

**A guide to Washington State Department of Labor and Industries**

# **Bulk Filing System**

**For Accountants and  
Payroll Providers**

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## **Introduction**

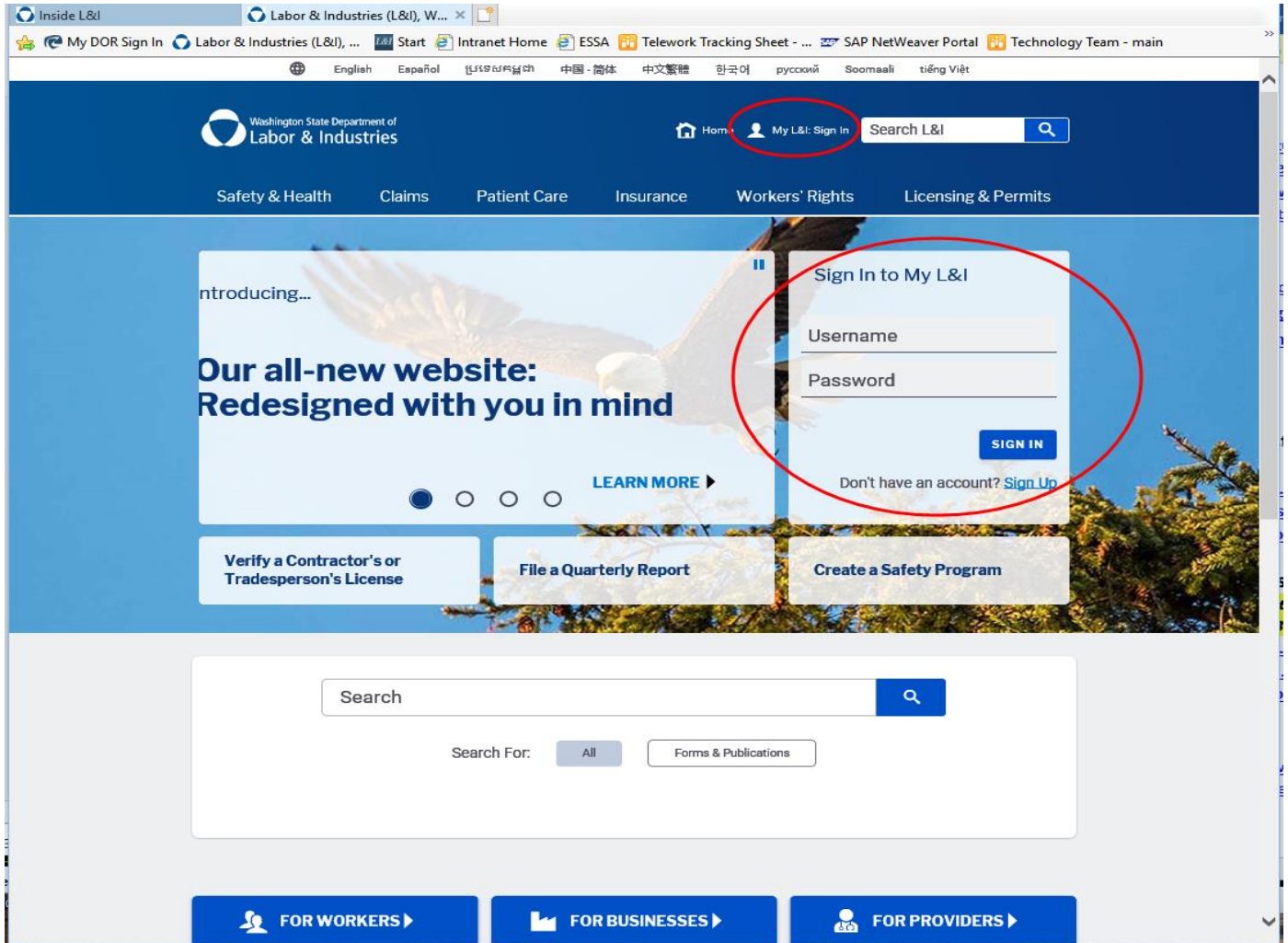
Accountants and payroll providers can file State Fund Industrial Insurance quarterly reports for their clients using different methods. The filer can file from their Accountant's list, file using a 'Cart' method, or the filer can download a spreadsheet to file (or a combination of the three). This guide is meant to help the filer navigate through each of these methods by giving the filer step by step instructions. It will also provide the filer with some of the features available to the filer and the filer clients within our Claim and Account Center.

***\*\*Accountants and Payroll Providers will be referred to as Third Party Representatives (TPR's) throughout this guide\*\****

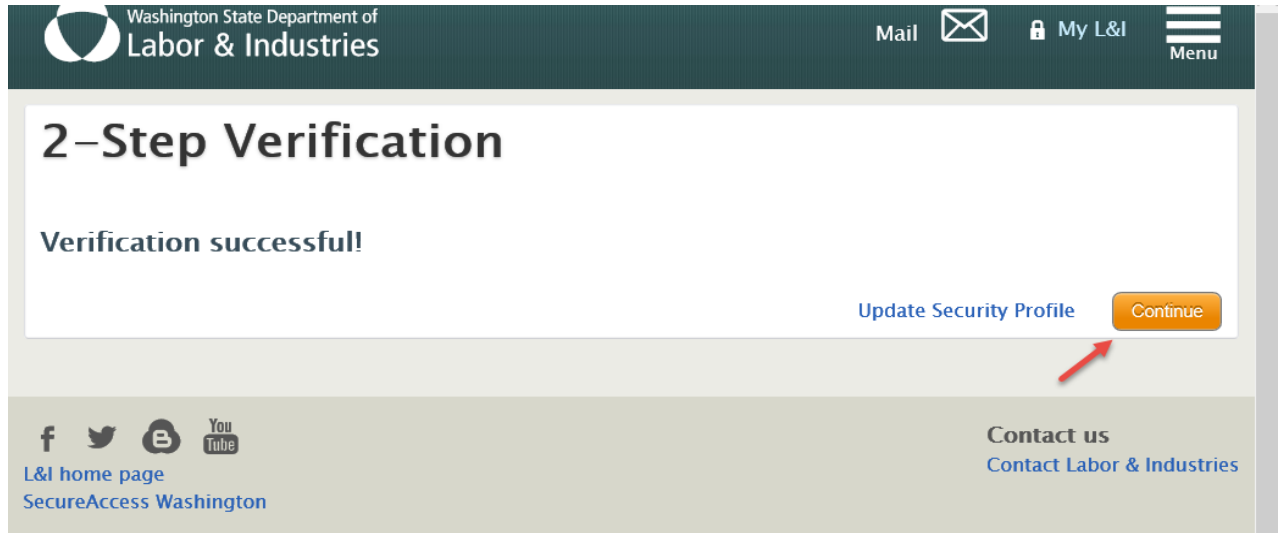
# Logging into the Claim and Account Center

The first thing the filer will do is log into the Claim & Account Center (CAC) via My L&I. Go to the Labor & Industries website [www.lni.wa.gov](http://www.lni.wa.gov) and find “My L&I Sign In” or “Sign In to My L&I” on the main page. New users, click on “Sign up to create User ID and Password”. Returning users enter your username and password. Click on “Sign In”.

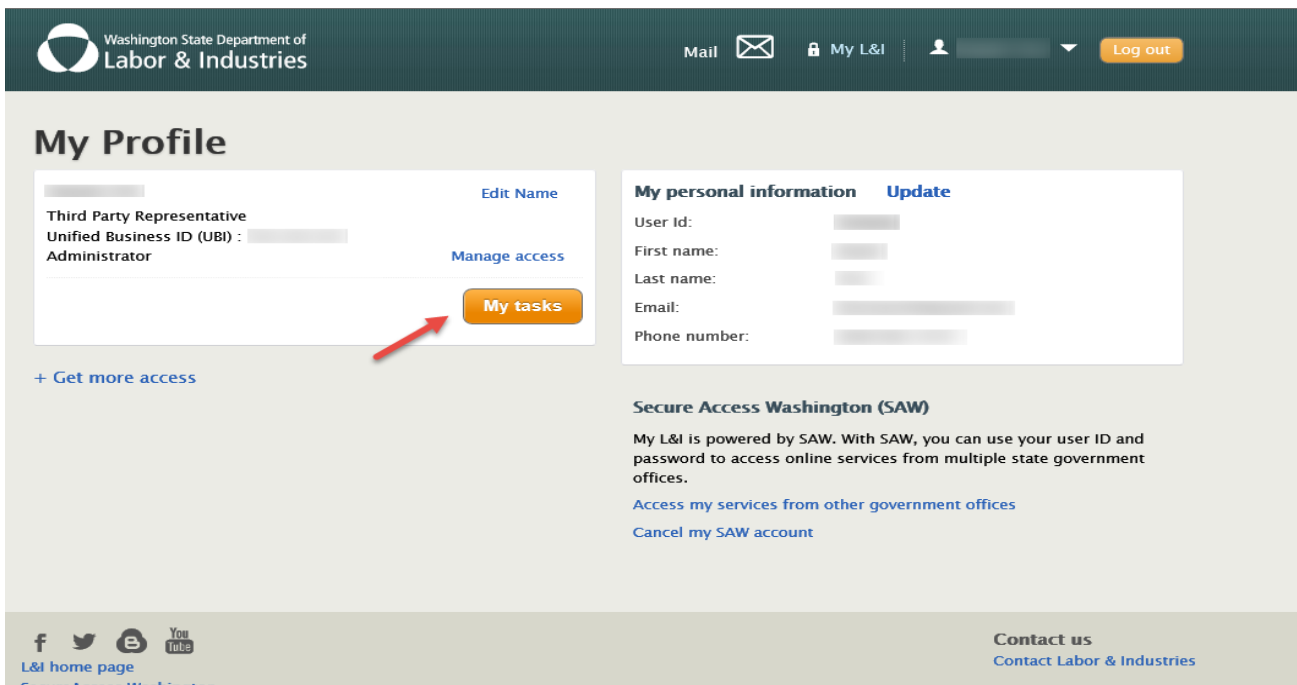
To login or sign up via Secure Access Washington (SAW), go to page 34 for further instructions.



2-Step Verification is the second layer of security to better protect online customer information. Click on **“Continue”**.



On My Profile page, click on **“MyTasks”**.



The filer will be taken to this next page. To get to the filer's client list, click on "DeluxeFile 2.0".

Washington State Department of Labor & Industries

Mail My L&I Log out

**My Profile**

WA UBI number: Manage access

**Workers' Comp account**

- File a quarterly report >
- Check my balance >
- Find contact information for my account manager >
- Request a change to my account information >
- Look up my rates >

**Claims**

- Look up current claim status >
- Learn what's covered under a claim >
- View imaged documents for a claim >
- Complete the employer portion of the report of accident >
- Send information to L&I >

**Correspondence from L&I**

- View your secure messages online >
- View your claims correspondence online >

**DeluxeFile 2.0** ✕

- File a quarterly report using DeluxeFile 2.0 >

**Related tasks**

- Request light duty reimbursement
- Request preferred worker reimbursements
- Manage continuing education for self-insurance claim administrators
- Claim and account knowledge base
- Settle a claim
- Verify a Contractor, Tradesperson or Business
- Pay balances owed to L&I

This is the TPR's client list. This list can be sorted by any column; the default sort is by UBI.

Washington State Department of Labor & Industries

Mail DeluxeFile Log out

Claim & Account Center > DeluxeFile > Employer Accounts

638,358-00 :

Account Id: 63835800  **LOAD ACCOUNT** Account ID: 638,358-00  
 Business Name:   
 Account Manager:

Employer Accounts 1 - 10 < Back • Next > Click on a column header to sort

UBI	Account	Business Name	Filing Status	Account Status	Effective Date	Action
777 777 777	134,123-21	NUMBER 21 TEST	Q3 Ready to File	Active	1/1/2015	Remove
333 333 334	620,125-00	TESTING #2	Q3 Ready to File	Active	10/1/2015	Remove
333 333 334	620,125-01	TESTING #1	Q3 Ready to File	Active	7/1/2015	Remove
333 333 334	620,125-02	TESTING #3	Q3 Ready to File	Active	1/1/2016	Remove
333 333 336	620,129-00	TEST KHANH	Q3 Ready to File	Active	1/1/2016	Remove
333 333 336	620,129-01	TEST ACCOUNT 3	Q3 Ready to File	Active	10/1/2018	Remove
333 333 335	620,131-00	TESTING FOR MESSAGING	Q3 Ready to File	Active	7/1/2015	Remove
333 333 335	620,131-01	TESTING MGS 2	Q3 Ready to File	Active	1/1/2019	Remove
333 333 337	638,358-00	KHANH CPA	Q3 Ready to File	Active	10/1/2016	Remove
333 333 338	682,491-00	EMPLOYER TESTING	Q3 Ready to File	Active	1/1/2019	Remove

On this page, there are several features on the the left-hand navigation menu available to the filer.

Washington State Department of Labor & Industries

Mail DeluxeFile [Log out](#)

Help

Welcome

- Employer Accounts
- Quarterly Reports
- eCheck Accounts
- Transaction History
- File Reports With BulkFiling
- Manage Accounts

Claim & Account Center

[Claim & Account Center](#) > [DeluxeFile](#) > Employer Accounts

638,358-00 :

Account Id:  [LOAD ACCOUNT](#)

Account ID: 638,358-00  
 Business Name:   
 Account Manager:

Employer Accounts 1 - 10      < Back • Next >

Click on a column header to sort

UBI	Account		Business Name	Filing Status	Account Status	Effective Date	Action
777 777 777	134,123-21	<a href="#">Quarterly Reports</a>	NUMBER 21 TEST	Q3 Ready to File	Active	1/1/2015	<a href="#">Remove</a>
333 333 334	620,125-00	<a href="#">Quarterly Reports</a>	TESTING #2	Q3 Ready to File	Active	10/1/2015	<a href="#">Remove</a>
333 333 334	620,125-01	<a href="#">Quarterly Reports</a>	TESTING #1	Q3 Ready to File	Active	7/1/2015	<a href="#">Remove</a>
333 333 334	620,125-02	<a href="#">Quarterly Reports</a>	TESTING #3	Q3 Ready to File	Active	1/1/2016	<a href="#">Remove</a>
333 333 336	620,129-00	<a href="#">Quarterly Reports</a>	TEST KHANH	Q3 Ready to File	Active	1/1/2016	<a href="#">Remove</a>
333 333 336	620,129-01	<a href="#">Quarterly Reports</a>	TEST ACCOUNT 3	Q3 Ready to File	Active	10/1/2018	<a href="#">Remove</a>
333 333 335	620,131-00	<a href="#">Quarterly Reports</a>	TESTING FOR MESSAGING	Q3 Ready to File	Active	7/1/2015	<a href="#">Remove</a>
333 333 335	620,131-01	<a href="#">Quarterly Reports</a>	TESTING MGS 2	Q3 Ready to File	Active	1/1/2019	<a href="#">Remove</a>
333 333 337	638,358-00	<a href="#">Quarterly Reports</a>	KHANH CPA	Q3 Ready to File	Active	10/1/2016	<a href="#">Remove</a>
333 333 338	682,491-00	<a href="#">Quarterly Reports</a>	EMPLOYER TESTING	Q3 Ready to File	Active	1/1/2019	<a href="#">Remove</a>

## **Accountant's List**

To add other accounts the TPR represents, on the left-hand navigation menu, click on “**Manage Accounts**”. Review the instructions under the “**Add Accounts**” tab (if the account is already represented by another accountant, the new accountant will have to send in an [Authorization to Access on Behalf of Employer Form](#))

To remove accounts from the TPR's client list, on the left-hand navigation menu, click on “**Manage Accounts**”. Review the instructions under the “**Remove Accounts**” tab.

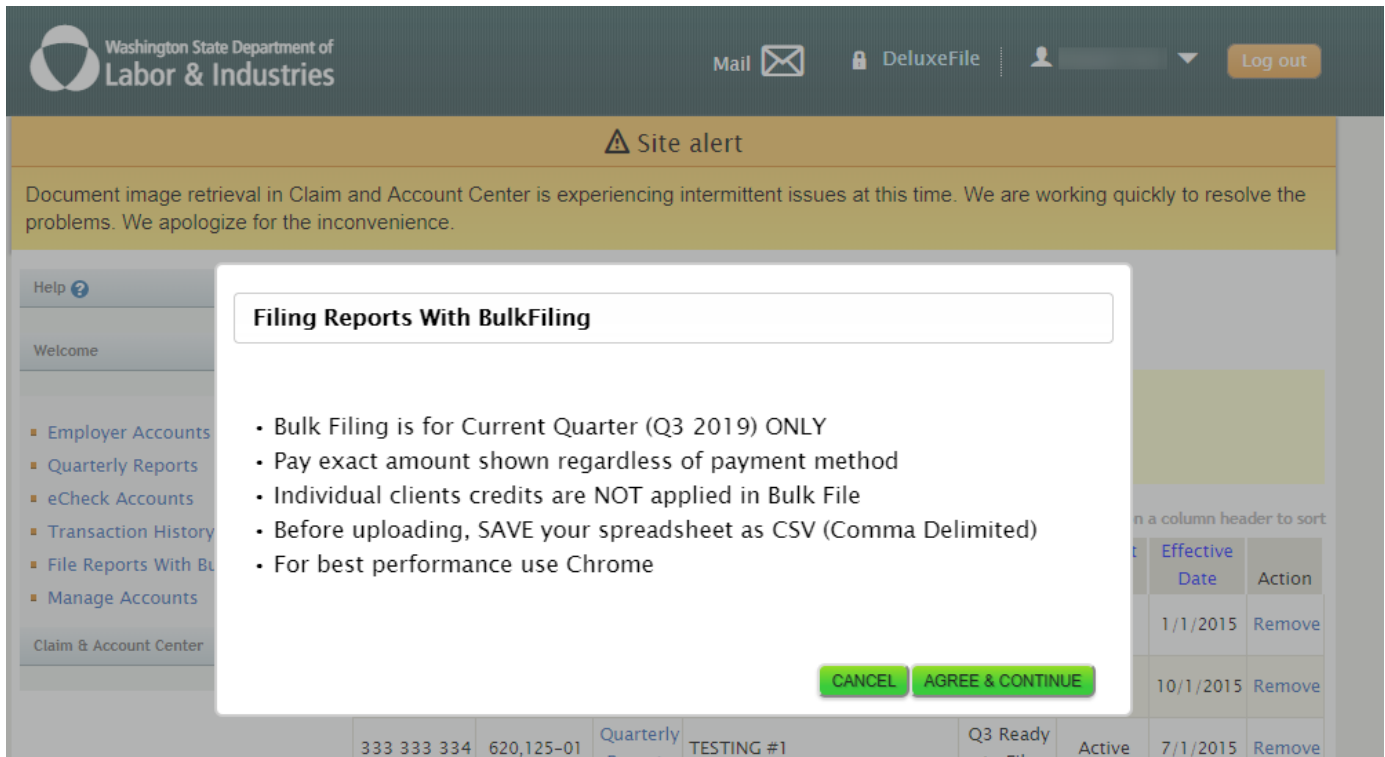
To file a single report or to view one accounts' filing history, click on “**Quarterly Reports**”.

To use the Bulk Filing tool, on the left-hand navigation menu, click on “**File Reports With BulkFiling**”.



# File Reports with BulkFiling

When the filer selects “**File Reports With BulkFiling**”, the filer will get the below pop-up box – the filer can “**Cancel**” or click on “**Agree & Continue**”.



The next screen the filer will see is the “**Quarterly Report Bulk Filing**” (brown) screen. All of the filer’s accounts will show.

(Go to page 20 to see how to file by downloading a spreadsheet. Bulk file with a saved .csv using the “New” bulk filing wizard)

# Quarterly Report Bulk Filing

The **Quarterly Report Bulk Filing** (brown) screen is sorted numerically. The filer can choose to sort alphabetically by first letter or click Show All to bring all of them back.

The filer can fill in payroll and hours on this screen for each account – the amount due will be calculated for the filer. In addition, the filer will receive errors if using decimals.

To fill in payroll and hours on this screen, the filer must first either **check the box next to the account(s)** the filer wants to report on or the filer can “**Check All**”, and this opens up all of the accounts to report. If the status under the account number says “**Already Filed**”, it will not let the filer file it again – if changes need to be made, the filer would have to amend it from the Quarterly Report page in the Claim & Account Center.

Washington State Department of Labor & Industries

Quarterly Report Bulk Filing 2nd Quarter : April 1, 2019 – June 30, 2019

Check All  Manage Accounts [Show All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Import Data](#) [Reports](#) [Your Cart](#) (0 accounts)

	Main	Sub	Payroll	Hours	Rate	Amount Due
<b>134,123-21 – TESTING</b> <b>Already Filed</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1260	0
						Payment Due: \$0.00
<input type="checkbox"/> <b>620,125-00 – TESTING #2</b>						
Vegetable Farms – Machine Harvest	4802	06	\$ 0	0	0.8438	0
Clerical Office, N.O.C.	4904	00	\$ 0	0	0.1466	0
Forestry and Timberland Services – Manual Labor	5004	13	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	14	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	18	\$ 0	0	1.6613	0
Forestry/Timberland Services – Machine Operations	5006	08	\$ 0	0	2.5613	0
						Payment Due: \$0.00
<input type="checkbox"/> <b>620,125-01 – TESTING #2</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1306	0
						Payment Due: \$0.00
<input type="checkbox"/> <b>620,125-02 – TESTING #2</b>						
Forestry and Timberland Services – Manual Labor	5004	13	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	14	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	18	\$ 0	0	1.6613	0
Forestry/Timberland Services – Machine Operations	5006	08	\$ 0	0	2.5613	0

Skip To Page

If the filer clicks on “**Check All**” by mistake, it changes to “**Un-Check All**”. If the filer clicks on “**Un-Check All**”, the user can then choose individual accounts.

After filling in information here, the filer **MUST** click on “**Add Selected to Cart**” at the bottom of each page, or the report won’t go in the cart and won’t be filed.

Once in the cart, the filer can view their cart or click on “**Back**” to continue adding accounts. If no payroll or hours were entered and the filer selects “**Add Selected to Cart**”, it will show as a report added to the cart.

From their cart, the filer can “**Remove All**”, which removes everything from the cart and the filer can start over with all of their accounts or the filer can **remove** individual accounts and re-do just those.

Please note on the ‘brown’ screen, it now shows “**In Cart**” under the accounts just added to the cart.

The filer can now go “**Back**” to fill out more accounts or click on “**Check Out**”. If the filer doesn’t check out, the accounts will remain in the cart for the filing month. Once that month is over the cart is emptied. No reminder is sent to the filer, just as there is no reminder sent when filers save a regular Quarterly Report.

Washington State Department of Labor & Industries

Quarterly Report Bulk Filing 2nd Quarter : April 1, 2019 – June 30, 2019

Check All Manage Accounts Show All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Import Data Reports (2 accounts)

134,123-21 – TESTING – **Already Filed**  
Software Design & Engineering and Intern Providers

**620,125-00 – TESTING #2 – In Cart**  
Vegetable Farms – Machine Harvest Clerical Office, N.O.C.  
Forestry and Timberland Services – Manu  
Forestry and Timberland Services – Manu  
Forestry and Timberland Services – Manu  
Forestry/Timberland Services – Machine Operations

**620,125-01 – TESTING #2 – In Cart**  
Software Design & Engineering and Intern Providers

620,125-02 – TESTING #2

Cart Total: \$147.07

**Please review your cart**  
Continuing will process reports for the accounts shown in the cart.  
[Remove All](#)

Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
4802	06	42000	100	0.8438	84.38
4904	00	0	0	0.1466	0
5004	13	0	0	1.6613	0
5004	14	0	0	1.6613	0
5004	18	0	0	1.6613	0
5006	08	0	0	2.5613	0.00
Payment Due:					84.38

620-125-01 - TESTING #2 [Remove](#)

Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
-----------------	----------------	---------------	--------------	-----------------	------------

[Back](#) [Check Out](#)

Skip To Page Add Selected to Cart

Clicking on “**Check Out**” takes the filer to the preparer and banking information.

Washington State Department of Labor & Industries BulkFile

Quarterly Report Bulk Filing 2nd Quarter : April 1, 2019 – June 30, 2019

[Check All](#)
[Manage Accounts](#)
[Show All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)
[Import Data](#)
[Reports](#)
Your Cart (2 accounts)

**Bulk Filing: Process Payments report.**

**\* indicates required field**

Preparer: \*  (first and last)

Daytime Phone: \*  -  -  ext.

E-mail: \*

---

**Choose a payment type:**

Payment Voucher(s)  
 eCheck (EFT Debit)  
 ACH Credit (EFT Credit)

---

**eCheck Payment**

Bank Routing Number: \*  ?

Bank Account Number: \*

Re-enter Bank Account Number for Verification: \*

Account Type \*  Checking  
 Savings

Name as it Appears on Bank Account: \*

Personal/Business: \*  Personal  
 Business

Payment Schedule Date: \*  (eg: MM/DD/YYYY)

---

The information in this report I am submitting is true to the best of my knowledge.

Click to submit > **Submit** OR **Cancel**

[Skip To Page](#) [Add Selected to Cart](#)

Once the filer fills out all of the required fields, the filer can click on “**Submit**” or “**Cancel**”. Cancelling out of this screen takes the filer back to their cart.

The filer can select the current date for payment or schedule a future date. If the filer chooses to select a future date, that date cannot be past the last day of filing (January 31, April 30, July 31, and October 31).

Please note that the filer can process different accounts from different bank accounts separately; if the filer chooses to pay for accounts A, B, C and D with bank account X, the filer can do that. The filer can then come back and process accounts E, F, and G with bank account Y.

Washington State Department of Labor & Industries Bulk Filing

Quarterly Report Bulk Filing 2nd Quarter : April 1, 2019 – June 30, 2019

**Bulk Filing: Process Payments**

Important: The information submitted on this form does not give the Washington State Department of Labor & Industries (L&I) or the Department's bank authorization to withhold from your bank account funds not authorized for payment to L&I.

**Enter the preparer's name and contact information in case there are problems with this report.**

\* indicates required field

Preparer: \*  (first and last)  
 Daytime Phone: \*  -  -  ext.   
 E-mail: \*

**Choose a payment type:**

Payment Voucher(s)  
 eCheck (EFT Debit)  
 ACH Credit (EFT Credit)

**eCheck Payment**

Bank Routing Number: \*  ?  
 Bank Account Number: \*   
 Re-enter Bank Account Number for Verification: \*   
 Account Type \*  Checking  
 Savings  
 Name as it Appears on Bank Account: \*   
 Personal/Business: \*  Personal  
 Business  
 Payment Schedule Date: \*  (eg: MM/DD/YYYY)

The information in this report I am submitting is true to the best of my knowledge.

Click to submit > **Submit** OR **Cancel**

**In the example above**, the eCheck (EFT Debit) payment option is selected. The filer may also choose to pay by Payment Voucher(s) (PV) – which allows the filer to print a payment voucher for each account individually, as well as individual checks or the filer can choose to pay by ACH Credit (EFT Credit) –instructions for paying with this option can be downloaded. Refer to page 22 – Download the ACH Credit Payment Guide (PDF).

After clicking on “**Submit**”, the filer will get one more preview of what’s about to process that is currently in their cart (next page).

Note: From here, the filer can click on “**Cancel**” or “**Check Out**”. Cancelling out of this screen takes the filer back to the Preparer screen. From the Preparer screen the filer can change the information on that page or cancel to go back to their cart.



### Bulk Filing: Process Payments

Important: The information submitted on this form does not give the Washington State Department of Labor & Industries (L&I) or the Department's bank authorization to withhold from your bank account funds not authorized for payment to L&I.

Enter the preparer's name and contact information in case there are problems with this report

**Cart Total: \$147.07**

#### Please review your cart

Continuing will process reports for the accounts shown in the cart.

##### 620-125-00 - TESTING #2

Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
4802	06	42000	100	0.8438	84.38
4904	00	0	0	0.1466	0
5004	13	0	0	1.6613	0
5004	14	0	0	1.6613	0
5004	18	0	0	1.6613	0
5006	08	0	0	2.5613	0.00
<b>Payment Due:</b>					<b>84.38</b>

##### 620-125-01 - TESTING #2

Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
5302	00	55000	480	0.1306	62.69
<b>Payment Due:</b>					<b>62.69</b>

The information in this report I am submitting is true to the best of my knowledge.

Click to submit >  OR

If the filer clicks on "Check Out", the filer will get a pop-up box that looks like this (again, the filer can "Cancel" or click on "OK" to process).

Washington State Department of Labor & Industries

Bulk Filing: Process Payments

Important: The information submitted on this form does not give the Washington State Department of Labor & Industries (L&I) or the Department's bank authorization to withhold from your bank account funds not authorized for payment to L&I.

Enter the preparer's name and contact information in case there are problems with this report

Cart Total: \$147.07

Please review your cart

Message from webpage

Filing for 2nd Quarter : April 1, 2019 - June 30, 2019.

Selecting this payment method will withdraw the funds from your bank account on 06/30/2019.

Are you sure you wish to continue?

OK Cancel

Rate	Amount Due
8	84.38
6	0
3	0
3	0
3	0
3	0.00
<b>Total Due:</b>	<b>84.38</b>

Rate	Amount Due
6	62.69
<b>Total Due:</b>	<b>62.69</b>

Cancel Check Out

The information in this report I am submitting is true to the best of my knowledge.

Click to submit > Submit OR Cancel

After clicking on **Ok**, the filer will see the **Bulk Filing Transaction Confirmation screen – Finished Processing**. To view a report with details or get payment vouchers, the filer can click on one of the links on the right-hand side of a transaction (**pdf format, xlsx format, .csv format, Payment Vouchers**).

Once the filer clicks on **Close** the page, the **Quarterly Report Bulk Filing** (brown) screen will display the accounts as **Already Filed**.

Washington State Department of Labor & Industries BulkFile

Quarterly Report Bulk Filing 2nd Quarter : April 1, 2019 – June 30, 2019

Check All  Manage Accounts [Show All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Import Data](#) [Reports](#) Your Cart (0 accounts)

	Main	Sub	Payroll	Hours	Rate	Amount Due
<b>134,123-21 – TESTING – Already Filed</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1260	0
						Payment Due: \$0.00
<b>620,125-00 – TESTING #2 – Already Filed</b>						
Vegetable Farms – Machine Harvest	4802	06	\$ 42000	100	0.8438	84.38
Clerical Office, N.O.C.	4904	00	\$ 0	0	0.1466	0
Forestry and Timberland Services – Manual Labor	5004	13	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	14	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	18	\$ 0	0	1.6613	0
Forestry/Timberland Services – Machine Operations	5006	08	\$ 0	0	2.5613	0
						Payment: \$84.38
<b>620,125-01 – TESTING #2 – Already Filed</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 55000	480	0.1306	62.69
						Payment: \$62.69
<input type="checkbox"/> <b>620,125-02 – TESTING #2</b>						
Forestry and Timberland Services – Manual Labor	5004	13	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	14	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	18	\$ 0	0	1.6613	0
Forestry/Timberland Services – Machine Operations	5006	08	\$ 0	0	2.5613	0

Add Selected to Cart

## Reports

The filer can also find the clients just filed under the Reports section, **Transaction History** (this will bring up a summary of what was just filed).

Quarterly Report Bulk Filing 1st Quarter : January 1, 2021 – March 31, 2021

Check All [Show All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Import Data](#) [Reports](#) Your Cart (0 accounts)

	Main	Sub	Payroll	Hours	Rate	Amount Due
<input type="checkbox"/> <b>134,123-20 – TESTING</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1527	0
						Payment Due: \$0.00
<input type="checkbox"/> <b>134,123-21 – TESTING</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1527	0
						Payment Due: \$0.00
<input type="checkbox"/> <b>620,124-00 – B &amp; S CONSTRUCTION</b>						
Painting: Building and Structures – Exterior Work	0504	21	\$ 0	0	3.6309	0
Wood Frame Building Construction	0510	00	\$ 0	0	4.1083	0
Carpentry, N.O.C.	0516	02	\$ 0	0	2.6064	0
Painting: Buildings – Interior Work	0521	00	\$ 0	0	1.1498	0
Orchards	4803	02	\$ 0	0	0.8514	0
Sales Personnel – Vehicles and Boats	6301	07	\$ 0	0	0.3759	0
						Payment Due: \$0.00

[Get PDF Quarterly Reports](#)

[Get Account Filing Status](#)

[Transaction History](#)

[Account Balances Report](#)

[Quarterly Filing Report \(Adobe .PDF™ Format\)](#)

[Quarterly Filing Report \(Microsoft Excel™ Format\)](#)

[Current Rate Report](#)

[Historical Rate Report](#)



Once the filer clicks on **Transaction History**, the filer can select a transaction by clicking on one of the links on the right-hand side of a transaction (**pdf format, xlsx format, .csv format, or Payment Vouchers**).


**Bulk Filing Transaction History**

Date	Transaction Id	Transaction Amount	Payment Type	Download Report:
6/28/2019	b20210644819218	\$62.69	Payment Voucher	<ul style="list-style-type: none"> <li>.pdf format</li> <li><b>.xlsx format</b></li> <li>.csv format</li> <li>Payment Vouchers</li> </ul>
6/28/2019	b20210665314230	\$84.38	eCheck	<ul style="list-style-type: none"> <li>.pdf format</li> <li>.xlsx format</li> <li>.csv format</li> </ul>
3/31/2019	b20200382827243	\$0.00	Payment Voucher	<ul style="list-style-type: none"> <li>.pdf format</li> <li>.xlsx format</li> <li>.csv format</li> <li>Payment Vouchers</li> </ul>
3/21/2019	b20200338709725	\$0.00	Payment Voucher	<ul style="list-style-type: none"> <li>.pdf format</li> <li>.xlsx format</li> <li>.csv format</li> <li>Payment Vouchers</li> </ul>
3/21/2019	b20200395704425	\$0.00	Payment Voucher	<ul style="list-style-type: none"> <li>.pdf format</li> <li>.xlsx format</li> <li>.csv format</li> </ul>

Below is a copy of the Transaction Report in .xlsx format (Excel format).

	A	B	C	D	E	F	G	H
2	<b>Bulk Filing Transaction Batch Report</b>							
3	<b>For 2nd Quarter : April 1, 2019 - June 30, 2019</b>							
4	<b>Account:</b>							
5	<b>Batch Id #: b20210693679352</b>							
6	<b>Date Processed: 6/26/2019</b>							
7	<b>Payment Method: eCheck</b>							
8	<b>Total Accounts in Batch: 2</b>							
9	<b>Total Payments: \$147.07</b>							
11	<b>DBA Name</b>	<b>Account ID</b>	<b>Risk Class Main</b>	<b>Risk Class Sub</b>	<b>Gross Payroll</b>	<b>Worker Hours</b>	<b>Risk Class Rate</b>	<b>Amount Due</b>
12	TESTING #2	62012500	4904	00	0.00	0	0.1466	0.00
13	TESTING #2	62012500	5004	13	0.00	0	1.6613	0.00
14	TESTING #2	62012500	5004	14	0.00	0	1.6613	0.00
15	TESTING #2	62012500	5004	18	0.00	0	1.6613	0.00
16	TESTING #2	62012500	5006	08	0.00	0	2.5613	0.00
17	TESTING #2	62012500	4802	06	42000.00	100	0.8438	84.38
18	<b>**Confirmation #: 6434863</b>						<b>Total Payment:</b>	<b>\$84.38</b>
20	<b>DBA Name</b>	<b>Account ID</b>	<b>Risk Class Main</b>	<b>Risk Class Sub</b>	<b>Gross Payroll</b>	<b>Worker Hours</b>	<b>Risk Class Rate</b>	<b>Amount Due</b>
21	TESTING #2	62012501	5302	00	55000.00	480	0.1306	62.69
22	<b>**Confirmation #: 6434864</b>						<b>Total Payment:</b>	<b>\$62.69</b>

Below is a copy of the Payment Voucher

	<b>Washington State Department of Labor &amp; Industries</b>	Payment Voucher
<b>To AVOID penalties and interest, this voucher and payment must be POSTMARKED no later than 07/31/2019</b>		
Print and mail this Payment Voucher along with your check to: Department of Labor & Industries PO Box 24106 Seattle, WA 98124-6524		
* by mailing the voucher and payment to the wrong address, your account may be subject to accrue penalty and interest.		
TESTING #2 7271 LINDERSON WAY SW TUMWATER, WA 98504 L&I Account ID: 620,125-01		
2nd Quarter: 04/01/19 - 06/30/19	<b>Total amount due for this quarter: \$62.69</b>	
For any changes to this account please call your account manager, 360-902-4787.		

# File Using the Download Option

**Filing using the download option** – Another option to file, in addition to using the ‘cart option’ for manual entries, is downloading a spreadsheet.

Please note that TPR’s can file from their Accountant’s list, use the ‘Cart’ to file, or the filer can download a spreadsheet to file, or a combination of the three.

If the filer wants to use the spreadsheet to file, on the Quarterly Report Bulk Filing (brown) screen click on **Import Data**, instead of filing for each account through the cart.

Washington State Department of Labor & Industries BulkFile

Quarterly Report Bulk Filing 2nd Quarter : April 1, 2019 – June 30, 2019

Check All 
 
[Show All](#)
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
[Import Data](#) [Reports](#) ?
Your Cart (0 accounts)

	Main	Sub	Payroll	Hours	Rate	Amount Due
<b>134,123-21 – TESTING – Already Filed</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1260	0
						Payment Due: \$0.00
<input type="checkbox"/> <b>620,125-00 – TESTING #2</b>						
Vegetable Farms – Machine Harvest	4802	06	\$ 0	0	0.8438	0
Clerical Office, N.O.C.	4904	00	\$ 0	0	0.1466	0
Forestry and Timberland Services – Manual Labor	5004	13	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	14	\$ 0	0	1.6613	0
Forestry and Timberland Services – Manual Labor	5004	18	\$ 0	0	1.6613	0
Forestry/Timberland Services – Machine Operations	5006	08	\$ 0	0	2.5613	0
						Payment Due: \$0.00
<input type="checkbox"/> <b>620,125-01 – TESTING #2</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1306	0
						Payment Due: \$0.00

After clicking on **Import Data**, this is what the filer will see. Next click on “**Click HERE to Start**”.

The screenshot shows the 'BulkFile' interface for uploading data from a text file. The header includes the Washington State Department of Labor & Industries logo and the 'BulkFile' label. The main content area is titled 'Uploading Data From a Text File' and contains three numbered steps:

- 1. Download a Template With Your Accounts**  
[Click HERE To Start](#)
- 2. Import the Data Into a Spreadsheet, Edit Each Line**  
[Get More Instructions](#)
- 3. Upload Your Data to the Cart**  
**Please Note:**
  - Accounts that are already in the cart will **not** be updated by the data uploaded.
  - If you want to replace a cart item you must first delete that item from your cart.
  - Duplicate records that are uploaded will be ignored.
  - Any accounts in the upload that have already been filed for the current filing period will be ignored.

Below the steps, there is a section titled 'Ready to Upload?' with a link: [Click here to use the new upload tool](#). A note below states: 'If you are having any issues with the new upload tool click [HERE](#) to use the old upload tool.'

At the bottom right of the main content area is a 'Continue Filing' button. The footer of the interface shows 'Payment Due: \$0.00'.

This will expand to display two types of template format – click on the link to “**Download Your Template in Flat File Format (.csv)**”.

## Uploading Data From a Text File

### 1. Download a Template With Your Accounts

Begin by downloading a current .csv template with all of your accounts.

- [Download Your Template in Flat File Format \(.csv\)](#)  
Pre-loaded with your data, flat file, no calculations, no validation
- 

#### Need Help?

- [Download the Bulk Filing Instructions \(.pdf\)](#)
- [Download the EFT Credit Payment Guide \(.pdf\)](#)

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### 2. Import the Data Into a Spreadsheet, Edit Each Line

[Get More Instructions](#)

---

### 3. Upload Your Data to the Cart

**Please Note:**

Continue Filing

To file, using **Flat File Format (.csv)**, follow the instructions below.

In order to see the spreadsheet, the filer clicks on the link to “**Download Your Template in Flat File Format (.csv)**”. The **LNI Template .csv** will display, click on **Open**.

**Uploading Data From a Text File**

**1. Download a Template With Your Accounts**

**Begin by downloading a current .csv template with all of your accounts.**

- [Download Your Template in Flat File Format \(.csv\)](#)  
- Pre-loaded with your data, flat file, no calculations, no validation
- 

**Need Help?**

- [Download the Bulk Filing Instructions \(.pdf\)](#)
- [Download the EFT Credit Payment Guide \(.pdf\)](#)

**2. Import the Data Into a Spreadsheet, Edit Each Line**  
[Get More Instructions](#)

**3. Upload Your Data to the Cart**

*Please Note:*

Continue Filing

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620,124-01 – B & S CONSTRUCTION – **Already Filed**

Wallboard Installation – Undiscounted Rate      0550    00    \$ 0    0    0.0654    0

Do you want to open or save LNI\_Template\_04\_17\_2020\_07\_31\_02.csv from secure.lni.wa.gov?

Open    Save    Cancel

The filer will see a .csv with all accounts that need to have a quarterly report filed, including their Risk Classes, Risk Class sub and current composite rate.

	A	B	C	D	E	F	G	H	I	J	K	L
	DBA Name	Account ID	Risk Class	Risk Class	Gross Payr	Worker Hc	Risk Class	Amount Due				
2	TESTING #	62012500	4802	6	0	0	0.8438	0				
3	TESTING #	62012500	4904	0	0	0	0.1466	0				
4	TESTING #	62012500	5004	13	0	0	1.6613	0				
5	TESTING #	62012500	5004	14	0	0	1.6613	0				
6	TESTING #	62012500	5004	18	0	0	1.6613	0				
7	TESTING #	62012500	5006	8	0	0	2.5613	0				
8	TESTING #	62012501	5302	0	0	0	0.1306	0				
9	TESTING #	62012502	5004	13	0	0	1.6613	0				
10	TESTING #	62012502	5004	14	0	0	1.6613	0				
11	TESTING #	62012502	5004	18	0	0	1.6613	0				
12	TESTING #	62012502	5006	8	0	0	2.5613	0				
13	TESTING #	62012502	5302	0	0	0	0.1306	0				
14	TEST	62012900	3905	0	0	0	0.3848	0				
15	TEST	62012900	5302	0	0	0	0.1327	0				
16	TEST	62012900	6109	0	0	0	0.3498	0				
17	TEST	62012901	3905	0	0	0	0.3848	0				
18	TEST	62012901	4904	0	0	0	0.1504	0				
19	TESTING F	62013100	5302	0	0	0	0.1327	0				
20	TESTING F	62013101	6109	0	0	0	0.3498	0				
21	CP	63835800	5301	10	0	0	0.1836	0				
22	EMPLOYEE	68249100	5301	11	0	0	0.1836	0				

	A	B	C	D	E	F	G	H	I
1	DBA Name	Account ID	Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due	
2	MORSE	588601	6303	0	0	0	0.2624	0	
3	BUTTERFLY	607900	3905	9	0	0	0.4117	0	
4	BUTTERFLY	607900	4904	0	0	0	0.1491	0	
5	BUTTERFLY	607900	6303	0	0	0	0.2604	0	
6	DOROTHY	788000	4904	0	0	0	0.1441	0	
7									
8									

The filer needs to fill in the Gross Payroll and Worker Hours (no decimals), and the filer needs to calculate the total for each line. The filer can format the spreadsheet to do this by clicking on the first cell under H, then going to the fx (function bar) and typing =Sum(F2\*G2) and hit "Enter" to move it to the next cell. Once that's been done, the filer can copy that same formula to the rest of the H column by moving the mouse to the lower right corner of that cell until it turns into a "+", then hold down the left click on the mouse and drag it all the way down.

	A	B	C	D	E	F	G	H	I
1	DBA Name	Account ID	Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due	
2	MORSE	588601	6303	0	1000	240	0.2624	=Sum(F2*G2)	
3	BUTTERFLY	607900	3905	9	2000	480	0.4117	0	
4	BUTTERFLY	607900	4904	0	3000	960	0.1491	0	
5	BUTTERFLY	607900	6303	0	1000	240	0.2604	0	
6	DOROTHY	788000	4904	0	2000	480	0.1441	0	
7									
8									

This is an example of the amount due calculated. There may be an extra decimal. To fix, click on decrease decimal places, shown in the red circle below.

	A	B	C	D	E	F	G	H	I
1	DBA Name	Account ID	Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due	
2	MORSE	588601	6303	0	1000	240	0.2624	62.976	
3	BUTTERFLY	607900	3905	9	2000	480	0.4117	197.616	
4	BUTTERFLY	607900	4904	0	3000	960	0.1491	143.136	
5	BUTTERFLY	607900	6303	0	1000	240	0.2604	62.496	
6	DOROTHY	788000	4904	0	2000	480	0.1441	69.168	

Corrected

	A	B	C	D	E	F	G	H	I
1	DBA Name	Account ID	Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due	
2	MORSE	588601	6303	0	1000	240	0.2624	62.98	
3	BUTTERFLY	607900	3905	9	2000	480	0.4117	197.62	
4	BUTTERFLY	607900	4904	0	3000	960	0.1491	143.14	
5	BUTTERFLY	607900	6303	0	1000	240	0.2604	62.50	
6	DOROTHY	788000	4904	0	2000	480	0.1441	69.17	

What the filer saves and sends back to the upload will be put in their cart. If the filer sends over lines that still have zeros in them, they will go in to the cart as a Zero Hour report.

If the filer doesn't want those to go over as a Zero Hour report, the filer needs to delete them from the spreadsheet before saving and uploading.

Once the filer determines which accounts the filer want to upload, the filer will:

Save the .csv as "Save As".

A Save As pop-up will come up – note that the file name is already loaded with the title LNI\_Template\_10\_1\_2013\_4\_38\_47\_PM(1).csv– it will pre-fill with that days date.

The filer does not need to change the Save as type - it needs to be saved as a .csv file in order to upload correctly.

The filer can save this to their desktop, libraries, one of their drives, etc.



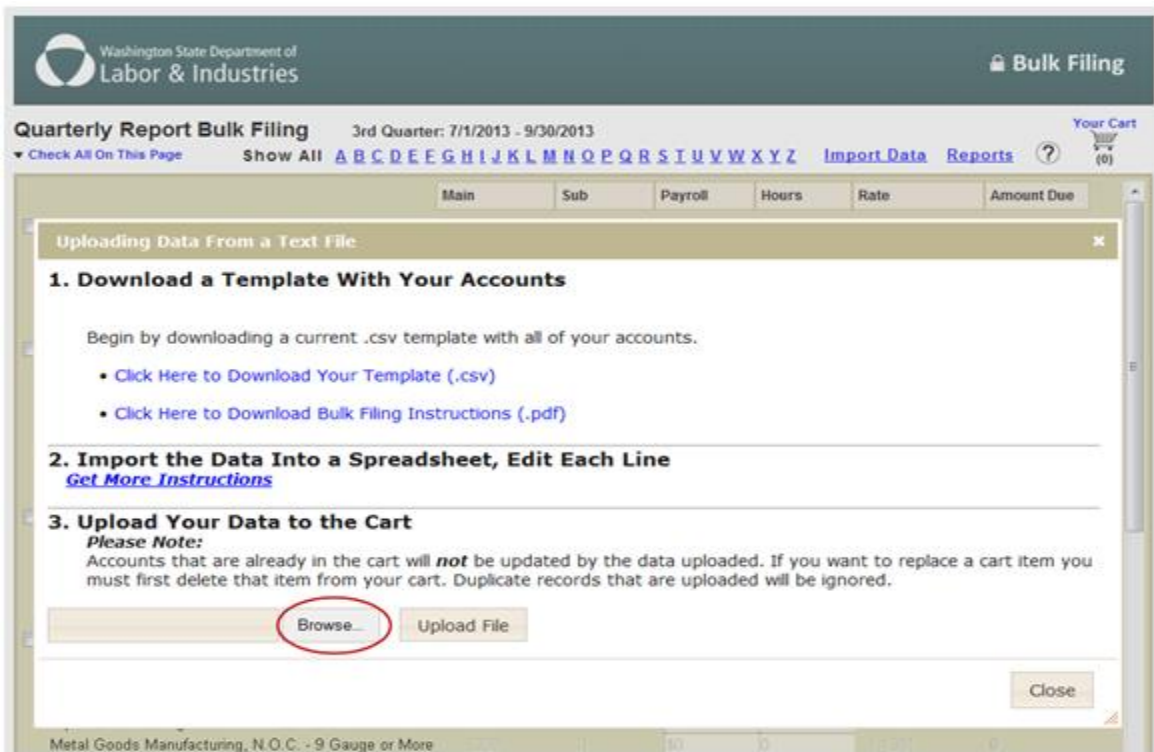
After clicking on Save, the filer may receive a pop-up that looks like this:



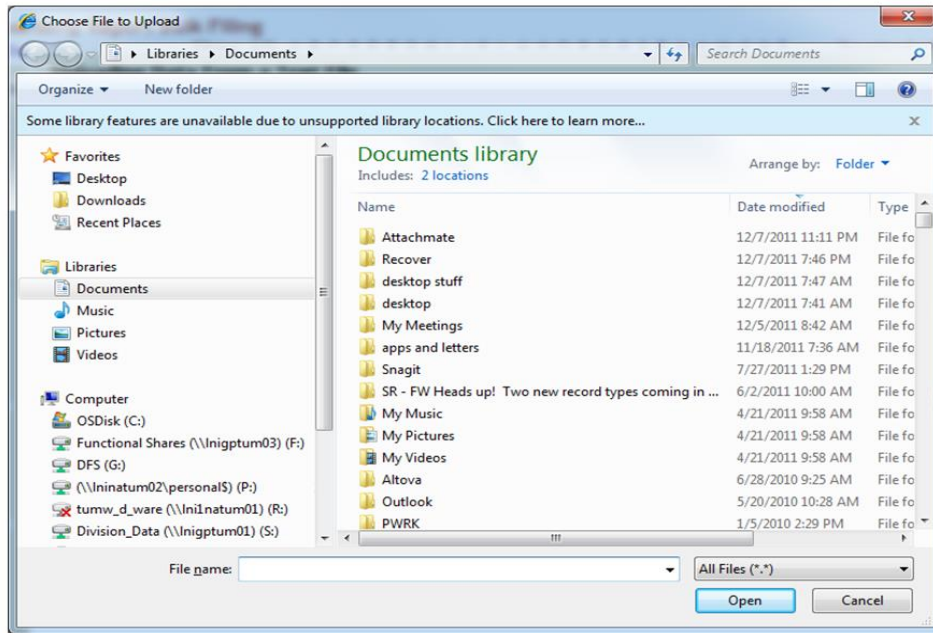
The filer needs to click on **Yes**.

It's now saved (to their desktop, library, drive, etc).

Now go back to the pop-up shown below, and click on "**Browse**". From there the filer can find the file they just saved.

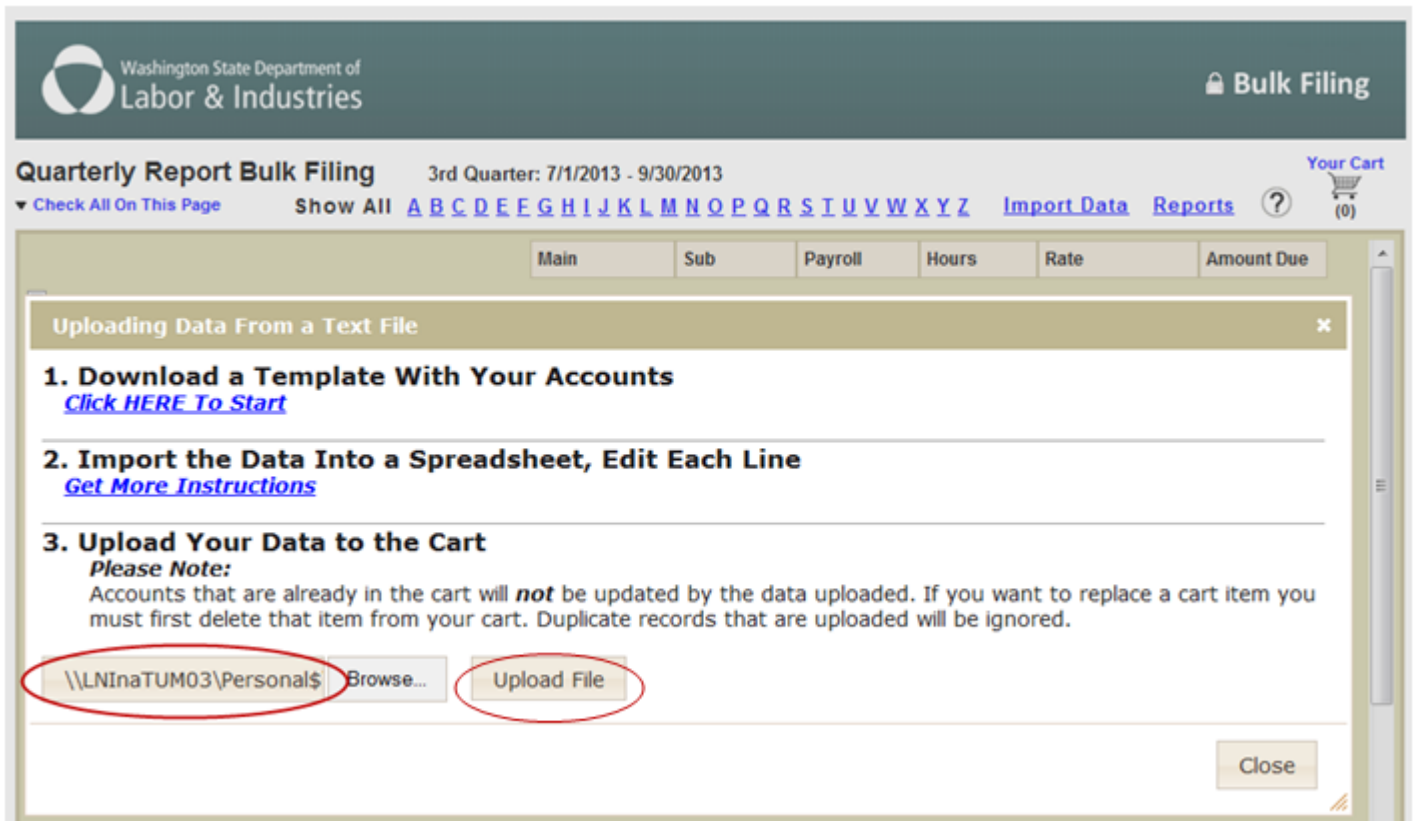


After the filer clicks on "**Browse**", the filer will receive a pop-up to search for the .csv document.



Click on that particular document, and this will then pre-fill in the File Name box at the bottom. From here, click on **“Open”**.

This will pull over that information – see below:



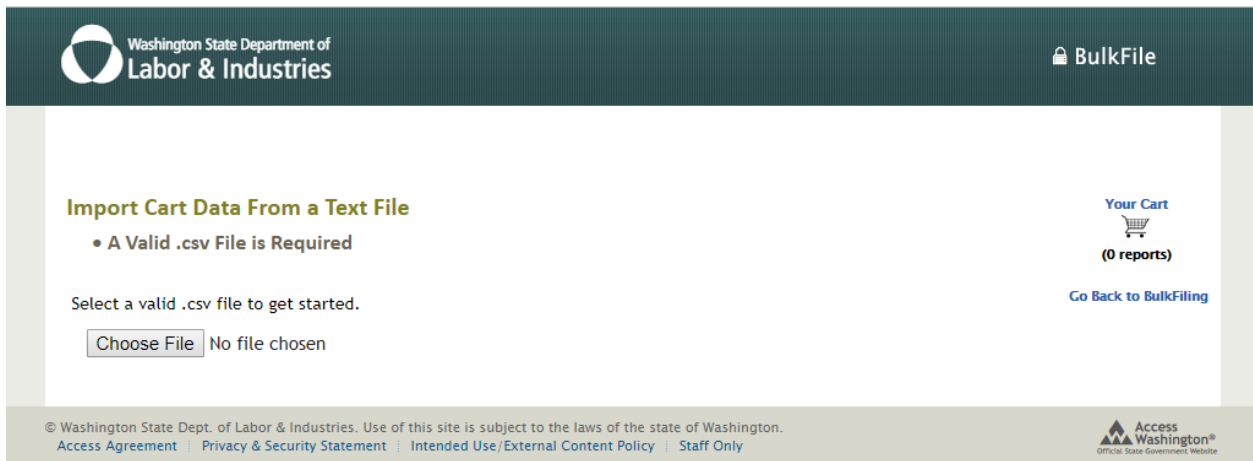
Once the filer clicks on “**Upload File**” – the system will check all of the fields in the spreadsheet for errors. Those errors include:

- Decimals
- Account ID
- Risk Class Main
- Risk Class Sub
- Risk Class Rate
- Amount due totals

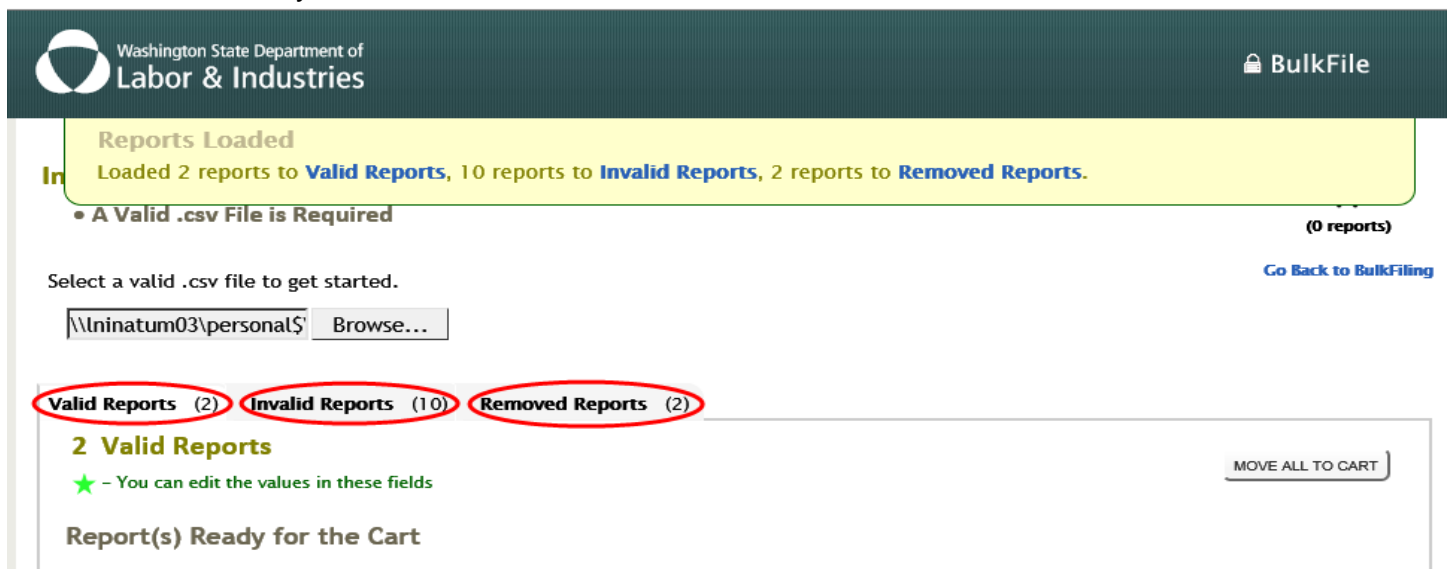
If the DBA Name is changed, the system will not validate against it. The file will go through.

## Using the Bulk Filing Wizard

Once you have selected the “New” upload tool, you will need to “**Choose**” the file you have saved.



On the next screen, you will see three tabs:



1. The “Valid Reports” tab will show all accounts that are correct and can be moved to “Your Cart”.

Washington State Department of Labor & Industries BulkFile

**Reports Loaded**  
 In Loaded 2 reports to **Valid Reports**, 10 reports to **Invalid Reports**, 2 reports to **Removed Reports**.  
 • A Valid .csv File is Required (0 reports)

Select a valid .csv file to get started. [Go Back to BulkFiling](#)

\\lninatum03\personal\$

**Valid Reports (2)** **Invalid Reports (10)** **Removed Reports (2)**

**2 Valid Reports**

★ - You can edit the values in these fields

**Report(s) Ready for the Cart**

✓ **620,129-01 TEST**

Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
24	Valid	62012901	TEST	3905	00	0 ★	0 ★	0.3919	0.00
25	Valid	62012901	TEST	4904	00	24000 ★	100 ★	0.1576	15.76

✓ **620,131-02 TESTING FOR MESSAGING**

Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
41	Valid	62013102	TESTING FOR MESSAGING	5302	00	0 ★	0 ★	0.1396	0.00

Notice the Green star, this indicates fields that can be edited **before** you move them to your cart.

You cannot edit these fields once you have moved them in your cart.

2. The “Invalid Reports” tab will show all accounts that have errors.

You will again see the Green star, this indicates fields that can be edited **before** you move them to your cart.

Under the tab, you will see Reports that have been repaired. The reports will have verbiage explaining why they were repaired. Please read before “Accepting or Removing” these repairs

You will need to press the “Accept” button if you agree with the change. The “Accepted” reports will go to the “Valid Reports” tab which can then be moved to your cart.

### Import Cart Data From a Text File

- A Valid .csv File is Required

Your Cart



(0 reports)

Select a valid .csv file to get started.

[Go Back to BulkFiling](#)

\\n\inatum03\personal\$ Browse...

Valid Reports (2) **Invalid Reports (10)** Removed Reports (2)

### 10 Invalid Reports

★ - You can edit the values in these fields

#### Report(s) That Have Been Repaired

#### 134,123-21 TESTING

ACCEPT REMOVE

- Line #42 - Amount Due. The value was changed to 1.42.

Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
42	Repaired	13412321	TESTING	5302	00	5000 ★	10 ★	0.1415	1.42

#### 620,124-02 B & S CONSTRUCTION

ACCEPT REMOVE

- Line #13 - Gross Payroll Invalid Gross Payroll.
- Line #13 - Worker Hours Invalid Worker Hours.
- Line #13 - Amount Due Invalid Amount Due
- A missing risk class was added. Please report any applicable Payroll and Hours in that class.
- Line #13 - The risk class is invalid for the current reporting period.

Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
12	Valid	62012402	B & S CONSTRUCTION	0504	21	5000 ★	100 ★	3.5209	352.09
<del>13</del>	<del>Error</del>	<del>62012402</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0510</del>	<del>99</del>	<del>0</del>	<del>0</del>	<del>4.3271</del>	<del>0.00</del>
14	Valid	62012402	B & S CONSTRUCTION	0516	02	0 ★	0 ★	2.6643	0.00
15	Valid	62012402	B & S CONSTRUCTION	0521	00	0 ★	0 ★	1.088	0.00
<b>ADD 43</b>	<b>Valid</b>	<b>62012402</b>	<b>B &amp; S CONSTRUCTION</b>	<b>0510</b>	<b>00</b>	<b>0</b> ★	<b>0</b> ★	<b>4.3271</b>	<b>0.00</b>

If there is an invalid risk class, you will see “ADD” on the green line. This is the correct risk class – you will need to enter the Gross Payroll and hours that had appeared on the incorrect risk class.

**Otherwise, this risk class will be filed with ZERO hours.**


If there are “Invalid Reports” that you don’t agree with the “Repair” or you need to work on them later, select the “Remove” button. This will move this report to the “Removed Reports” tab.

3. The “**Removed Reports**” tab will show all accounts that are not represented by your firm or the current quarter reports that have already been filed. This will also show reports that you have removed from the Invalid Reports tab.

### Import Cart Data From a Text File

- A Valid .csv File is Required

Select a valid .csv file to get started.

Your Cart  
  
**(0 reports)**

[Go Back to BulkFiling](#)


---

Valid Reports (2)
Invalid Reports (10)
Removed Reports (2)

## 2 Removed Reports

### Report(s) Removed From the Upload

**620,124-00 B & S CONSTRUCTION**

■ Line #2 - The report for this account is already filed. 

Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
<del>2</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>4803</del>	<del>02</del>	<del>0</del>	<del>0</del>	<del>0.8173</del>	<del>0.00</del>
<del>3</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0504</del>	<del>21</del>	<del>0</del>	<del>0</del>	<del>3.5209</del>	<del>0.00</del>
<del>4</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0510</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>4.3271</del>	<del>0.00</del>
<del>5</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0516</del>	<del>02</del>	<del>0</del>	<del>0</del>	<del>2.6643</del>	<del>0.00</del>
<del>6</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0521</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>1.088</del>	<del>0.00</del>
<del>7</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>6301</del>	<del>07</del>	<del>0</del>	<del>0</del>	<del>0.3495</del>	<del>0.00</del>

**620,124-01 B & S CONSTRUCTION**

■ Line #8 - The report for this account is already filed.


Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
<del>8</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>4803</del>	<del>02</del>	<del>0</del>	<del>0</del>	<del>0.8173</del>	<del>0.00</del>
<del>9</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>5302</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>0.1396</del>	<del>0.00</del>
<del>10</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0550</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>0.0654</del>	<del>0.00</del>
<del>11</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0551</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>0.0281</del>	<del>0.00</del>

From the “Removed Reports” tab, you can download a report in a csv or you can take a screen shot to work on them later.

### Import Cart Data From a Text File

- A Valid .csv File is Required

Select a valid .csv file to get started.

**Your Cart**  
  
**(0 reports)**

[Go Back to BulkFiling](#)

Valid Reports (2)
Invalid Reports (10)
Removed Reports (2)

### 2 Removed Reports

Report(s) Removed From the Upload

**620,124-00 B & S CONSTRUCTION**

Line #2 - The report for this account is already filed.

Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
<del>2</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>4803</del>	<del>02</del>	<del>0</del>	<del>0</del>	<del>0.8173</del>	<del>0.00</del>
<del>3</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0504</del>	<del>21</del>	<del>0</del>	<del>0</del>	<del>3.5209</del>	<del>0.00</del>
<del>4</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0510</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>4.3271</del>	<del>0.00</del>
<del>5</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0516</del>	<del>02</del>	<del>0</del>	<del>0</del>	<del>2.6643</del>	<del>0.00</del>
<del>6</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0521</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>1.088</del>	<del>0.00</del>
<del>7</del>	<del>Error</del>	<del>62012400</del>	<del>B &amp; S CONSTRUCTION</del>	<del>6301</del>	<del>07</del>	<del>0</del>	<del>0</del>	<del>0.3495</del>	<del>0.00</del>

**620,124-01 B & S CONSTRUCTION**

Line #8 - The report for this account is already filed.

Line	Status	Account	Business Name	Main	Sub	Payroll	Hours	Rate	Due
<del>8</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>4803</del>	<del>02</del>	<del>0</del>	<del>0</del>	<del>0.8173</del>	<del>0.00</del>
<del>9</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>5302</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>0.1396</del>	<del>0.00</del>
<del>10</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0550</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>0.0654</del>	<del>0.00</del>
<del>11</del>	<del>Error</del>	<del>62012401</del>	<del>B &amp; S CONSTRUCTION</del>	<del>0551</del>	<del>00</del>	<del>0</del>	<del>0</del>	<del>0.0281</del>	<del>0.00</del>

Note: after the upload, if the filer notices ALL of their accounts in their cart (and the filer did not want the ones filed that show '0' hours), that means the filer didn't delete them from the spreadsheet before uploading. The filer can either delete all of the accounts in the cart and start over in the spreadsheet or just delete the incorrect ones from the cart individually.

31

Quarterly Report Bulk Filing

1st Quarter : January 1, 2020 – March 31, 2020

Your Cart

▼ Check All

Show All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Import Data](#)

[Reports](#)



(12 accounts)

Main	Sub	Payroll	Hours	Rate	Amount Due
------	-----	---------	-------	------	------------

**134,123-21 – TESTING – In Cart**

Software Design & Engineering and Internet Service Providers

5302	00	\$ 5000	10	0.1415	1.42
------	----	---------	----	--------	------

**Cart Total: \$711.07**

**Please review your cart**

Continuing will process reports for the accounts shown in the cart.

[Remove All](#)

**134-123-21 - TESTING [Remove](#)**

Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
5302	00	5000	10	0.1415	1.42
<b>Payment Due:</b>					<b>1.42</b>

**620-124-02 - B & S CONSTRUCTION [Remove](#)**

Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
0504	21	5000	100	3.5209	352.09
0516	02	0	0	2.6643	0.00
0521	00	0	0	1.088	0.00
0510	00	0	0	4.3271	0.00
<b>Payment Due:</b>					<b>352.09</b>

Back

Check Out

Payment Due: \$0.00

**620,124-02 – B & S CONSTRUCTION – In Cart**



The system will automatically put all of those accounts into the “Cart” and under the account number, it will now say “In Cart”.

On the screen below, you can see the cart total says 12 accounts, which is the number of accounts that were uploaded from the spreadsheet.

Washington State Department of Labor & Industries BulkFile

Quarterly Report Bulk Filing 1st Quarter : January 1, 2020 – March 31, 2020

▼ Check All Show All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Import Data Reports ? **Your Cart (12 accounts)**

	Main	Sub	Payroll	Hours	Rate	Amount Due
<b>134,123-21 – TESTING – In Cart</b>						
Software Design & Engineering and Internet Service Providers	5302	00	\$ 5000	10	0.1415	1.42
						Payment: \$1.42
<b>620,124-00 – B &amp; S CONSTRUCTION – Already Filed</b>						
Painting: Building and Structures – Exterior Work	0504	21	\$ 0	0	3.5209	0
Wood Frame Building Construction	0510	00	\$ 0	0	4.3271	0
Carpentry, N.O.C.	0516	02	\$ 0	0	2.6643	0
Painting: Buildings – Interior Work	0521	00	\$ 0	0	1.0880	0
Orchards	4803	02	\$ 0	0	0.8173	0
Sales Personnel – Vehicles and Boats	6301	07	\$ 0	0	0.3495	0
						Payment Due: \$0.00
<b>620,124-01 – B &amp; S CONSTRUCTION – Already Filed</b>						
Wallboard Installation – Undiscounted Rate	0550	00	\$ 0	0	0.0654	0
Wallboard Taping – Undiscounted Rate	0551	00	\$ 0	0	0.0281	0
Orchards	4803	02	\$ 0	0	0.8173	0
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1396	0
						Payment Due: \$0.00
<b>620,124-02 – B &amp; S CONSTRUCTION – In Cart</b>						
Painting: Building and Structures – Exterior Work	0504	21	\$ 5000	100	3.5209	352.09
Wood Frame Building Construction	0510	00	\$ 0	0	4.3271	0
Carpentry, N.O.C.	0516	02	\$ 0	0	2.6643	0
Painting: Buildings – Interior Work	0521	00	\$ 0	0	1.0880	0
						Payment: \$352.09

1 2 Skip To Page **Add Selected to Cart**

The filer would then click on “Add Selected to Cart” and continue to check out on the next page. Refer to pages 10 through 14 for complete instructions on checking out.



Your login for Washington state.

[SIGN UP!](#)

[GET HELP](#)

[TIPS ON](#)

## LOGIN

USERNAME

PASSWORD

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF



**New users click on “Sign Up”.**  
**Existing users sign in with a User ID & Password.**

**SIGN UP!** ✕

Not sure if you already have an account? [CHECK NOW](#)

**FIRST NAME**

**LAST NAME**

**EMAIL**


**USERNAME**

**PASSWORD REQUIREMENTS**

Add at least 10 more characters  
Add a special character or a lower case letter or an uppercase letter or a number

**PASSWORD**

**CONFIRM PASSWORD**

I'm not a robot  [Privacy](#) - [Terms](#)

**SUBMIT**

Enter the require information and click “Submit”.



**SIGN UP!** ×

Not sure if you already have an account? [CHECK NOW](#)

### CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.



[SIGN UP!](#)

[GET HELP](#)

[TIPS ON](#)

## LOGIN

USERNAME

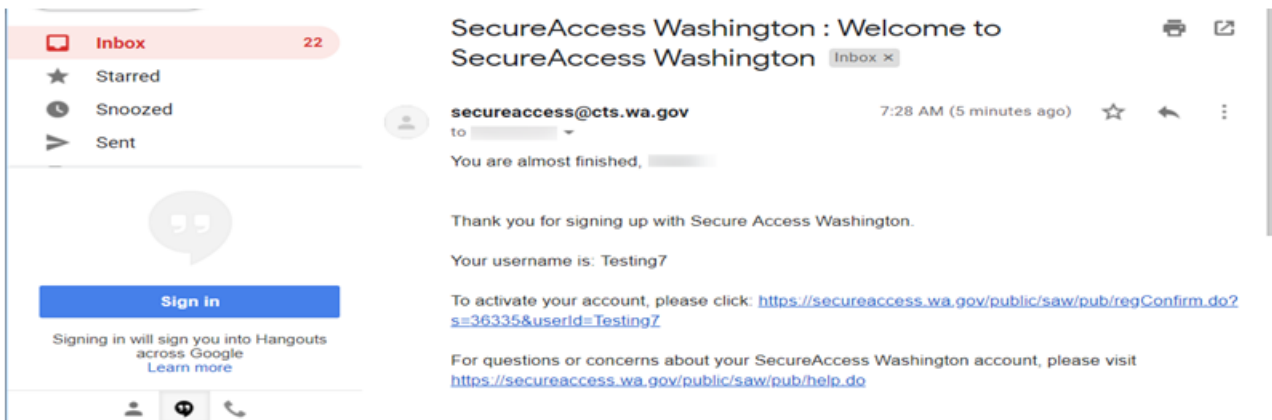
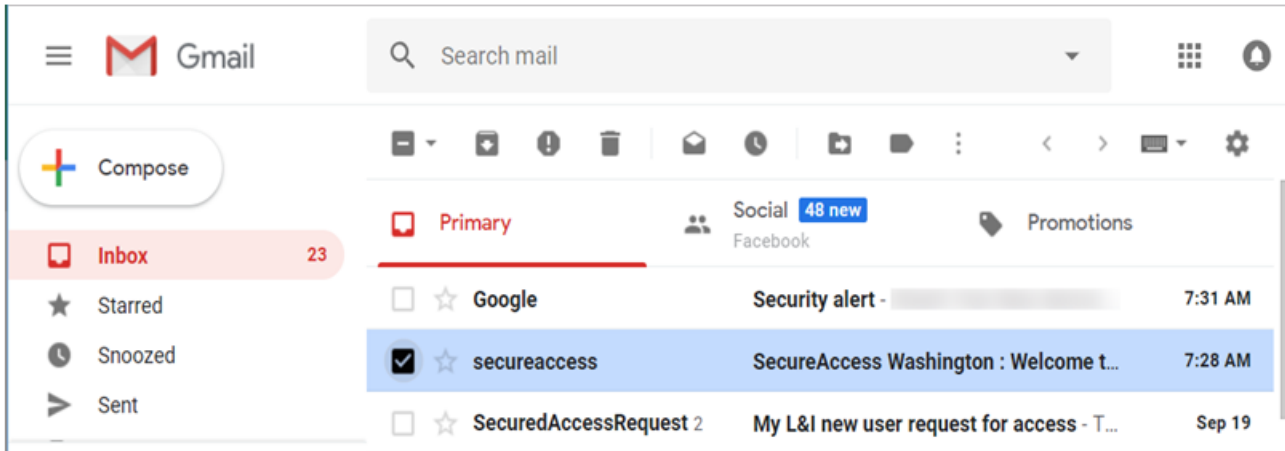
PASSWORD

[SUBMIT](#)

[Forgot your username?](#) | [Forgot your password?](#)

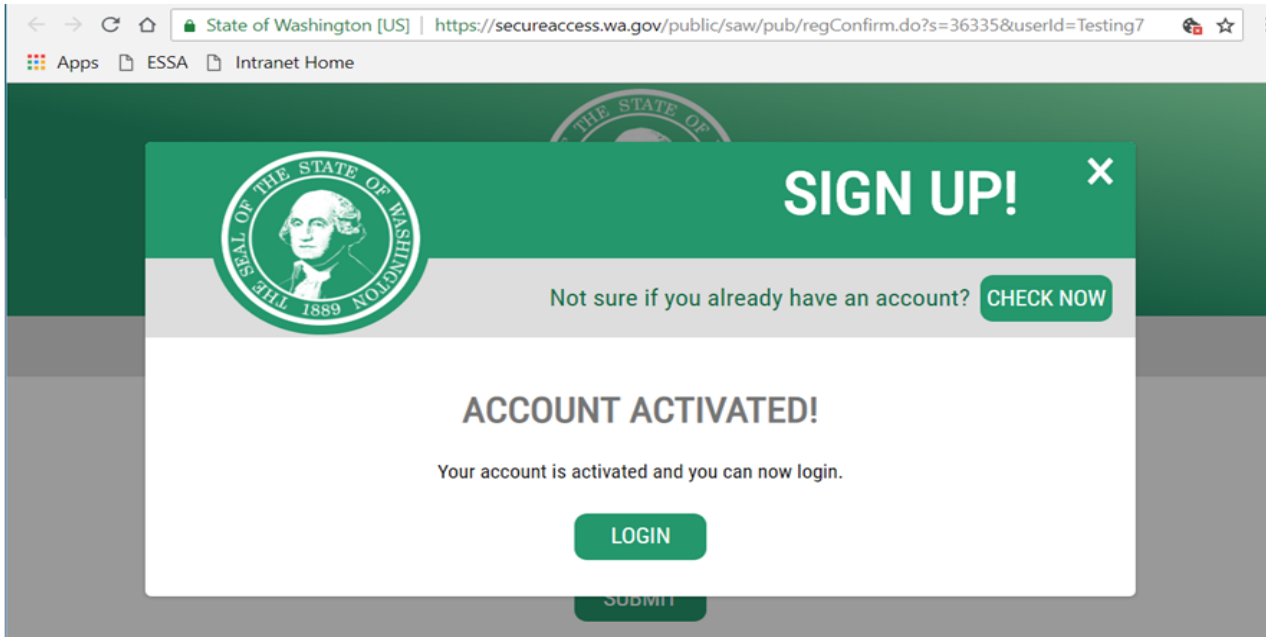
## ON BEHALF OF



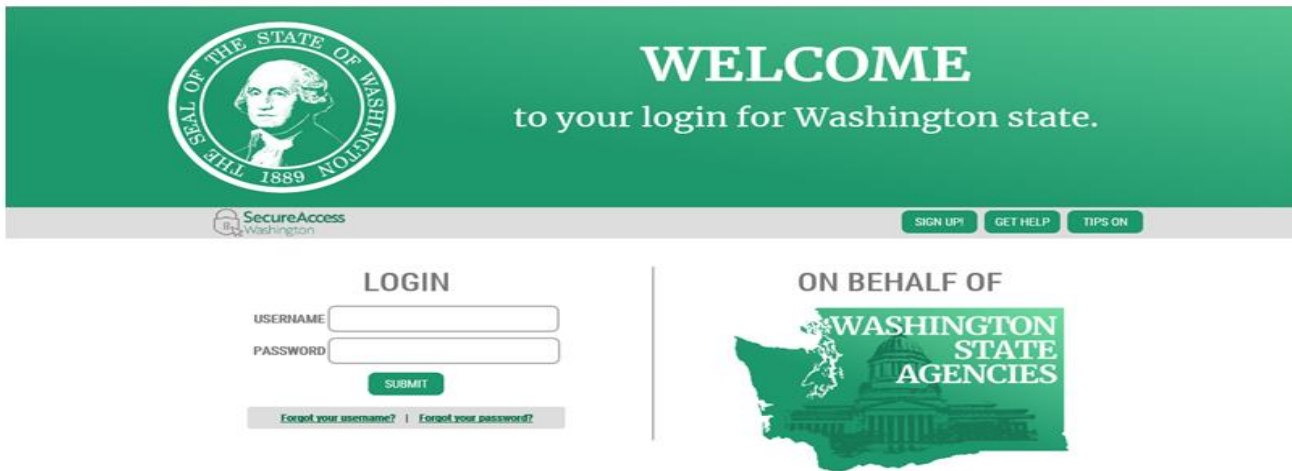


**Example of the confirmation email.**

**By clicking on the link will take the user back to the SAW page where they will login to finish the setup process.**



Click on "LOGIN".



The user will login with the User ID and Password they just created.



# GOOD MORNING!

What can we help you access today?

SecureAccess  
Washington

ACCOUNT GET HELP TIPS ON LOGOUT

ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
---------	-------------	------------	--------

Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

SHOWING YOUR SERVICES FROM  
ALL OF WASHINGTON



Click on "Add a New Service" to apply for access to the Claim and Account Center.



# GOOD MORNING!

What can we help you access today?

SecureAccess  
Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

## ADD A NEW SERVICE

I have been given a code.



I would like to browse a list of services.



Click on the "I would like to browse a list of services".



# GOOD MORNING!

What can we help you access today?

SecureAccess  
Washington

HOME

ACCOUNT

TIPS ON

GET HELP

LOGOUT

## ADD A NEW SERVICE

Board of Accountancy
Consolidated Technology Services
Department of Archaeology and Historic Preservation
Department of Commerce
Department of Ecology
Department of Financial Institutions
Department of Health
<b>Department of Labor and Industries</b>
Department of Licensing
Department of Natural Resources
Department of Revenue

Click on the “Department of Labor and Industries”.





# GOOD MORNING!

What can we help you access today?

[HOME](#)[ACCOUNT](#)[TIPS ON](#)[GET HELP](#)[LOGOUT](#)

## SERVICES FROM LNI



Washington State Department of  
**Labor & Industries**

### APPRENTICE REGISTRATION AND TRACKING SYSTEM

[APPLY](#)

Apprenticeship program sponsors authorized for electronic reporting use ARTS to manage apprentice registrations and submit required reporting.

### CLAIM & ACCOUNT CENTER

[APPLY](#)

Check the status of workers' compensation CLAIMS or employer ACCOUNTS - file employers QUARTERLY REPORTS.

### DELUXEFILE 2.0

[APPLY](#)

DeluxeFile 2.0 - NEW!

### ELECTRONIC PERMIT AND INSPECTION SYSTEM

[APPLY](#)

Purchase electrical and alteration of manufactured home permits with credit cards and contractor deposit accounts. Manage and review related inspection activity.

### ELEVATOR INVOICE MANAGEMENT

[APPLY](#)

**Click on "Apply" to gain access.**



# GOOD MORNING!

What can we help you access today?

SecureAccess  
Washington

HOME

ACCOUNT

TIPS ON

GET HELP

LOGOUT

## SERVICES FROM LNI



Washington State Department of  
Labor & Industries

<b>APPRENTICE REGISTRATION AND TRACKING SYSTEM</b>	<a href="#">APPLY</a>
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DeluxeFile 2.0 - NEW!	
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Click on "Apply" to gain access.

For continued log in, please see page 4.