

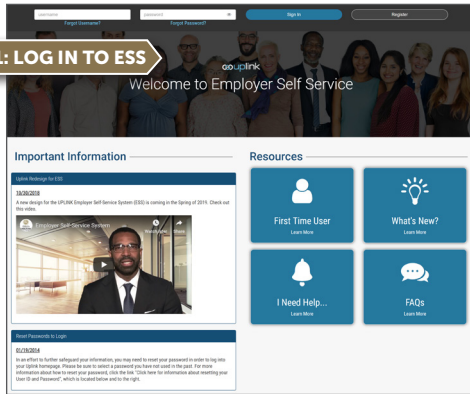
Can I submit an amended or changed report?

Employers can request changes to previously submitted reports via the updated Employer Self Service portal. Employers will not be able to request an amendment or change through a paper form unless DWD has waived the electronic filing requirement for that employer.

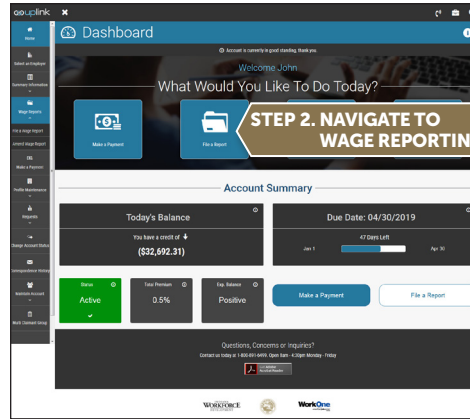
For reports that were manually keyed in ESS, employers can update individual wage records.

For reports that were submitted through file upload, employers will upload a new, updated file with all their employees for the quarter.

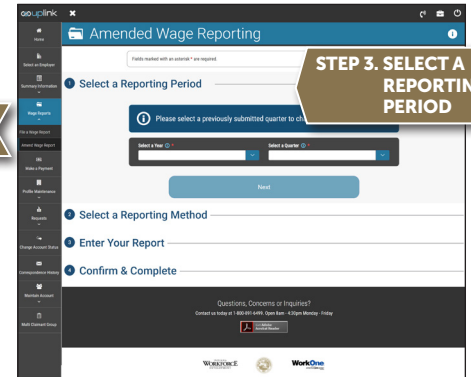
STEP 1: LOG IN TO ESS



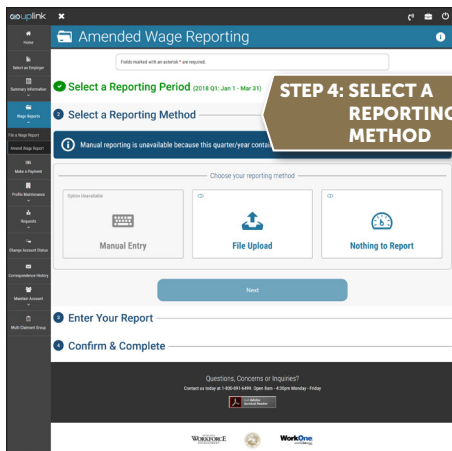
STEP 2: NAVIGATE TO WAGE REPORTING



STEP 3: SELECT A REPORTING PERIOD



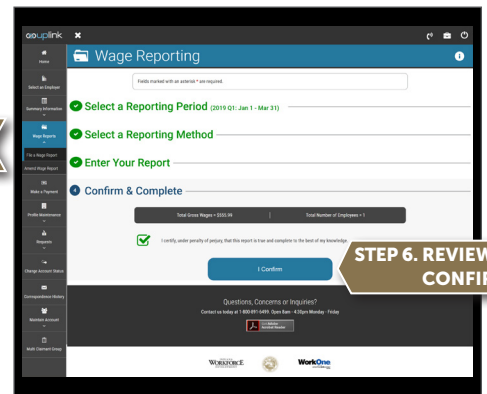
STEP 4: SELECT A REPORTING METHOD



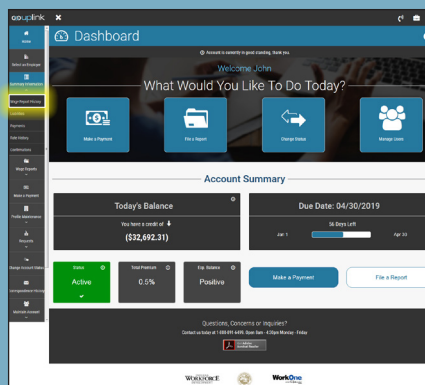
STEP 5: KEY OR UPLOAD / SUBMIT REPORT



STEP 6: REVIEW AND CONFIRM



DWD Recommends How to download prior report



Report Number	Description	Effective Range	Total Report	Tax	Confirmation Status
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$245,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success
01/01/2019	1-2019	01/01/2019 - 03/31/2019	\$1,100,000.00	0.0%	Success

SELECT AND DOWNLOAD THE FILE FOR THE QTR/YR FROM THIS SCREEN