

KANSAS DEPARTMENT OF LABOR

401 SW Topeka Boulevard, Topeka, Kansas 66603-3182

How to File Unemployment Taxes Online:

A guide for accountants filing for clients



The information in this guide is designed to assist accountants and other third party administrators (TPAs) who wish to file quarterly unemployment wage reports for their clients.

The guide explains how the preparer can file quarterly wage reports for multiple clients using the same user name and password.

STEP 1 – Create Accountant’s User Name and Password

Go to www.KansasEmployer.gov

The screenshot shows the homepage of KansasEmployer.gov. At the top is a navigation menu with categories like Unemployment, Employers, Workers Compensation, Labor Market Information, Labor Relations, Industrial Safety & Health, Workplace Laws, and Overpayments. Below the menu is the site logo and a welcome message from the Kansas Department of Labor. There are two main columns for user registration: 'ALREADY REGISTERED?' with an 'EMPLOYER LOGIN' button, and 'NOT YET REGISTERED?' with a 'CREATE USERNAME AND PASSWORD' button circled in red. To the right is a 'SIDES' section. At the bottom, there are sections for 'HOW TO VIDEOS', 'EMPLOYER RESOURCES', and 'QUARTERLY WAGE REPORTS' which includes a table for filing deadlines.

Qtr	Months in Quarter	Last Day to File
1	Jan - Mar	Apr 30
2	Apr - Jun	Jul 31
3	Jul - Sep	Oct 31
4	Oct - Dec	Jan 31

Click “Create a username and password.”

Scroll down and click on "Register as an Accountant."

Pay Quarterly Wage Taxes for your company or for a client company.

Make Payment

View Pending Payments

Accountant or Professional Leasing Organization (PEO) Account Administration

If you are an Accountant or a Parent company wanting to file on behalf of a client company, set up account access here.

Enable my Accountant to File my Quarterly Wage Report

Register as an Accountant

Kansas New Hires Directory

If you wish to enter new hire information, view new hire entry history, or upload new hire files, select one of the choices listed below.

Enter new Hire information

Create a User Name and Password **as an accountant**. You will login using the same User Name and Password to file reports on behalf of all your various clients.

User Registration

* User Name:

Enter a User Name that you will not forget, such as your last name and first initial. Your User Name must be at least 6 characters in length and should not contain spaces.

* Password: (Enter a 6 character password you assign yourself)

* Verify Password:
Re-enter the same 6 character password you entered above.

* Question:
Select a question and answer it below. This is the question that you will be asked in case you forget your password.

* Question Answer:

* Email:

STEP 2 – Clients Enable Accountant to File the Reports

Each client must enable the accountant to file on their behalf. To do so, each client must go to **www.KansasEmployer.gov** and click on LOGIN or NEW USER REGISTER HERE, whichever is appropriate, as seen on page 1.

Scroll down the page and select the option “Enable my Accountant to File my Quarter Wage Report.”

Upload Wage Dataset and Commit Data to the KDOL Quarterly Wage System.

Validate Wage Dataset.

View Previously Uploaded Wage Data

Pay Quarterly Wage Taxes for your company or for a client company.

Make Payment

View Pending Payments

Accountant or Professional Leasing Organization (PEO) Account Administration

If you are an Accountant or a Parent company wanting to file on behalf of a client company, set up account access here

Enable my Accountant to File my Quarterly Wage Report

Register as an Accountant

Kansas New Hires Directory

If you wish to enter new hire information, view new hire entry history, or upload new hire files, select one of the choices listed

If the client is **not** registered with KDOL, they will be prompted to create a User Name and Password. Please complete all the requested information, then click “Register (example follows).

User Registration

*** User Name:**
Enter a User Name that you will not forget, such as your last name and first initial. Your User Name must be at least 6 characters in length and should not contain spaces.

*** Password: (Enter a 6 character password you assign yourself)**

*** Verify Password:**
Re-enter the same 6 character password you entered above.

*** Question:**
Select a question and answer it below. This is the question that you will be asked in case you forget your password.

*** Question Answer:**

Person Filing Report

*** First Name:**

*** Last Name:**

*** Phone:** () -

Phone Ext:

*** Email:**

After the client has registered or already is registered, the client will be prompted to enter their PIN and account number. Then click "Continue."

For security purposes, we require that you enter your Personal Identification Number (PIN) and your Account Number before you can file . Please enter your PIN number and your Account Number below and then click Continue. If you have forgotten your pin number click the Pin Lookup Button to retrieve it.

Business PIN Login

*** Enter Your PIN:**

*** Enter Your Account Number:**

Once the client is logged in, click on "Add a new individual to file on your behalf" on the Account Management page.

Account Management

There are currently no users that are allowed to file a Quarterly Wage report on your behalf.

[Add a new individual to file on your behalf.](#)

[Select another activity.](#)

[Portal Home](#)

The client will be asked to enter the accountant's User Name (as created in Step 1).

Enter User

Please type in the User Name of the person that you want to allow to file your Quarterly Wage report online.

User Name:

This is the **accountant's** user name, not the client's.

The client will be asked to confirm ("YES" or "NO") if they want to allow this user to file on their behalf.

Add This User?

Are you sure that you want to allow the following user to file the Quarterly Wage report on your behalf?

User Name: Patty'sbkk

Yes

No

The client must confirm the selection of each person authorized to file on their behalf.

Once the client has confirmed the selection, a screen with a list of user names authorized to file on their behalf will appear. The accountant's user name should be listed. The client can now logout and the accountant has been authorized by the client to file on their behalf.

Account Management

The User Names listed below can file a Quarterly Wage report on your behalf. To Remove an individual's rights to file on your behalf click the Remove link below.

[Remove](#)

patty'sbkk

User Name

[Add a new individual to file on your behalf.](#)

[Select another activity.](#)

[Portal Home](#)

STEP 3 - File Quarterly Wage Reports as an Accountant

Go to www.KansasEmployer.gov and login. Scroll down the page and select the option "File a Quarterly Wage Report (Includes TPAs and PEOs)."

What would you like to do?

File a Status Report to establish a new account with the Kansas Department of Labor (for companies without an Account Number)



File a KCNS 010 Status Report to register your business for Unemployment Tax.



Active Employee Leasing (PEO) Parent account filing a KCNS 015 Status Report for their CLIENT.

Established Accounts

Make a change in officer information, mailing address, and type of business.



Re-activate an Existing Account.



Maintain Account Information.



View Previously Submitted Status Reports.

File Quarterly Taxes for your company or for a client company. If you paid no wages for this quarter, you are still required to file a report. Please choose the \$0 Wage Report option.



View previously filed Quarterly Wage Report or Payment Voucher.



File a Quarterly Wage Report (Includes TPAs and PEOs).



File a \$0 (no wages) Quarterly Wage Report.



File a Quarterly Wage Adjustment.

Upload Quarterly Tax Files for your company or for a client company.



Upload wage dataset and commit data to the KDOL Quarterly Wage system.



Validate wage dataset.



View previously uploaded wage data.

Then select:

TPA and PEO Users

Please select if you are going to be filing on behalf of another company or your own behalf.

Filing on my own behalf.

Filing on behalf of another company.

Continue

Enter **the accountant's** User Name and Password (as created in Step 1).

Business Login

* Enter Your User Name:

* Enter Your Password:

Forgot your Username or Password? Please call 785-296-5027 or 785-296-4878 to obtain your password.

Have questions about your account or report? Use the Contact Us or Frequently Asked Questions options from the menu in the upper-left corner.

[Login](#)

If you do not have an existing Kansas Unemployment Tax username and password, please [click here to Register](#).

[Portal Home](#)

A list of the clients you have been authorized to file for will appear. Click on the link for the employer for which you want to file a quarterly report.

[KDOL Home](#) | [KansasEmployer.gov](#) | [Contact Us](#) | [Change Password](#) | [Log Off](#) | [FAQ](#)

#	Employer Serial Number	Employer Legal Name	Mailing Address	Business Name	City	State	Zip
Select	412198	UI TAX TEST ACCOUNT INC	209 E WILLIAM ST	USERNAME PASSWORD PIN EXPLORATION	WICHITA	KS	67201-0877

Instructions for Using the Employer Account Selection Page

Click the Select link for the employer account you wish to process.

Use the empty boxes at the top to enter criteria to filter or search the list of employer accounts or to locate a specific employer account.

Click the Clear link to reset your search criteria.

To file the current quarter, click "continue," or select "different quarter" to file information for another quarter.

You can use this on-line Quarterly Wage application to file Quarter(s) listed below.

File the quarter listed below:

File this quarter: 2009 Q4

Continue

You may file a different quarter than the one listed.

Note: Underpayment and overpayment amounts will vary depending on other reports that have been filed and if we have received your payment.

Enter the Employee Information for each employee of the company. Use the tab key to move from one field to the next.

View a previously filed quarter:

Select a quarter previously filed on the

Continue

Employee Information-Last Internet Filing

Please Note:

1. There is no longer a maximum limit to the number of employees you may enter.
2. If a single person has quarterly wages totaling greater than 999999.99, please split the wages into 2 entries on the Wage Report.
3. Wage Example:
Wages of \$345.62 must be entered as 345.62 and not 34562.

	SSN	Last Name	First Name	Middle Initial	Gross Wages Paid: 4th Quarter Enter As XXXX.XX	Excess Wages: 4th Quarter Enter As XXXX.XX	Remove an employee that is no longer employed by this company
1.	124 -00 -7881	SMITH	JOHN	M	3546.25	2046.25	Remove
2.							Remove
3.							Remove
4.							Remove
5.							Remove
6.							Remove

Click "Calculate total" at bottom of the screen, review the information on the next screen and click on "submit."

TO MAKE A PAYMENT

- Print the Payment Voucher and mail along with the payment
- OR
- Pay Online

TO PAY ONLINE:

Select the client for whom you are making a payment.

Make a Payment

Please select the company that you would like to make a payment on behalf of from the list below.

Account #	Company
Make a Payment 412198	USERNAME PASSWORD PIN EXPLORATION

Select the Method of Payment: There is **not** a transaction fee if you select Electronic Check (Option 1).

Kansas Quarterly Wage Tax Payment

You can use this on-line application to pay your Quarterly Wage Taxes. There are two options for you to pay.

Select Payment Type:

Select

Option 1: Electronic Check

If you would like to use an electronic check to pay your quarterly taxes, please select this option. By using an electronic check, you will NOT be subject to a transaction fee. The amount you elect to pay will be withdrawn from your account on the following business day.

Select

Option 2: Credit Card

If you would like to use a credit card to pay your taxes, please select this option. By using the credit card, you will be subject to a [transaction fee](#). You will be transferred to the accessKansas secure payment website (KanPay) to make your payment. Once finished, you will be transferred back to this site.

There is a \$10,000 limit on credit card payments.

If you select the Electronic Check option, complete the payment screen with the bank information and click "continue."

Name and Address:	
* Payer Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	Kansas <input type="button" value="v"/>
* Zip Code:	<input type="text"/> - <input type="text"/>
Foreign Country Code:	United States <input type="button" value="v"/>
Account Information:	
* Name:	<input type="text"/> (as shown on bank account)
* Routing Number:	<input type="text"/>
* Verify Routing Number:	<input type="text"/>
* Account Number:	<input type="text"/>
* Verify Account Number:	<input type="text"/>
* Account Type:	Checking <input type="button" value="v"/>
Contact Information:	
* Phone Number:	<input type="text"/> Use 9999999999 Format
* Email Address:	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Back To Main Menu"/>	

Legend: * = required

On the next screen enter amount to be paid and the payment date.

Electronic Check Payment

Please fill in the required fields indicated by "*".

Payer Name and Address:	
Name:	
Address:	
Country:	us
Payer Account Information:	
Account Name:	
Routing Number:	*****0045
Account Number:	
Account Type:	Checking
Payer Contact Information:	
Phone:	316-771-5079
Email:	BONNIE.THURMAN@DOL.KS.GOV
Payment Details:	
Description:	Acct#: 412198 USERNAME PASSWORD PIN EXPLORATION
* Amount to Pay:	<input type="text"/>
* Date To Process:	<input type="text"/> Use MM/DD/YYYY Format
<input type="button" value="Make Payment"/> <input type="button" value="Edit Account"/> <input type="button" value="Back To Main Menu"/>	

Review the information and then click on "Yes" to confirm the payment and print a receipt.

Employer's Name and Address
USERNAME PASSWORD PIN EXPLORATION
PO BOX 877
WICHITA, KS 67201-0877

Account#:

Please Do Not Use Your Browsers Back Button

You have entered the amount of **\$36.02** to be debited on **01/05/2010**. Is this correct? If you select YES your payment information will be entered into the system and processed on the entered date.

Thank you for filing your Quarterly UI Wage Report online!