



Welcome to this tutorial on the Make a Payment option in Uplink Employer Self Service. This process allows you to make a payment for your quarterly unemployment insurance taxes. Businesses now have the flexibility to pay taxes securely through the internet 24 hours a day, seven days a week, through the use of eCheck or a credit or debit card. You may also print out a payment coupon to be mailed in with your check.

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EMPLOYER SUMMARY

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RYAN BALL & ASSOCIATES 600091

Doing Business As : Rd Ball Cpas Business Type : Partnership FEIN : 12-3456789

Profile Information

Primary Address 4567 E. Isabell Ave.
Terre Haute, IN 47605
Ph: 123-456-7890

Current Year : Rate 0 : 0.0%

Liabile Date 01/01/2006

Status Active

Status Date 01/01/2006

Business Activity Offices of Certified Public Accountants

Smart Links

[UI Payment Due](#)

Recent Payments

Payment Date	Payment Amount	Payment Type
11/15/2006	\$ 839.16	Electronic Check

Quarterly Report Summary

Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance
1/2007	\$ 49,750.00	\$ 22,250.00	\$ 600.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.75
4/2006	\$ 36,000.00	\$ 27,000.00	\$ 729.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 729.00
3/2006	\$ 53,500.00	\$ 28,000.00	\$ 756.00	\$ 0.00	\$ 7.56	\$ 0.00	\$ 75.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 839.16
2/2006	\$ 49,000.00	\$ 28,000.00	\$ 756.00	\$ 0.00	\$ 30.24	\$ 0.00	\$ 75.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 861.84
1/2006	\$ 40,500.00	\$ 27,000.00	\$ 729.00	\$ 0.00	\$ 51.03	\$ 0.00	\$ 72.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 852.93
4/2005	\$ 6,000.00	\$ 6,000.00	\$ 162.00	\$ 0.00	\$ 16.20	\$ 0.00	\$ 16.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 194.40
2/2005	\$ 15,000.00	\$ 7,000.00	\$ 189.00	\$ 0.00	\$ 32.13	\$ 0.00	\$ 18.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.03
1/2005	\$ 31,380.00	\$ 14,000.00	\$ 378.00	\$ 0.00	\$ 75.60	\$ 0.00	\$ 37.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 491.40

After logging in Uplink Employer Self Service you can select the Make a Payment menu item on the navigation bar to submit a payment for your UI account liability. You can also reach the payment screens by clicking on the payment due link in the Smart Links section on the Employer Summary page.

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SELECT LIABILITY TYPE

RYAN BALL & ASSOCIATES 600091

Doing Business As : Rd Ball Cpas Business Type : Partnership FEIN : 12-3456789

Please select the liability type for which you want to make a payment:

- Contribution Report filed today
[] []
- Prior Liability
- IWT Liability

[Next](#) [Cancel](#)

The first screen in the Make a Payment section asks you to choose the liability type for which you wish to make a payment. Selection choices are Contribution Report filed today; Prior Liability; and Incumbent Worker Training (IWT) Liability. If you are selecting to make a payment for a contribution report you have just completed you must select the quarter and year of the report using the list arrows on the selection boxes.

Make a Payment

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PAYMENT DETAILS

RYAN BALL & ASSOCIATES 600091

Doing Business As: Rd Ball Cpas Business Type: Partnership FEIN: 12-3456789

Payment Process for Quarter / Year: 1 / 2007

Total Taxable Wages	\$ 22,250.00
Tax Rate	2.70%
As Of Date	14 March 2007
Contributions Due	\$ 600.75
Interest Due	\$ 0.0
Penalty Due	\$ 0.0
Other Costs	\$ 0.00
Special Charges	\$ 0.00
Total	\$ 600.75

How do you wish to pay today? ▾

Next Cancel

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This screen provides you with payment details and shows you the total amount currently due. You can select to pay using eCheck, payment voucher, or credit card. This screen is populated with information from the Contribution Report Details screen. A summary of the total taxable wages, the tax rate as of a specific date, the amount of contribution now due, and any interest or penalty amounts due is shown on the screen. The total is what you currently owe and will be the amount of the payment made. This information is currently found on your UC-1 report. You are asked to use the list arrow to select how you wish to pay and then click 'Next' to advance to the next screen or 'Cancel' to clear your entries.

Make a Payment

Good Morning Ryan Wednesday, March 14, 2007

CREDIT CARD PAY PROCESS

RYAN BALL & ASSOCIATES 600091

Doing Business As : Rld Ball Cpas Business Type : Partnership FEIN : 12-3456789

Payment details for UI Tax 1/2007

Type of Credit Card* Master Card

Credit Card Number*

Name as It Appears on Card* First Name M.I. Last Name

Company Name

Expiration Date (month/year)* / 2007

Security Code*

Billing Address Line1*

Line2

City*

State* Country* USA

Zip+4

Amount Due	\$600.75
Payment Amount*	\$600.75
Convenience Fee	\$15.02
Total Payment	\$615.77

Schedule Payment on* 03/14/2007 (MM/DD/YYYY)

Save Credit Card Information

Next Cancel

This screen allows you to enter your credit card information. Mandatory fields are indicated by the orange asterisk. To choose the type of credit card use the list arrow to select from MasterCard, Visa, Discover, American Express. The security code is a 3 or 4 digit number found under the signature line on the back of the card used for electronic payment (may be on the front of American Express cards). You can schedule a payment by entering a date using the MM/DD/YYYY format or the calendar icon. Don't forget to save your credit card information for your next payment by clicking in the check box. Click on 'Next' to advance to the next screen or 'Cancel' to clear the entry. A credit card fee of 2.5% (minimum \$1.00) of the total payment due or an e-check fee of \$3.00 is charged by the payment processor as a convenience fee.

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CHECK PAY PROCESS

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RYAN BALL & ASSOCIATES 600091

Doing Business As: Rld Ball Cpas Business Type: Partnership FEIN: 12-3456789

Checking Account Information 1/2007

Name of the Banking Institution*	FIRST CREDIT UNION	
Bank Routing Number*	274975932	
Account Number*	0003456	
Account Type	Checking ▾	
Account Holder's Name *	RYAN	D BALL
	First Name	M.I. Last Name
Company Name		
Amount Due	\$ 600.75	
Payment Amount*	\$ 600.75	To assure that funds are applied to a contribution report filed today, a single payment for the full amount must be made. Subsequent payments may be applied to prior liabilities.
Convenience Fee	\$ 3.00	
Total Payment	\$ 3.00	
Schedule Payment on*	03/14/2007 [] (MM/DD/YYYY)	

Save Bank Account Information

[Next](#) [Cancel](#)

After selecting your method of payment you will advance to a screen where you are able to enter your payment information. The screen shown above is for the eCheck pay process. Payment information can be saved in the system for the convenience of future payments. However, you will have to check this box each time you pay or it will not be saved for the next time you wish to make a payment. Click 'Next' to advance to the next screen where you will be asked to authorize your check payment. You will then be linked to the confirmation screen. Click 'Cancel' to clear your entries.

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CHECK PAY AUTHORIZATION

RYAN BALL & ASSOCIATES 600091

Doing Business As : Rd Ball Cpas Business Type : Partnership FEIN : 12-3456789

Authorization

I, Ryan Ball authorize, Department of Workforce Development or their authorized agent to withdraw/receive payment from the aforementioned bank account. I certify that I have the authority to make the payment using this bank account. **(Please press the submit button only once)**

[Submit Payment](#) [Cancel](#)

[Print](#)

Legal Business Name	Ryan Ball & Associates	Business Type	Partnership
		FEIN	12-3456789

Total Liability Due \$600.75 [Edit](#)

Name of the Banking Institution	FIRST CREDIT UNION
Bank Routing Number	274975932
Checking Account Number	100456
Account Type	Checking
Account Holder's Name	RYAN BALL
Payment Amount	\$ 603.75
Scheduled Payment Date	03/14/2007

You are now asked to authorize your payment by clicking in the check box at the top of the pane and then pressing the 'Submit Payment' button. The submit payment button should only be clicked one time to avoid making duplicate payments. Clicking the 'Cancel' button will allow you the option to clear your payment at this time. You can 'Edit' your entries, or 'Print' the page from this screen.

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CHECK PAY CONFIRMATION

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RYAN BALL & ASSOCIATES 600091

Doing Business As : Rd Ball Cpas Business Type : Partnership FEIN : 12-3456789

Confirmation Page [Print](#)

**Thank you. Your payment has been successfully submitted to the Indiana Department of Workforce Development.
Your confirmation number is 1575.**

Account	600091
Legal Name	Ryan Ball & Associates
Report Quarter/Year	3/2006
Payment Amount	\$842.15
Date/Time	November 15, 2006 - 00:00:00

Please print this page and keep for your records.

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This is the check payment confirmation screen. You are given a confirmation number listed in the paragraph at the top of the page. Also listed is account information, report quarter/year, payment amount, payment date, and date and time. You should print a copy of this page for your records using the 'Print' button at the top right of the screen. Click 'Home' to return to the employer home page.

Make a Payment

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT
PO BOX 847
INDIANAPOLIS, IN 46206-0847

UI ONLINE PAYMENT COUPON
(AMOUNT DUE MUST BE PAID BY THE DUE DATE TO AVOID ADDITIONAL PENALTY AND INTEREST CHARGES)

RYAN BALL & ASSOCIATES
4567 E. Isabell Ave.
Terre Haute, IN 47805

ACCOUNT NUMBER: 600091
DATE: 03/14/2007
PAYMENT DUE DATE: 04/30/2007
AMOUNT DUE: \$ 600.75

(TO ENSURE TIMELY CREDIT, SEPARATE AND RETURN TOP PORTION WITH YOUR PAYMENT)

Pay to the order of
Department of Workforce Development

Date: 03/14/2007 1011
\$

EXAMPLE Dollars

Memo: Account Number - 600091 Authorized Signature: _____

Account Number: 600091 Payment Due Date: 04/30/2007 Amount Due: \$ 600.75
Payment Date: _____ Amount Paid:

Please Mail Coupon and Check to:
Indiana Department of Workforce Development
PO Box 847
Indianapolis, IN 46206-0847

[Print Coupon](#)

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This is the screen you will use if you choose to make a payment on your account using the payment coupon option. You will be able to fill in the payment amount in the box, print off the payment coupon, and mail it in with your check. The 'Print Coupon' button at the bottom of the screen will allow you access to the following pop-up screen. You must print your coupon before leaving this page.

Make a Payment

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT PO BOX 847 INDIANAPOLIS, IN 46206-0847	
UI ONLINE PAYMENT COUPON (AMOUNT DUE MUST BE PAID BY THE DUE DATE TO AVOID ADDITIONAL PENALTY AND INTEREST CHARGES)	
RYAN BALL & ASSOCIATES 4567 E. Isabell Ave Terre Haute, IN 47805	ACCOUNT NUMBER: 600091 DATE: 03/14/2007 PAYMENT DUE DATE: 04/30/2007 AMOUNT DUE: \$ 600.75

(TO ENSURE TIMELY CREDIT, SEPARATE AND RETURN TOP PORTION WITH YOUR PAYMENT)

Complete Check as Shown Below
Please include your check with coupon

Pay to the order of Date 03/14/2007 1011
Department of Workforce Development \$
**** SAMPLE **** Dollars
Memo Account Number - 600091 Authorized Signature

Account Number: 600091	Payment Due Date: 04/30/2007	Amount Due: \$ 600.75
Payment Date: <input type="text"/>	Amount Paid: <input type="text"/>	

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This pop-up screen is what you will see after clicking the 'Print Coupon' button on the Payment Coupon screen. To actually print the coupon you must click on the 'Print Coupon' button on this screen which will open the print dialogue box on your PC. You can then choose to send the coupon to your printer.

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LIABILITIES **couplink**
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BALL DAYCARE 600524

Doing Business As: Business Type: Proprietorship FEB#: 11-1234567

Quarterly Contributions						
	Tax Due	Interest	Penalty	Cost	Sp. Chg.	Balance
Outstanding						

Incumbent Worker Training Assessment						
	Tax Due	Interest	Penalty	Cost	Sp. Chg.	Balance
Outstanding						

Pending Quarterly Liabilities						
	Tax Due	Interest	Penalty	Cost	Sp. Chg.	Balance
Outstanding	\$567.00	\$62.37	\$56.70	\$0.00	\$0.00	\$686.07

Any outstanding liabilities on your account can be viewed on this screen in the Employer Summary menu item. You can click on the Pay button on the right side of each liability type line to begin the payment process. You can also reach this screen by selecting the Prior Liability or IWT Liability option on the Select Liability Type screen under the Make a Payment menu item.

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INDIANA WORKFORCE DEVELOPMENT

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PAYMENT DETAILS

BALL DAYCARE 600524

Doing Business As :	Business Type : Proprietorship	FEBN : 11-1234567
As Of Date	22 August 2007	
Contributions Due	\$ 567.00	
Interest Due	\$ 62.37	
Penalty Due	\$ 56.70	
Other Costs	\$ 0.00	
Special Charges	\$ 0.00	
Total	\$ 686.07	

How do you wish to pay today? *

You will reach this screen by clicking on the 'Pay' button for a prior liability or IWT liability on the Liabilities screen. You will see your total amount due consisting of the contribution amount, plus interest and penalty. The list arrow lets you select which method of payment you wish to use.

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PAYMENTS

RYAN BALL & ASSOCIATES 600091

Doing Business As : Rd Ball Cpas Business Type : Partnership FEIN : 12-3456789

Deposit Date	Amount	Pay Type	Pay Status	IWT/UI
11/15/2006	\$ 839.16	Electronic Check	Pending	UI

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 - Rate History
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This screen lists payments made to your account. The most recent payments are listed first. The information shown on the screen includes the deposit date and amount of the payment, the payment type and status, and distinguishes between a regular UI account and an Incumbent Worker Training (IWT) account payment.



~ Uplink ESS ~

**For additional information
contact our DWD Call Center
at 1-800- 437-9136**

Thank you for viewing this tutorial on Making a Payment using Uplink Employer Self Service. If you have any questions please contact the Department of Workforce Development Call Center at 1-800-437-9136.