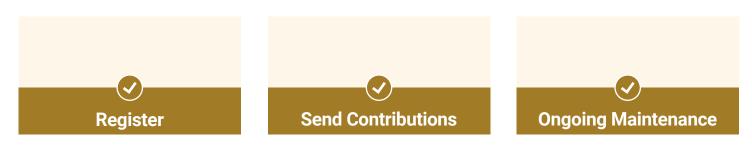


## **How to Set Up Your EARNS Employer Account**



## 1. Register

Once you receive your unique Access Code, you're ready to start. You'll just need to provide basic information about your employees, payroll process, and banking information. Follow the steps below to walk you through onboarding.

- Set up your business
  Get started by setting up your business online using your
  company's EIN and unique Access Code. This will be sent to you via
  email or mail when it's time to register. You can also retrieve your
- Create a password
  Enter your business email as your username and create a password.

access code online if you misplace it.

- Add your payroll information
  Identify your payroll provider, if you use one (i.e. Quickbooks, Gusto and more), and share your payroll schedule(s) or upload your payroll schedule(s) manually
- Add your company's bank information

  Complete all fields including routing number, bank name, bank account number, and account type.
- Add your employee information

  Employees must be at least 18 years old to be eligible for EARNS. If your payroll provider would like to know what's required, or if you'd like to compile your employee information manually in advance, please <a href="download this.CSV">download this.CSV</a> template to be sure you have everything you need.







## 2. Send Contributions

Once you have added employees, we will communicate directly with them to explain their options during the 30 days they have to opt out or customize their account. At the end of the 30-day period, you will record their choices, begin payroll deductions, and submit contribution information and funding for the employees who choose to stay in the program.

- Create a new deduction in your payroll system
- Create a contribution file or enter the info directly in the ER portal
- Enter the contribution on the ER portal
- For a quick review of this process, watch our helpful video here.

## 3. Ongoing Maintenance

Keep your account up to date and stay in compliance by:

- Sending payroll for active employees every pay period
- Updating contribution rates as needed we'll let you know if employees make a change
- Keeping employee list up to date —
  add new employees or mark
  departed employees as terminated



Additional resources including video tutorials and answers to many common questions online at <u>EARNSDelaware.com/help</u>.