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 <u>www.lni.wa.gov</u> 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".

Washington State Department of Labor & Industries		Mail 🔀 🔒 My L&I 🔹 🔽 🔽 Log out
My Profile		
Third Party Representative Unified Business ID (UBI) : Administrator	Edit Name Manage access My tasks	My personal information Update User Id:
f y B You Al home page		Contact us Contact Labor & Industries

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

My Profile			
WA UBI number: Manage access			
Workers' Comp account		Claims	
File a quarterly report	>	Look up current claim status	
Check my balance	>	Learn what's covered under a claim	
Find contact information for my account manager	>	View imaged documents for a claim	
Request a change to my account information	>	Complete the employer portion of the report of accident	
Look up my rates	>	Send information to L&I	
Correspondence from L&I		Related tasks	
View your secure messages online View your claims correspondence online	>	 Request light duty reimbursement Request preferred worker reimbursements Manage continuing education for self-insurance claim 	
		administrators	
DeluxeFile 2.0	×	Claim and account knowledge base	

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 🖂 🔒 Deluxe	File 🛛 👤		-	Log out
Help 🍘	Claim & Accourt 638,358-00 :	t Center > Del	uxeFile > Er	nployer Accounts				
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	333 333 338	682,491-00	Quarterly Reports	EMPLOYER TESTING	Q3 Ready to File	Active	1/1/2019	Remov

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 🔀 🔒 Deluxef	-ile 📔 👤		- [.og out
Help 🕢		t Center > Del	uxeFile > Er	nployer Accounts				
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eCheck Accounts Transaction Uiston:	Employer Acco	unts 1 - 10	< Back	• Next >		Click on	a column hea	der to sort
 Transaction History File Reports With BulkFiling 	UBI	Account 🚽		Business Name	Filing Status	Account Status	Effective Date	Action
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	333 333 334	620,125-00	Quarterly Reports	TESTING #2	Q3 Ready to File	Active	10/1/2015	Remove
	333 333 334	620,125-01	Quarterly Reports	TESTING #1	Q3 Ready to File	Active	7/1/2015	Remove
	333 333 334	620,125-02	Quarterly Reports	TESTING #3	Q3 Ready to File	Active	1/1/2016	Remove
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	333 333 338	682,491-00	Quarterly Reports	EMPLOYER TESTING	Q3 Ready to File	Active	1/1/2019	Remove

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 <u>Authorization to</u> <u>Access on Behalf of Employer Form</u>

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**".

Washington State Department of Labor & Industries	Mail 🔀	🔒 DeluxeFile 🛔	1	•	Log out
	∆ Site alert				
Document image retrieval in Claim and Account problems. We apologize for the inconvenience.	Center is experiencing intermittent is	sues at this time. We a	re working qui	ckly to reso	lve the
Help @ Filing Reports With	n BulkFiling				
 Quarterly Reports Pay exact amount Individual clients 	Current Quarter (Q3 2019) ON t shown regardless of paymen credits are NOT applied in Bu	t method lk File	.D. 1	a column hea	ader to sort
• File Reports With Bu • For best performa	, SAVE your spreadsheet as CS ance use Chrome	v (Comma Delimite	ea) t	Effective Date	Action
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333 333 334	4 620,125-01 Quarterly TESTING #1	Q3 R	eady Active	7/1/2015	Remove

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.

uarterly Report Bulk Filing 2nd Quarter : Apr Check All Manage Accounts Show All A B C D E	-			<u>vwxyz</u>	Import Data Re	ports ?	Your (
	Main	Sub	Payroll	Hours	Rate	Amount Due	
134,123–21 – TESTING Already Filed							
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1260	0	
					Payment Due:	\$0.00	
620,125–00 – TESTING #2							
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	
620,125–01 – TESTING #2							
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1306	0	
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620,125–02 – TESTING #2							
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							

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 <u>MUST</u> click on "Add Selected to Cart" at the bottom of <u>each</u> <u>page</u>, 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.

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	620,125-01 - TESTING #2 - In Cart Risk Class Main Risk Class Sub Gross Payroll Worker Hours Risk Class Rate Amount Due
	620,125-01 - TESTING #2 - In Cart Risk Class Main Risk Class Sub Gross Payroll Worker Hours Risk Class Rate Amount Due
	620,125-01 - TESTING #2 - In Cart Risk Class Main Risk Class Sub Gross Payroll Worker Hours Risk Class Rate Amount Due
	620,125-01 - TESTING #2 - In Cart Risk Class Main Risk Class Sub Gross Payroll Worker Hours Risk Class Rate Amount Due
	020,125-01 - TESTING #2 - IN CAR
	020,125-01 - TESTING #2 - IN Cart
620-125-01 - TESTING #2 Remove	020,125-01 - TESTING #2 - IN Cart
620-125-01 - TESTING #2 Remove	520,125-01 - 1ESTING #2 - IN CAR
Pick Class Main, Pick Class Sub, Gross Payroll, Worker Hours, Pick Class Pate, Amount Due	
Pick Class Main Dick Class Sub Gross Dayroll Worker Hours, Dick Class Date Amount Due	
Pick Class Main Dick Class Sub Gross Payroll Worker Hours, Dick Class Pate Amount Due	
Pick Class Main Dick Class Sub Gross Payroll Worker Hours, Dick Class Pate Amount Due	
Pick Class Main Dick Class Sub Gross Dayroll Worker Hours, Dick Class Date Amount Due	oftware Design & Engineering and Intern
620,125-01 - TESTING #2 - In Cart Risk Class Main Risk Class Sub Gross Payroll Worker Hours Risk Class Rate Amount Due	oftware Design & Engineering and Intern
620,125–01 – TESTING #2 – In Cart Risk Class Main Risk Class Sub Gross Payroll Worker Hours Risk Class Rate Amount Due	oftware Design & Engineering and Intern

Clicking on "Check Out" takes the filer to the preparer and banking information.

Washington Stat Labor & I	te Department of ndustries	🔒 BulkFile
Quarterly Report Bu		
	Bulk Filing: Process Payments report. * indicates required file Preparer: * Daytime Phone: * E-mail: *	eld (first and last)
620,125-00 - Vegetable Farm: Clerical Office, M Forestry and Tin Forestry and Tin	Choose a payment type: Payment Voucher(s) eCheck (EFT Debit) ACH Credit (EFT Credit) 	
Forestry and Tin Forestry/Timber Operations	eCheck Payment Bank Routing Number: Bank Account Number: Re-enter Bank Account Number for Verification:	* ?
620,125–01 – Software Design Providers	Account Type Name as it Appears on Bank Account: Personal/Business:	* Checking Savings * * Personal Business
620,125–02 – Forestry and Tin Forestry and Tin Forestry and Tin	Payment Schedule Date:	
Forestry/Timber Operations Skip To	Page	Click to submit > Submit OR Cancel

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

Q	uarterly	Report Bulk Filing 2nd	l Quarter : April 1, 2019 – June	ne 30, 2019							
•	Check All	Bulk Filing: Process P	ayments	×							
	134,1 : Softwar	not authorized for payment to L&I.									
	Provide	Enter the preparer's report.	name and contact inform * indicates required field	mation in case there are problems with this							
		Preparer:	* Testing tester	(first and last)							
	620,12	Daytime Phone:	* 360 - 902 - 1111	ext.							
	Vegetal	E-mail:	* tester@comcast.com								
	Clerical Forestr	Choose a payment	type:								
	Forestr	 Payment Voucher(s) 									
	Forestr Forest	🔎 🖲 eCheck (EFT Debit)									
	Operati	O ACH Credit (EFT Cree	dit)								
		eCheck Payment									
	500 X	Bank Routing Number:		* 125107037							
	620,13	Bank Account Number:		* 131313							
	Softwar Provide	Re-enter Bank Account N	lumber for Verification:	* 131313							
	Provide	Account Type		* Checking Savings							
		Name as it Appears on B	ank Account:	* testing test							
		Personal/Business:		* O Personal Business							
	Forestr Forestr Forestr	Payment Schedule Date:		* 07/31/2019 (eg: MM/DD/YYYY)							
_	Forestr Operati	✓ The information in th	is report I am submitting is true	ue 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).

<u>Note</u>: 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.

			ate Department of Industries						6	a BulkF
ľ		Bulk F	iling: Process F	Payments						
	Quarterly • Check All	Labor 8	ant: The informa & Industries (L&I not authorized fo) or the Depa	rtment's bank					^
		Enter	the property	name and c	antant infa	mation in /	and there ar	a nuahlama	with this	
	134,12	repoi	Cart Total: \$1	47.07					×	
	Softwar Provide	Prepa Dayti E-mai	Please revi Continuing wi 620-125-00 - TE	ill process re		e accounts s	shown in the o	cart.		
		E-IIId			-		Risk Class Rate			
	500 J.	Cho	4802	06 00	42000	100	0.8438	84.38 0		_
	620,12	CHO	5004	13	0	0	1.6613	0		
	Vegetal	0	5004	14	0	0	1.6613	0		
	Clerical		5004	18	0	0	1.6613	0		
	Forestr	•	5006	08	0	0	2.5613	0.00		
	Forestr	0.					Payment Due:	84.38		- 1
	Forestr	eCho	620-125-01 - TE	STING #2						
	Operati	Bank			-		Risk Class Rate			
		Deel	5302	00	55000	480	0.1306	62.69		
		Bank Re-e					Payment Due:	62.69		
	620,12	Acco								
	Softwar									
		Nam								
	Provide	Pers								
		Payn					Ca	ncel Che	ck Out	
	_	Fayn					-			
	620,12									- 11
	Forestr Forestr	🗹 Th	ne information in th	nis report I am	submitting is t	rue to the best	of my knowledg	e.		
	Forestr Forestr Operati					Click	to submit > S	ubmit OR	Cancel	v

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).

	shington State Department of bor & Industries	BulkF
	Bulk Filing: Process Payments	
Quarterly	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.	^
134,12	Enter the property name and contact information in case there are problems with this report Cart Total: \$147.07 ×	
Softwar	Prepa Please review your cart	
Provide	Message from webpage × the cart.	_
620,12	Filing for 2nd Quarter : April 1, 2019 - June 30, 2019. 6 0 3 0	
Vegetal	Colorize this second as the deal with site days the ford of formula 3 0	
Clerical	Selecting this payment method will withdraw the funds from your 3 0 bank account on 06/30/2019. 3 0.00	
Forestr Forestr	1t Due: 84.38	
Forestr	Are you sure you wish to continue?	
Forestr		
Operati	OK Cancel 5 Rate Amount Due 6 62.69 11 Due: 62.69	
	Ke-e	
620,12	Acco	
Softwar	Nam	
Provide	Pers	
	Cancel Check Out	
	Payn Cancer Check Out	
Forestr Forestr	The information in this report I am submitting is true to the best of my knowledge.	
Forestr Forestr Operati	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**.

arterly Report Bulk Filing 2nd Quarter : Apri heck All Manage Accounts Show All A & C D E F	-			<u>w x y z</u>	Import Data	Reports ?	You) (0 ac
N	1ain	Sub	Payroll	Hours	Rate	Amount Due	
134,123–21 – TESTING – Aiready Filed							
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1260	0	
					Payment D	ae: \$0.00	
620,125–00 – TESTING #2 – Already Filed							
/egetable Farms – Machine Harvest	4802	06	\$ 42000	100	0.8438	84.38	
Clerical Office, N.O.C.	4904	0.0	\$ 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	5006	08	\$ 0		2 5613	0	
Operations	0000	00	• •			nt: \$84.38	
620,125–01 – TESTING #2 – Already Filed							
Software Design & Engineering and Internet Service	5302	0.0	\$ 55000	480	0 1306	62.69	
Providers	5502	00	3 55000	400		nt: \$62.69	
					гауше	nt. 302.03	
620,125–02 – TESTING #2							
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	
orestry and millbenand services - Manual Labor							

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).

	Quarter : Jai			81, 2021 2 P Q R S T U	<u>V W X Y Z</u>	<u>Import Data</u>	
		Main	Sub	Payroll	Hours	Rate	Get PDF Quarterly Reports Get Account Filing Status
134,123-20 - TESTING							Transaction History
Software Design & Engineering and Ir Providers	nternet Servic	e 5302	0.0	\$ 0	0	0.1527	Account Balances Report
						Payn I	<u>Quarterly Filing Report (Adob</u> <u>.PDF™ Format)</u>
134,123-21 - TESTING							<u>Quarterly Filing Report</u> (<u>Microsoft Excel™ Format)</u>
Software Design & Engineering and Ir	nternet Servic	e 5302	00	s O	0	0.1527	Current Rate Report
Providers						Payn	Historical Rate Report nent \$0.00 Due:
620,124-00 - B & S CONSTRUCTIO	N						
Painting: Building and Structures - Ex	cterior 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 Sales Personnel – Vehicles and Boats		4803 6301	02	\$ 0 \$ 0	0	0.8514	0
Sales reisonnei – Venicles and Boats		0301	07	5 0	U	0.5759 Payn	

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**).

ur online s Ily availabl	Bulk Filing Tra	nsaction History			
uarterly R Check All	6/28/2019	Transaction Id b20210644819218	Transaction Amount \$62.69	Payment Type Payment Voucher	Download Report: .pdf format .xlax format .svy format . Payment Vouchers
134,123 Software Providers	6/28/2019	Transaction Id b20210665314230	Transaction Amount \$84.38	Payment Type eCheck	Download Report: • .pdf format • .xlsx format • .csv format
620,125 Vegetable Clerical O Forestry a	3/31/2019	Transaction Id b20200382827243	Transaction Amount \$0.00	Payment Type Payment Voucher	Download Report: • .pdf format • .xlsx format • .sv format • Payment Vouchers
Forestry a Forestry a Forestry/ [*] Operation	3/21/2019	Transaction Id b20200338709725	Transaction Amount \$0.00	Payment Type Payment Voucher	Download Report: • .pdf format • .xlsx format • .ssy format • Payment Vouchers
620,125 Software	3/21/2019	Transaction Id b20200395704425	Transaction Amount \$0.00	Payment Type Payment Voucher	Download Report: • .pdf format • .xlsx format • .csv format

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

	А	В	С	D	E	F	G	н
2	Bulk Filing Transaction Batch Report							
3	For 2nd Quarter : April 1, 2019 - June 30, 2019							
4	Account:							
5	Batch Id #: b20210693679352							
6	Date Processed: 6/26/2019							
7	Payment Method: eCheck							
8	Total Accounts in Batch: 2							
9	Total Payments: \$147.07							
10								
11	DBA Name	Account ID	Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
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	**Confirmation #: 6434863						Total Payment:	\$84.38
19								
20	DBA Name	Account ID	Risk Class Main	Risk Class Sub	Gross Payroll	Worker Hours	Risk Class Rate	Amount Due
21	TESTING #2	62012501	5302	00	55000.00	480	0.1306	62.69
22	**Confirmation #: 6434864						Total Payment:	\$62.69
23								
24								
25								
26								
27								
28								

Below is a copy of the Payment Voucher



File Using the Download Option

Filing using the download option – <u>Another option to file</u>, 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						⊜ BulkF	File
Quarterly Report Bulk Filing 2nd Quarter : April Check All Manage Accounts Show All A B C D E F 				<u>v w x y z 🤇</u>	Import Data R	eports ?	Your Cart
M	lain	Sub	Payroll	Hours	Rate	Amount Due	_
134,123–21 – TESTING – Already Filed							
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1260	0	
					Payment Due	:: \$0.00	
620,125–00 – TESTING #2							
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	
620,125–01 – TESTING #2							
Software Design & Engineering and Internet Service Providers	5302	00	\$ 0	0	0.1306	0	~
Skip To Page						Add Selected to	Cart

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

Washington State Department of BulkFile	9	
Uploading Data From a Text File × 1. Download - Template With Your Accounts Image: Click HERE To Start 2. Import the Data Into a Spreadsheet, Edit Each Line Get More Instructions Image: Click HERE To Start 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. • • Any accounts in the upload tool If you are having any issues with the new upload tool click HERE to use the old upload tool.	ur Cant	
Continue Filing		

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	
. 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)	
. Import the Data Into a Spreadsheet, Edit Each Line <u>Get More Instructions</u>	
. 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 <u>Get More Instructions</u>	
3. Upload Your Data to the Cart	
Please Note:	1
	Continue Filing
620,124–01 – B & S CONSTRUCTION – Already Filed	
Wallboard Installation - Undiscounted Rate 0550 00 \$ 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?	× ted to Cart
Open Save 🗸	Cancel improve

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.

DBA1 1 DBA1 2 TESTI 3 TESTI 4 TESTI 5 TESTI 6 TESTI 9 TESTI 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TESTI 5 TEST 5 TEST 6 TEST	в <u>г</u> ш -	C Risk Class R 4802 4904 5004 5004 5004 5004 5004		E o o o o o o o o o o o	General \$ - % .% . Number	G		rmatting -		ete 👻 👽	- 2 -	~
A1 DBA1 DBA1 A1 DBA1 TESTI 5 TESTI 6 TESTI 7 TESTI 9 TESTI 0 TESTI 1 TESTI 2 TESTI 4 TESTI 3 TESTI 4 TESTI 5 TESTI 6 TEST	A B Name Account II ING # 62012500 ING # 62012500	Font C Risk Class R 4802 4904 5004 5004 5004 5006 5302	DBA Na DBA Na DBA Na DBA Na DBA Na DBA Na D Sisk Class Gro G 0 13 14 14 18 8 0	me E Coss Payr We O O O O O O O O O	F 0 0 0 0 0 0 0 0 0 0	G Risk Class 0.8438 0.1466 1.6613 1.6613 1.6613 2.5613	Format as Table Cell Styles - Styles Amount Due 0 0 0 0 0 0 0 0 0 0 0	2 -	Cell	ete - 💽 mat - 🤌 Is E	- O -	
A 1 DBA f 2 TESTI 3 TESTI 4 TESTI 5 TESTI 6 TESTI 7 TESTI 8 TESTI 9 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TESTI 5 TESTI 5 TESTI 6 TEST	A B Name Account IE ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500	C Risk Class R 4802 4904 5004 5004 5004 5006 5302	D 6 0 13 14 18 8 0	E We oss Payr We o o o o o o o o	orker Hc F 0 0 0 0 0 0 0	Risk Class 0.8438 0.1466 1.6613 1.6613 1.6613 2.5613	Amount Due 0 0 0 0 0 0 0	1	J	K	L	
DBA1 1 DBA1 2 TESTI 3 TESTI 4 TESTI 5 TESTI 6 TESTI 9 TESTI 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TESTI 5 TEST 5 TEST 6 TEST	Name Account II ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500	Risk Class R 4802 4904 5004 5004 5004 5006 5302	isk Class : Gro 6 0 13 14 18 8 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	orker Hc F 0 0 0 0 0 0 0	Risk Class 0.8438 0.1466 1.6613 1.6613 1.6613 2.5613	Amount Due 0 0 0 0 0 0 0	1	ſ	К	L	
2 TESTI 3 TESTI 4 TESTI 5 TESTI 6 TESTI 7 TESTI 9 TESTI 1 TESTI 1 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST 6 TEST	ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500	4802 4904 5004 5004 5006 5302	6 0 13 14 18 8 0		0 0 0 0	0.8438 0.1466 1.6613 1.6613 1.6613 2.5613						
3 TESTI 4 TESTI 5 TESTI 6 TESTI 7 TESTI 9 TESTI 9 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST	ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500	4904 5004 5004 5004 5006 5302	0 13 14 18 8 0			0.1466 1.6613 1.6613 1.6613 2.5613						
4 TEST 5 TEST 6 TEST 7 TEST 8 TEST 9 TEST 0 TEST 1 TEST 1 TEST 3 TEST 4 TEST 6 TEST 6 TEST	ING # 62012500 ING # 62012500 ING # 62012500 ING # 62012500	5004 5004 5004 5006 5302	13 14 18 8 0	0 0 0 0	0 0 0	1.6613 1.6613 1.6613 2.5613	0 0 0					
5 TESTI 6 TESTI 7 TESTI 8 TESTI 9 TESTI 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST	ING # 62012500 ING # 62012500 ING # 62012500	5004 5004 5006 5302	14 18 8 0		0	1.6613 1.6613 2.5613						
6 TESTI 7 TESTI 8 TESTI 9 TESTI 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST	ING # 62012500 ING # 62012500	5004 5006 5302	18 8 0	0	0	1.6613 2.5613	0					
7 TESTI 8 TESTI 9 TESTI 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST	ING # 62012500	5006 5302	8 0	0	0	2.5613	0					
8 TESTI 9 TESTI 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST		5302	0	0								
9 TESTI 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST	ING # 62012501		-	_	0	0 1306						
 0 TESTI 1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST 		5004	13	0			0					
1 TESTI 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST	ING # 62012502			0	0	1.6613	0					
 2 TESTI 3 TESTI 4 TEST 5 TEST 6 TEST 	ING # 62012502	5004	14	0	0	1.6613	0					
3 TESTI4 TEST5 TEST6 TEST	ING # 62012502	5004	18	0	0	1.6613	0					
4 TEST 5 TEST 6 TEST	ING # 62012502	5006	8	0	0	2.5613	0					
5 TEST 6 TEST	ING # 62012502	5302	0	0	0	0.1306	0					
6 TEST	62012900	3905	0	0	0	0.3848	0					
	62012900	5302	0	0	0	0.1327	0					
-	62012900	6109	0	0	0	0.3498	0					
7 TEST			0	0	0	0.3848	0					
8 TEST	62012901	4904	0	0	0	0.1504	0					
	ING F 62013100		0	0	0	0.1327	0					
	ING F 62013101		0	0	0	0.3498	0					
1	CP 63835800		10	0	0	0.1836	0					
	LOYEF 68249100		11	0	0	0.1836	0					
3				_	_		_					
4	10111 08249100											
				_2 (+	2		1					Þ.

	₩ 7 - (° ¹ - ^{AEC} -	Ŧ		_		LNI_	Template_10_4_2	013_4_38_47_PM[1].csv - Microsoft B	Excel	
F	ile Home	Insert	Page Layout	Formulas	Data Review	View					
Pas	Copy -	Calib		11 · A			ap Text rge & Center *	General	•.0 .00 Conditio		iell Ins
	🗸 💞 Format Pa	inter 🏴	<u>, n</u> , l	* <u>~</u> * A	· = = =		rge & Center *	\$ 70 F			les *
	Clipboard	- Gi	Font		Es .	Alignment	E.	Number	- Fa	Styles	
	G18	-	f_{∞}								
		А			С	D		F	G	н	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.

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sum 🛛 🗸 🤇 🗸 🗸	=Sum(F2*G2))					
A	B	С	D	E	F	G	Н
DBA Name	Account ID	Risk Class Main	Risk Class Sub	Gross Payrol	Worker Hours Ris	sk Class Rate	Amount Due
MORSE	588601	6303	0	1000	240	0.2624	=Sum(F2*G2)
BUTTERFLY	607900	3905	9	2000	480	0.4117	0
BUTTERFLY	607900	4904	0	3000	960	0.1491	0
BUTTERFLY	607900	6303	0	1000	240	0.2604	0
DOROTHY	788000	4904	0	2000	480	0.1441	0

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.

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		А			В	С	D	E	F	G	н	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	
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Corrected

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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	
7										•
8	l									

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.

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me library features are unavailable due to unsup	ported library locations. Click here to learn more)
★ Favorites ■ Desktop	Documents library Includes: 2 locations	Arrange by: Folde	er 🕶
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Marcelle Places	3 Attachmate	12/7/2011 11:11 PM	File fo
🔁 Libraries	3 Recover	12/7/2011 7:46 PM	File fo
Documents	🎉 desktop stuff	12/7/2011 7:47 AM	File fo
A Music	🎳 desktop	12/7/2011 7:41 AM	File fo
Pictures	🁪 My Meetings	12/5/2011 8:42 AM	File fo
Videos	🎉 apps and letters	11/18/2011 7:36 AM	File fo
	🏭 Snagit	7/27/2011 1:29 PM	File fo
Somputer	SR - FW Heads up! Two new record types coming in	6/2/2011 10:00 AM	File fo
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✓ DFS (G:)	📓 My Videos	4/21/2011 9:58 AM	File fo
(\\lninatum02\personal\$) (P:)	Ja Altova	6/28/2010 9:25 AM	File fo
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Division_Data (\\Inigptum01) (S:)	VWRK III	1/5/2010 2:29 PM	File fo
File name:	× All F	iles (*.*)	-

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:

Washington State Department of Labor & Industries						≙ Bu	ılk Fili	ng
Quarterly Report Bulk Filing 3rd Quarter Theck All On This Page Show All A B C D E F	г: 7/1/2013 - 9/30 <u>GHIJKLM</u>		<u>s t u v w 2</u>	<u>KYZ Im</u> i	port Data	<u>Reports</u>	0)	(0)
	Main	Sub	Payroll	Hours	Rate	Amoun	nt Due	-
Uploading Data From a Text File							×	
1. Download a Template With Your <u>Click HERE To Start</u> 2. Import the Data Into a Spreadsh <u>Get More Instructions</u>			3					
3. Upload Your Data to the Cart <i>Please Note:</i> Accounts that are already in the cart will n must first delete that item from your cart.	Duplicate reco					a cart iten	n you	
\\LNInaTUM03\Personal\$ Browse Uplo	oad File							
						Clo	ose	<i>6</i> .

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".

La	abor &	Industrie	25						
Rep	oorts Lo	aded							
Load	ded 2 rep	orts to Vali	d Reports, 10 reports to Invalio	d Reports	, 2 rep	orts to Remov	ed Report	5.	
• A Va	lid .csv	File is Requ	ired						(0 reports)
lect a v	alid .csv	file to get sta	arted.						Go Back to Bulk
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lid Kep	orts (2)	Invalid Rep	ports (10) Removed Reports	(2)					
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	-	orts the values in tl	hese fields						MOVE ALL TO CART
★ - Yo	u can edit	the values in t							MOVE ALL TO CART
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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 wil go to the "**Valid Reports**" tab which can then be moved to your cart.

• A \ Select a	A Valid .csv File is Required Select a valid .csv file to get started. \\lninatum03\personal\$ Browse								Your Cart (0 reports) Go Back to BulkFiling		
Valid Reports (2) Invalid Reports (10) Removed Reports (2)											
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	-		I Invalid Gross Pa								ACCEPT
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i ii	ne#13-	- Amount Due	e Invalid Amount	Due							
A	missing	risk class was	s added. Please n	eport any applicable Payroll and Hours in	that class.						
				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
-	13	Error	62012402	B & S CONSTRUCTION		-99 -	- 0	0	~	4.3271	0.00
		1.4.15.1					-	-			
	14	Valid	62012402	B & S CONSTRUCTION	0516	02	0 ★	0	*	2.6643	0.00
	14 15	Valid Valid		B & S CONSTRUCTION B & S CONSTRUCTION	0516	02	0 ★ 0 ★	0	*	2.6643	0.00 0.00

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 alredy been filed. This will also show reports that you have removed from the Invalid Reports tab.

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lect a va	lid .csv fil	e to get starte	ed.						Go Back to BulkF
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Line -2 -3 -4 -5 -6 -7 0 620,1	Status	Account - 62012400 - 62012400 - 62012400 - 62012400 - 62012400 - 62012400 - 62012400 - 62012400	Business Name B & S CONSTRUCTION CTION	- 4803 - 0504 - 0510 - 0516 - 0521-		Payroll Payroll Payroll Payroll	Hours 		0.00 0.00 0.00 0.00 0.00 0.00
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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.

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	um03\pers		vse							\
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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.

Check All	-	t Quarter : Janu <u>ow All</u> <u>ABCD</u>		-	0 5 T U Y W X Y Z	Import Data		Your () (12 acco
		I	Main Su	ıb Payr	oll Hours	Rate	Amount Due	
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ood Frame Building arpentry, N.O.C.	Risk Class Main	Risk Class Sub	Gross Payroll		Risk Class Rate			
/ood Frame Building arpentry, N.O.C. ainting: Buildings –				Worker Hours	0.1415	1.42		
Vood Frame Building Carpentry, N.O.C. Painting: Buildings – Drchards	Risk Class Main	Risk Class Sub	Gross Payroll			1.42		
/ood Frame Building arpentry, N.O.C. ainting: Buildings – Drchards	Risk Class Main	Risk Class Sub	Gross Payroll		0.1415	1.42		
/ood Frame Building arpentry, N.O.C. ainting: Buildings – rchards	Risk Class Main	Risk Class Sub 00	Gross Payroll 5000	10	0.1415	1.42	00	
'ood Frame Building arpentry, N.O.C. ainting: Buildings – rchards	Risk Class Main 5302 620-124-02 - B	Risk Class Sub 00 & S CONSTRU	Gross Payroll 5000	10 re	0.1415	1.42 1.42	00	
'ood Frame Building arpentry, N.O.C. ainting: Buildings – rchards ales Personnel – Ve	Risk Class Main 5302 620-124-02 - B Risk Class Main 0504	Risk Class Sub 00 & S CONSTRU Risk Class Sub 21	Gross Payroll 5000 CTION Remov Gross Payroll 5000	10 re	0.1415 Payment Due: Risk Class Rate 3.5209	1.42 1.42 Amount Due 352.09	00	
ood Frame Building arpentry, N.O.C. unting: Buildings – rchards Iles Personnel – Ve	Risk Class Main 5302 620-124-02 - B Risk Class Main 0504 0516	Risk Class Sub 00 & S CONSTRU Risk Class Sub 21 02	Gross Payroll 5000 CTION Remov Gross Payroll	10 re Worker Hours	0.1415 Payment Due: Risk Class Rate 3.5209 2.6643	1.42 1.42 Amount Due 352.09 0.00	00	
ood Frame Building arpentry, N.O.C. inting: Buildings – rchards les Personnel – Ve 20,124–01 – B & S	Risk Class Main 5302 620-124-02 - B Risk Class Main 0504 0516 0521	Risk Class Sub 00 & S CONSTRU Risk Class Sub 21 02 02 00	Gross Payroll 5000 CTION Remov Gross Payroll 5000	10 re Worker Hours	0.1415 Payment Due: Risk Class Rate 3.5209 2.6643 1.088	1.42 1.42 Amount Due 352.09 0.00 0.00	00	
ood Frame Building arpentry, N.O.C. iinting: Buildings – rchards iles Personnel – Ve 20,124–01 – B & S allboard Installatio	Risk Class Main 5302 620-124-02 - B Risk Class Main 0504 0516	Risk Class Sub 00 & S CONSTRU Risk Class Sub 21 02	Gross Payroll 5000 CTION Remov Gross Payroll 5000	10 re Worker Hours	0.1415 Payment Due: Risk Class Rate 3.5209 2.6643 1.088 4.3271	1.42 1.42 Amount Due 352.09 0.00 0.00 0.00	00	
/ood Frame Building arpentry, N.O.C. ainting: Buildings – Orchards ales Personnel – Ve 520,124–01 – B & S /allboard Installatio /allboard Taping – U	Risk Class Main 5302 620-124-02 - B Risk Class Main 0504 0516 0521	Risk Class Sub 00 & S CONSTRU Risk Class Sub 21 02 02 00	Gross Payroll 5000 CTION Remov Gross Payroll 5000	10 re Worker Hours	0.1415 Payment Due: Risk Class Rate 3.5209 2.6643 1.088	1.42 1.42 Amount Due 352.09 0.00 0.00 0.00	00	
Wood Frame Building Carpentry, N.O.C. Painting: Buildings – Orchards Sales Personnel – Ve 620,124–01 – B & S Wallboard Installatio Wallboard Installatio Vallboard Taping – U Orchards Software Design & Ei Providers	Risk Class Main 5302 620-124-02 - B Risk Class Main 0504 0516 0521	Risk Class Sub 00 & S CONSTRU Risk Class Sub 21 02 02 00	Gross Payroll 5000 CTION Remov Gross Payroll 5000	10 re Worker Hours	0.1415 Payment Due: Risk Class Rate 3.5209 2.6643 1.088 4.3271 Payment Due:	1.42 1.42 Amount Due 352.09 0.00 0.00 0.00	~	

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.

Quarterly Report Bulk Filing 1 st Quarter : Ja Check All Show All A B C	•			<u>vwxyz</u> i	Import Data <u>Re</u>	ports ?	Your C) 2 acco
	Main	Sub	Payroll	Hours	Rate	Amount Due	
134,123–21 – TESTING – In Cart							
oftware Design & Engineering and Internet Service	5000		+ 5000	10	0.4445	4.45	
roviders	5302	00	\$ 5000	10	0.1415	1.42	
					Payment:	\$1.42	
620,124–00 – B & S CONSTRUCTION – Already File	d						
ainting: Building and Structures – Exterior Work	0504	21	\$ 0	0	3.5209	0	
Nood 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	
620,124–01 – B & S CONSTRUCTION – Already File	d						
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	
620,124-02 - B & S CONSTRUCTION - In Cart)						
Painting: Building and Structures – Exterior Work	0504	21	\$ 5000	100	3.5209	352.09	
Nood 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	
						\$352.09	

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
SUBMIT
Forgot your username? Forgot your password?
ON BEHALF OF
AGENCIES
Ĩ

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

	AND BULATE OF
	SIGN UP! ×
	Not sure if you already have an account? CHECK NOW
ſ	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
	SUBMIT

Enter the require information and click "Submit".

STATE OF CONTRACTOR	Not sure if you already have an account? CHECK NOW
1889	CHECK YOUR EMAIL ur email. You must click the link to activate your account before you can login.
	ON BEHALF OF WASHINGTON
SUBMIT Forgot your username? Forgot your password?	AGENCIES

=	M Gmail	Q Search mail	 O	
+	Compose	□ □	■ • ‡	
	Inbox 23	Facebook	15	
*	Starred	Google Security alert -	7:31 AM	
C	Snoozed	🗹 🚖 secureaccess SecureAccess Washington : Welcome t	7:28 AM	
\geq	Sent	🗌 🚖 SecuredAccessRequest 2 My L&I new user request for access - T	Sep 19	
□ ★ ©	Inbox 22 Starred Snoozed	SecureAccess Washington : Welcome to SecureAccess Washington Inbox × secureaccess@cts.wa.gov 7:28 AM (5 minutes ago)		
Sent You are almost finished, You are almost finished, Thank you for signing up with Secure Access Washington. Your username is: Testing7 Sign in To activate your account, please click: https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?				
Signi	ing in will sign you into Hangouts across Google Learn more	s=36335&userId=Testing7 For questions or concerns about your SecureAccess Washington account, please vi https://secureaccess.wa.gov/public/saw/pub/help.do		

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.





to you	WELCOME ar login for Washington state.
SecureAccess	SIGN UP/ GET HELP TIPS ON
LOGIN USERNAME PASSWORD SUBMIT Econol your username? Foreol your password?	ON BEHALF OF WASHINGTON STATE AGENCIES

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





ADD A NEW SERVICE



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



GOOD MORNING!

What can we help you access today?

BecureAccess Washington

HOME ACCOUNT

TIPS ON GET HELP LOGOUT

ADD A NEW SERVICE

Board of AccountancyConsolidated Technology ServicesDepartment of Archaeology and Historic PreservationDepartment of CommerceDepartment of EcologyDepartment of Financial InstitutionsDepartment of Financial InstitutionsDepartment of HealthDepartment of Labor and IndustriesDepartment of Natural ResourcesDepartment of Revenue

Click on the "Department of Labor and Industries".



SERVICES FROM LNI



APPRENTICE REGISTRATION AND TRACKING SYSTEM	APPLY
Apprenticeship program sponsors authorized for electronic reporting use ARTS to manage apprecisibilit required reporting.	tice registrations and
CLAIM & ACCOUNT CENTER	APPLY
Check the status of workers' compensation CLAIMS or employer ACCOUNTS - file employers QUA	RTERLY 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 contracto Manage and review related inspection activity.	r deposit accounts.
ELEVATOR INVOICE MANAGEMENT	APPLY

Click on "Apply" to gain access.



GOOD MORNING!

What can we help you access today?

HOME ACCOUNT TIPS ON GET HELP LOGOUT

SERVICES FROM LNI



Click on "Apply" to gain access.

For continued log in, please see page 4.