

Employer New Hire Reporting

1. If you have an existing myAlaska account, you can either go to <https://cssdapps.state.ak.us:8443/newhirereporting>, sign into myAlaska and then skip to step 4 or go to the myAlaska link mentioned in the next sentence and select “Sign into myAlaska”. If you don’t have an existing myAlaska account, go to the myAlaska website at <https://my.alaska.gov> and create one by clicking on the “Register for a myAlaska Account” link on the same website and follow the instructions.

The screenshot shows the myAlaska website interface. At the top, there is a dark blue header with the myAlaska logo and navigation tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. On the right side of the header, it says "Registered User : Sign In". Below the header, there is a brief description of the system: "myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password." The main content area is divided into three sections: "Account Services" with a red circle around the "Sign into myAlaska" link and another red circle around the "Register for a myAlaska Account" link; "Most Popular Services" with a yellow star icon and a link to "Permanent Fund Dividend"; and "Services for Individuals" with a globe icon and several links including "ACPE - Student Aid Portal", "APOC - Lobbyist/Employer of Lobbyist Reporting", "APOC - Public Official/Legislative Financial Disclosure", and "Child support statements".

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP Registered User : Sign In

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password.

Account Services

[Sign into myAlaska](#)
If you're already registered, sign in and begin using applications or manage your profile through the registered user portal.

[Register for a myAlaska Account](#)
It's quick, easy and provides the tools you need to start using myAlaska applications in just a few minutes.

Most Popular Services

[Permanent Fund Dividend](#)
Apply for your PFD or check the status of a PFD application.

Services for Individuals

[ACPE - Student Aid Portal](#)
Apply for and view your Alaska Performance Scholarship and Alaska Education Grant Information

[APOC - Lobbyist/Employer of Lobbyist Reporting](#)
APOC Insight

[APOC - Public Official/Legislative Financial Disclosure](#)
Reporting for Public Officials and Legislative Staff

[Child support statements](#)
Child Support Case Financial Statements Online Service

2. Once logged into myAlaska, click on “View Your Services” link and then “Submit employee hirings to CSSD” link under the “Services for Businesses” heading.

The screenshot shows the myAlaska user portal. At the top, there is a navigation bar with links for HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. The user is signed in as CSSDtst1. The main content area includes a welcome message and three main sections: Services, MyProfile, and Help. The 'View Your Services' link under the Services section is circled in red.

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP Signed in as CSSDtst1: [Sign Out](#)

Welcome **CSSDtst1**. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

Services
Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.
[View Your Services](#)

MyProfile
Manage, update, or change your myAlaska account and user information.
[Manage Your Profile](#)

Help
Get help using myAlaska or one of the myAlaska applications.
[Get Help](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

The screenshot shows the 'Services for Businesses' page. It lists various services with their respective icons and descriptions. The 'Submit employee hirings to CSSD' link is circled in red.

Violent Crime Compensation Board online application for reimbursement of expenses.

Services for Businesses

[DBP – EGrAMS Grant Management](#)
EGrAMS - Grants Management System

[DEC - Pay Invoices Online](#)
Department of Environmental Conservation Online Payment Center

[DEC Online Services](#)
Access Department of Environmental Conservation online services

[DEC Water Online Application System \(OASys\)](#)
A DEC, Division of Water multi-purpose system for electronically submitting and/or signing Applications, Questionnaires, Notices of Intent and Reports.

[DHSS - eGrants](#)
Electronic grant filing with HSS

[DMV Partners](#)
Manage your business's obligations with the Division of Motor Vehicles Partners Program

[DNR Division of Oil and Gas - Submit Royalty and NPSL Filings](#)
Oil and Gas Royalty and NPSL Reporting

[DOL Employer Surveys](#)
DOL Employer Surveys

[DOR-Tax Division Services](#)
Department of Revenue

[Employment Security Tax](#)
Manage your business's Employment Security Tax

[LSS – Online Filing Services](#)

[Measurement Standards and Commercial Vehicle Enforcement](#)
Measurement Standards and Commercial Vehicle Enforcement

[Submit employee hirings to CSSD](#)
Employer New Hire Reporting

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)

3. Click in the “I Accept the Privacy Agreement” if you would like to continue.

Sign Out

Main Menu
Profile

Privacy Agreement: CSSD

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Alaska Division of Child Support Services.

I Accept the Privacy Agreement

Continue ->

Contact us Help Privacy Policy User Agreement

4. Enter your nine digit Federal Employer Identification Number (FEIN) on the following screen. The ten digit State Employer Identification Number (SEIN) is optional. Your employee’s myAlaska account will be able to enter new hires for your FEIN until you request that we disallow it. Please contact our Employer Assistance Hotline at 269-6089 (toll free 877-269-6685) or email our New Hire Reporting customer service representative at dor.css.newhire@alaska.gov to have an employee’s myAlaska account disassociated from your FEIN. Please provide your FEIN and the employees email address.

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Department of Revenue
Child Support Services Division

SEARCH

Child Support Services State of Alaska

CSSD HOME CONTACTS APPLICATIONS FORMS FEDERAL CHILD SUPPORT

State of Alaska > Department of Revenue > Child Support Services > Employer New Hire Reporting

WELCOME TO THE NEW HIRE REPORTING SYSTEM.

Please enter your Federal Employer Identification Number and optionally your Alaska Employer Identification Number to help us verify your account. If you didn't reach this page thru MyAlaska you will need to login thru the [myAlaska Portal](#)

FEIN:

SEIN:

Submit

CSSD Customer Service Revenue Home

Child Support Services Division

- Once you have entered the FEIN you will be asked to verify your Company information, including the address of your Payroll Department. If you need to make corrections, you may do so. Please note the information you enter will not update the Department of Labor (DOL) database. The updated information will only be used for New Hire Reporting. Select Update/Save if you made updates, or Continue without Updating if you made no changes.

Welcome to the New Hire Reporting System.
Please enter your Federal Employer Identification Number and optionally your Alaska Employer Identification Number to help us verify your account. If you didn't reach this page thru MyAlaska you will need to login thru the myAlaska Portal

FEIN:
SEIN:

Employer Information
Please view or edit the information below, as it pertains to your company. The information is queried from the Department of Labor Database. If you updated this information during a previous New Hire Reporting submittal, the updated information will be included below. Updated information for New Hire Reporting submittals does not update the Department of Labor Database. Should you have any questions please contact our Employer Assistance Hotline at 907-269-6089 or visit our Employer Information Page.

Company Name and Address (Payroll Dept) Foreign Address Information

Company Name: Country Code:
Federal Employer Identification Number: Country Name:
State Employer Identification Number: Country ZIP / Postal Code:
Address Line 1:
Address Line 2:
Address Line 3:
City:
State:
Zip:

Optional Address Information Optional Foreign Address Information

Opt. Address Line 1: Opt. Country Code:
Opt. Address Line 2: Opt. Country Name:
Opt. Address Line 3: Opt. Country ZIP/Postal Code:
Opt. City:
Opt. State:
Opt. Zip:

or

[CSSD Home](#) [CSSD Customer Service](#) [Revenue Home](#) [KIDS Online](#) [Webmaster](#)

- Once you have confirmed your employer information, you are taken to your Home page. At this point you may click on the "Add Employees" tab or "Add" link under Add Employees to begin entering new hire information. Both links are highlighted by green rectangles below. You may also return to update your employer information by clicking on the "Update Employer Information" or the "Update Info" link under Employer Info. Both links are highlighted by red ovals below. If you have a file of new hires to upload, you may do so by clicking on the "Upload" link, highlighted by a red plaque below under "Upload Employees". The upload function is also available on the Add Employees page. If you handle new employees for multiple employers (EINs), you can change to a different employer by selecting the "Change Employer" tab or selecting "Change" link under Change Employer. Both links are highlighted by blue hexagons below. To Logout at any time, you can select the "Logout" tab, highlighted by the purple circle below.

Home [Update Employer Info](#) [Add Employees](#) [Change Employer](#) [Exit](#)

WELCOME The ABC Anchorage Co.

We at the Child Support Services Division are very interested in working with employers. By submitting the New Hire Reporting information employers make a valuable contribution in helping the children of Alaska and other States. If you do not have new hires to report, you need not submit the form. For more information regarding New Hire Reporting, please visit our [Employer Information Page](#). Thank you for your contribution.

Sincerely,
CSSD

<p>EMPLOYER INFO</p> <p>View and edit your business contact information that we have on file</p> <p>Update Info</p>	<p>ADD EMPLOYEES</p> <p>Allows you to enter new employee records individually</p> <p>Add</p>	<p>UPLOAD EMPLOYEES</p> <p>Add multiple new employees at once by uploading their information from a file. Please refer to New Hire Reporting Electronic File Format for the required file format.</p> <p>Upload</p>	<p>CHANGE EMPLOYER</p> <p>Change Currently Selected Employer and View unsubmitted Employees for known Employers</p> <p>Change</p>
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[CSSD Customer Service](#) [Revenue Home](#) Child Support Services Division
550 W 7th Ave Suite 310, Anchorage AK 99501-6561
Phone: 907-269-6900 | Fax: 907-787-3220 | TTY: 907-269-6811

- To add employees, enter the appropriate information in the required fields on the “Add Employee” tab. You can use the tab key to move from one field to the next. Click the “Add/Update” button when you have completed entering the employee information. A list of employees entered will be shown at the bottom of the screen. To edit or delete an employee in the list, click on their SSN and the information will be populated in the “Add Employee” tab. At that point you may change the data and click on the “Add/Update” button to update the information or click on the “Delete” button to delete the employee from the list. The list shows approximately the first twenty characters of the Last Name and Address Line 1 with .. to indicate the field contains more information and the first three characters for city. To view all fields for an employee in the list, mouse over the SSN. NOTE: The list of employees will NOT be submitted to CSSD *until* you select the “Submit List” tab and click on the “Submit List” button.

Employee Add for The ABC Anchorage Company

Directly below the tabbed form is a paged list of the current New Hire employees that you have entered but not yet submitted. To edit an employee click their Social Security Number, to add a new employee click the 'Add Employee' tab below and fill in the required information.

Add Employee
Upload File
Submit List
Download A Copy
Remove All

Add Employee

All dates should be entered in the following format: MMDDYYYY. Please note that the "Date of Hire" field should reflect the most current hire date or rehire date. Should you have any questions please contact our Employer Assistance Hotline at 907-269-6089 or visit our Employer Information Page.

<p>SSN and Name</p> <p>Employee SSN <input type="text" value="123456789"/> <small>(i.e. 123456789)</small></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Address Information</p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text" value="AK"/></p> <p>Zip Code <input type="text"/></p>	<p>New Hire Information</p> <p>Date of Birth <input type="text" value="MMDDYYYY"/></p> <p>Date of Hire/Rehire <input type="text" value="MMDDYYYY"/></p> <p>State of Hire <input type="text" value="AK"/></p> <p>Foreign Address Information</p> <p>Country Code <input type="text"/></p> <p>Country Name <input type="text"/></p> <p>Country ZIP/Postal Code <input type="text"/></p>
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Add Employee
Upload File
Submit List
Download A Copy
Remove All

Add Employee

All dates should be entered in the following format: MMDDYYYY. Please note that the "Date of Hire" field should reflect the most current hire date or rehire date. Should you have any questions please contact our Employer Assistance Hotline at 907-269-6089 or visit our Employer Information Page.

<p>SSN and Name</p> <p>Employee SSN <input type="text" value="123456789"/> <small>(i.e. 123456789)</small></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Address Information</p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text" value="AK"/></p> <p>Zip Code <input type="text"/></p>	<p>New Hire Information</p> <p>Date of Birth <input type="text" value="MMDDYYYY"/></p> <p>Date of Hire/Rehire <input type="text" value="MMDDYYYY"/></p> <p>State of Hire <input type="text" value="AK"/></p> <p>Foreign Address Information</p> <p>Country Code <input type="text"/></p> <p>Country Name <input type="text"/></p> <p>Country ZIP/Postal Code <input type="text"/></p>
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SSN	First Name	Last Name	Address Line 1	City	SI	Zip
123456789	John	Doe	123 West 7th Ave	ANC	AK	99501
987654321	ABC	AK	99501

SSN : 123456789
Name : John Doe
Address: 123 West 7th Ave
City : Anchorage
State : AK
Zip : 99501
Foreign Country Code:
Foreign Country Name:
Foreign Country Zip :
Date of Birth: 01/01/1979
Date of Hire : 04/01/2009
State of Hire: AK

[CSSD Home](#)
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[Revenue Home](#)
[KIDS Online](#)
[Webmaster](#)

- To upload new hire employees from a *file* in the required format (please refer to [New Hire Reporting Electronic File Format](#) for format and record length and please make sure the file has ANSI encoding), click on the “Upload File” tab. Browse to the file location and click on the “Upload” button. **The file can only contain new hires for the EIN logged in. Files with multiple EINs or a single EIN that does not match the logged in EIN will be rejected.** The information uploaded will be added to the list of new hire employees.

Employee Add for THE ABC ANCHORAGE CO
 Directly below the Add Employee form is a paged list of the current New Hire employees that you have entered but not yet submitted. To edit an employee click their Social Security Number, to add a new employee click the 'Add Employee' tab below and fill in the required information.

[Add Employee](#)
[Upload File](#)
[Submit List](#)
[Download A Copy](#)
[Remove All](#)

Upload List
 Please refer to New Hire Reporting Electronic File Format for the required file format. Files in any other format will not be accepted. Once you have created a file in the required format, click on the Browse button to select the location of the file with your New Hire Reporting information. Once the file is selected, click on the Upload button. You will receive a confirmation window once the file is uploaded.

Select employee file for upload.

SSN	First Name	Last Name	Address Line 1	City	St	Zip
123456789	John	Doe	123 West 7th Ave	Anc	AK	99501
987654321	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ANC	AK	99501

[CSSD Home](#)
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[KIDS Online](#)
[Webmaster](#)

- If you need to delete all employees you entered or uploaded, click on the “Remove All” tab and select the “Delete All” button.

[Add Employee](#)
[Upload File](#)
[Submit List](#)
[Download A Copy](#)
[Remove All](#)

Remove All Employees
 Confirm Removal of 2 employee(s)

SSN	First Name	Last Name	Address Line 1	City	St	Zip
123456789	John	Doe	123 West 7th Ave	Anc	AK	99501
987654321	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ANC	AK	99501

[CSSD Home](#)
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10. Once you have completed entering employees or uploading a file and **BEFORE** submitting the employee information, you can create a backup of the file in the New Hire Reporting electronic format by selecting the “Download A Copy” tab. Click on the “Download New Hire Entries” link and “Save” the file to your local directory.

DOWNLOAD A COPY

Click the 'Download New Hire Entries' link below to download a copy of the records you have entered but not submitted. The file contains employee records in the **New Hire Reporting Electronic File Format**.

1 employee new hires available for download copy.

[Download New Hire Entries](#)

1 EMPLOYEES ARE PENDING.

SSN	First Name	Last Name	Address Line 1	City	St	Zip	Foreign Country Code
123-45-6789	Joseph	Juneau	550 W 7th Ave.	Anc	AK	99501	

Customer Service Revenue Home Child Support Services Division

File Download

Do you want to open or save this file?

Name: new_hire_entries.txt
 Type: Text Document, 63 bytes
 From: cssdapps.state.ak.us

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

11. Once you have completed entering employees or uploading a file, you can select the “Submit List” tab to submit the employees to the Alaska CSSD. *If you forget to submit the list, you will be prompted on Logout to submit the list. The list of new hire employees will continue to show for the FEIN until it is submitted.* You can log out without submitting and the list of employees will still be there the next time you log in. If your internet browser session times out due to inactivity before you submit your new hires, they will still be available the next time you log in.

SUBMIT EMPLOYEE LIST

To submit your new hires shown in the list below please press the button below labeled 'Submit List'. The CSSD will notify you at your address on file if any action needs to be taken. Thank you for using the New Hire Reporting System.

Additionally if you want a list of new hires you entered for your records, create a report by clicking the 'New Hire Reporting List' link **before** submitting the file.

1 employee new hires available for report and submittal.

[New Hire Reporting List](#)

Submit List

1 EMPLOYEES ARE PENDING.

SSN	First Name	Last Name	Address Line 1	City	St	Zip	Foreign Country Code
123-45-6789	Joseph	Juneau	550 W 7th Ave.	Anc	AK	99501	

12. Confirmation of the submitted items will be shown and there will be no pending employees.

[Add Employee](#) [Upload File](#) [Submit List](#) [Download A Copy](#) [Remove All](#)

SUBMIT EMPLOYEE LIST

To submit your new hires shown in the list below please press the button below labeled 'Submit List'. The CSSD will notify you at your address on file if any action needs to be taken. Thank you for using the New Hire Reporting System.

Additionally if you want a list of new hires you entered for your records, create a report by clicking the 'New Hire Reporting List' link **before** submitting the file.

0 employee new hires available for report and submittal.

• 1 records submitted!

[New Hire Reporting List](#)

0 EMPLOYEES ARE PENDING.

SSN	First Name	Last Name	Address Line 1	City	St	Zip	Foreign Country Code
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13. Clicking on the “New Hire Reporting List” link, will show the new hires you have entered or uploaded from a file. If the Submitted column shows a “Y”, then those employees were submitted to CSSD. If the employees have been submitted to CSSD, they will only show on the report until they have been sent to the Federal New Hire Reporting program. Once they are sent to the federal program, submitted employees no longer show on the report. Unsubmitted employees will continue to show.

[Add Employee](#) [Upload File](#) [Submit List](#) [Download A Copy](#) [Remove All](#)

SUBMIT EMPLOYEE LIST

To submit your new hires shown in the list below please press the button below labeled 'Submit List'. The CSSD will notify you at your address on file if any action needs to be taken. Thank you for using the New Hire Reporting System.

Additionally if you want a list of new hires you entered for your records, create a report by clicking the 'New Hire Reporting List' link **before** submitting the file.

0 employee new hires available for report and submittal.

• 1 records submitted!

[New Hire Reporting List](#)

0 EMPLOYEES ARE PENDING.

SSN	First Name	Last Name	Address Line 1	City	St	Zip	Foreign Country Code
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04/12/2013 New Hire Reporting PAGE: 1

Report of New Hires to Alaska CSSD

FEIN: 222222222: Company Name: The ABC Anchorage Co.

SSN	Name	Hire Date	Birthdate	Date Submitted/Entered	Submitted
***-**-6879	John A Bwoden	04/01/2013	10/23/1970	04/12/2013	Y
***-**-6789	Joseph A Juneau	04/01/2013	11/01/1960	04/12/2013	Y

Total:2 Submitted new hire employees are only available for this report until they have been sent to the Federal New Hire program.

14. To logout, select the logout tab. If you have new hires that have not been submitted, you will be asked if you want to submit them. If you do not submit them, they will remain with your FEIN until you either delete them or submit them.

The screenshot shows a navigation bar at the top with tabs: Home, Update Employer Info, Add Employees, Change Employer, and Exit. Below the navigation bar is a dark blue banner with the text "UNSUBMITTED EMPLOYEE NEW HIRE RECORDS!". Underneath the banner, there is a paragraph of text: "Unsubmitted employee new hire records will be available next time you return. However, if they are ready to submit please click the button below labeled 'Submit and Exit'. Or, to exit with out submitting press the button labeled 'Exit Without Submitting'. Additionally you may download a report of the employee new hires by clicking the 'New Hire Reporting List' link. Thank you for using the New Hire Reporting System." Below the text is a blue link labeled "New Hire Reporting List". At the bottom of the screenshot are two buttons: "Submit and Exit" and "Exit Without Submitting".

15. Select the appropriate link to enter New Hires for another FEIN, return to myAlaska to conduct further state business or to logout of myAlaska.

The screenshot shows a dark blue banner with the text "YOU HAVE EXITED THE NEW HIRE REPORTING SYSTEM.". Below the banner is a paragraph of text: "Thank you for using the New Hire Reporting System. To start a new session choose the link labeled 'Enter New Hires for another Fein'. To return to myAlaska with or without logging out of myAlaska choose one of the other links." Below the text are three blue links: "Enter New Hires for another FEIN", "Return to myAlaska", and "Logout of myAlaska".