alaska.gov/tos/>
2. Login through **myAlaska**
3. Under **Select Remitter** section, select **Remitter name**
4. Under **Actions**, click **Start New Submission**.
5. Methods for marking a filing as **Supplemental** when first uploading Header File. Once a method has been selected, go to step 6.
  - a. Indicate **Y** in **column L** of your **Header File**.
  - b. Prior to uploading the Header file, select checkbox **This file contains all supplemental reports** (right below the upload button).
  - c. If you’ve already uploaded your Header File, and did not mark the reports as supplemental, you can click **Previous** and go back to the Header Upload page, and select the specific filings as Supplemental.
6. **Step 1:** Click **Choose File** and browse for **Header file**. Upload **Header file**.
7. **Step 2:** Click **Choose File** and browse for **Wage file**, and click Upload button.
8. **Step 3:** Review errors and click **Submit**.
9. To review your submissions under **Previously Filed**, click **View** button, then **View Detail** button.

Review frequently asked questions located through the links below. These will guide you through the system and answer questions that you may have. Please contact our agency for assistance at (907)465-2757 or 1-888-448-3527.

<http://labor.alaska.gov/estax/faq-taxweb.htm>