

State of Alabama
Department of Industrial Relations
Unemployment Compensation Division
Quarterly Contribution and Wage Report

Internet Filing Instructions

- Go to our website www.dir.alabama.gov and click on the EGov button.
- Set up a new EGov account by clicking on the New EGov Account Image.
- Once the EGov account is verified, login to the EGov system.
- Unless you have special approval to use bulk filing (not normal), click on QUARTERLY REPORTING/EFT.
- Individual businesses with only a few employees should click on WAGE AND TAX REPORTING (HAND-KEY). If you have several employees, and you have the employee information saved on your computer in the required format, you should click on WAGE AND TAX REPORTING (UPLOAD) to be able to upload the information directly from your computer.
- You must enter the Unemployment Compensation Account Number and FEIN and click SUBMIT.
- The next page is a Welcome Page. Read and click CONTINUE.
- The next page is the Instruction Page. Read and click CONTINUE.
- The next page is the Reporting Options Page. You can view previously entered reports or click on FILE A WAGE REPORT.
- The next page is Employer Information. Review and click CONTINUE.
- The next page is the Reporting Options page where you choose the quarter and Report Type you wish to file. Use the drop down to choose the quarter you wish to file. Always file the oldest quarter first to receive credit for excess wages. The type report will be Employee Wages if you have employees. Click CONTINUE after marking type of report.
- The next page is the wage detail page.
 - If this is your first time filing online, you will need to enter the SSN, Last Name, First Name, and gross wages for the quarter for each employee. You can add up to 10 employees per page, then click SAVE. When all employees have been added and SAVED, click on RETURN TO EMPLOYEE LISTING at the top of the page and click on FINISHED ADDING WAGES/CONTINUE.
 - If you are a return internet filer, this page will backfill your employees' information (in SSN order), only requiring you to enter the gross wages for each employee for the quarter. You may add any new employees by clicking on the ADD NEW EMPLOYEES at the top of the page. If you have more than 10 employees, click on UPDATE WAGE DATA, then click the page numbers to access the next set of 10 employees. Once all information is entered, click on FINISHED ADDING WAGES/CONTINUE.
- The next page is the Review Wage Detail page. If changes need to be made, click on CANCEL AND RETURN. If no changes are necessary, click CONTINUE.
- The next page is the Number of Employees page. Enter the number of employees you had on your payroll (full time and part time) as of the 12th day of the month for each month of the quarter. When finished, click SAVE AND CONTINUE.
- The next page is the Wage Summary and Certification page. Review for accuracy. If changes need to be made, click CANCEL AND RETURN. If no changes are necessary, select YES on the bottom line certification and click SUBMIT WAGE REPORT/CONTINUE.
- The next page is the Confirmation page. On this page you should select PRINT REPORT for a hard copy of the report with the confirmation number at the top. This confirmation number is for filing the report ONLY, you must continue to make payment and receive a second confirmation number for the payment.
- The next page is the Print page. Click on PRINT at the top left of the page to print the report.

- The next page is the same Confirmation page as above. Select MAKE PAYMENT to take you to the Electronic Funds Transfer (EFT) screens.
- The next page is a continuation page to the EFT screens. Click on CONTINUE TO EFT PAYMENT.
- The next page is the Enter Employer/Employer Representative Account Numbers page. You will have to enter your Unemployment Compensation Account number and your FEIN. Click on SUBMIT when entry is complete.
- The next screen is the EFT Reporting Options page. If you have not previously entered your banking information, or if the banking information has changed, click on ENTER/UPDATE BANK ACCOUNT INFORMATION. You **MUST** enter information in EVERY blank on this page except the Address 2 blank or it will be rejected. Once the information is entered, click on SAVE.
 - If you have previously entered the banking information and nothing has changed, click on SUBMIT NEW EFT.
- The next page is the first of three Payment Information pages. It is the Date of Payment Transfer page. From the calendar, select the date you want the payment taken from your account.
- The second page of the Payment Information pages is the Calculation of Payment Due page. Click on CALUCLATE PAYMENT DUE.
- The third page of the Payment Information pages is the Payment Amount page. If the amount shown is the correct amount, click on SUBMIT PAYMENT.
- The last page is the EFT Payment Verification page. This page contains the EFT payment Confirmation Number. Either print this page or annotate the confirmation number for your records. You have now finished filing and paying for this quarter and can logout.

TO PRINT PREVIOUSLY FILED REPORTS

- Go to our website www.dir.alabama.gov and click on the EGov button.
- Login to the EGov system.
- Click on QUARTERLY REPORTING/EFT.
- Click on either WAGE AND TAX REPORTING (HAND – KEY) **OR** WAGE AND TAX REPORTING (UPLOAD) – whichever method you used to file the report you wish to view and print.
- You must enter the Unemployment Compensation Account Number and FEIN and click SUBMIT.
- The next page is a Welcome Page. Read and click CONTINUE.
- The next page is the Instruction Page. Read and click CONTINUE.
- The next page is the Reporting Options Page. Click on VIEW/RESET PREVIOUSLY ENTERED WAGE REPORTS.
- Click on the quarter/year of the report you wish to view and print.
- Print the report.