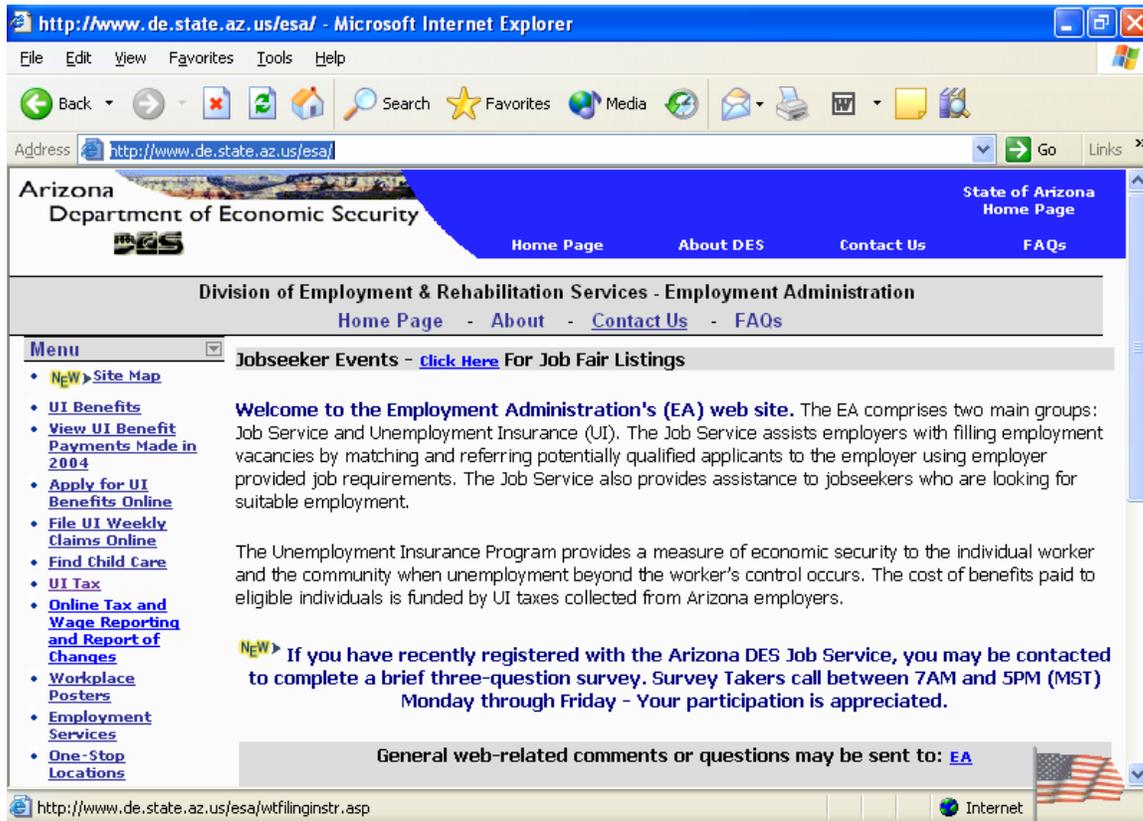


Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Open Internet Explorer and key the following address: <http://www.de.state.az.us/esa/>

On the left hand side of the web page under Menu you will see 'Online Tax and Wage Reporting and Report of Changes'.



Click on that link.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Now the Web Site will display ...

Welcome to the Arizona Internet Unemployment Tax and Wage Report System.

Page down until you see a 'File Upload' button.

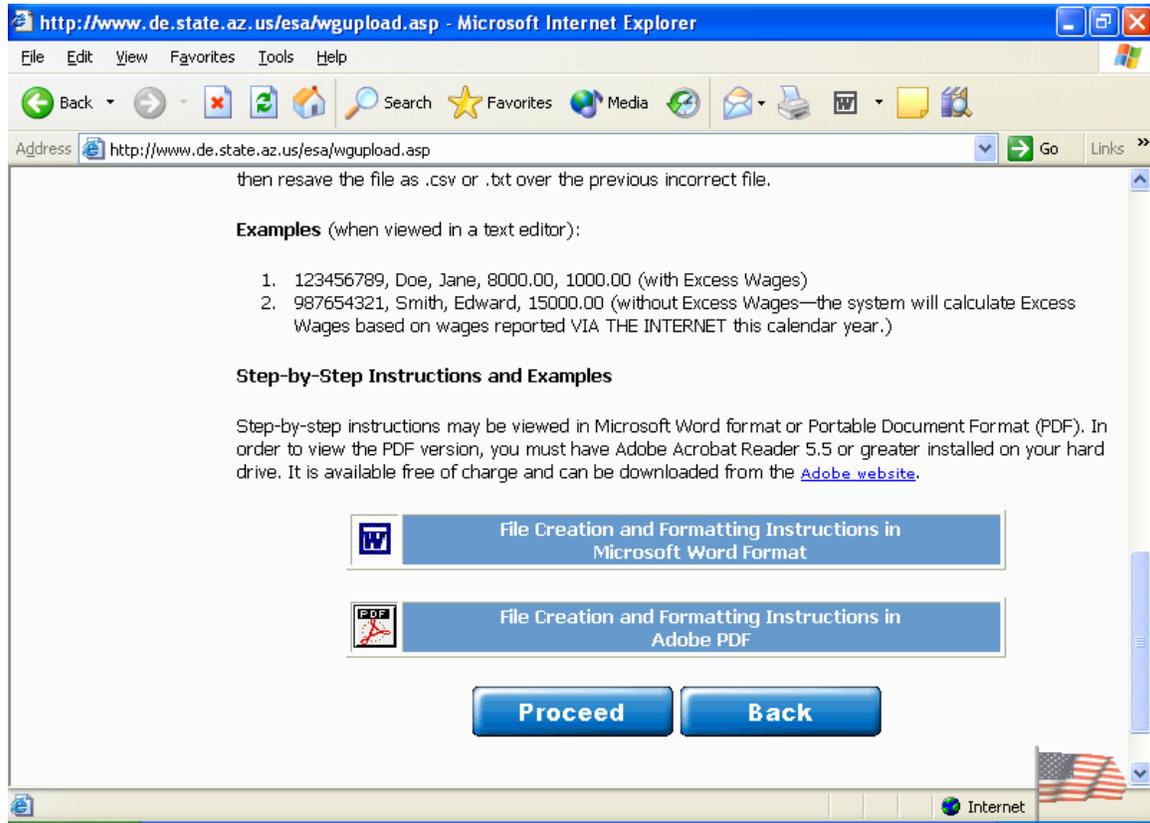


Click on the File Upload button.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Now the Web Site will display ...

Wage File Upload Instructions. Page down until you see a 'Proceed' button.



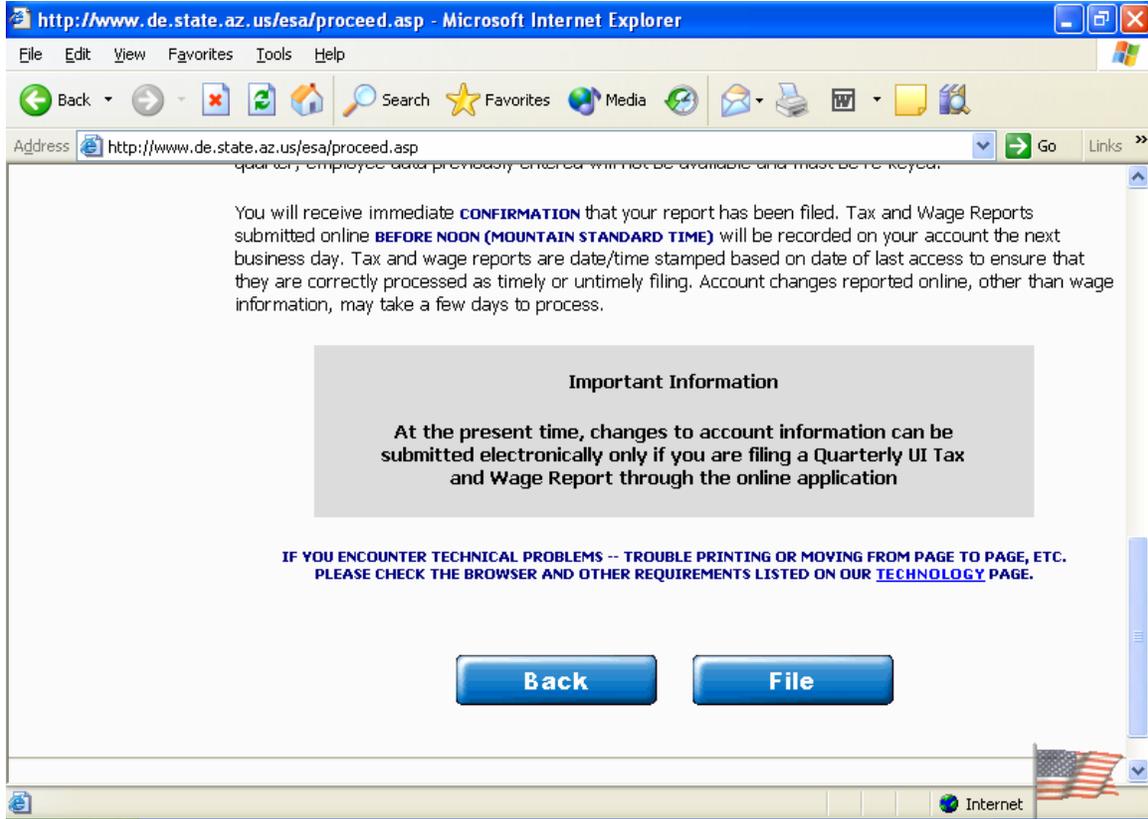
Click on the Proceed button ...

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Now the Web Site will display ...

Proceed to the Arizona
Internet Unemployment Tax and Wage Report System

Page down until you see the 'File' button.



Click on the File button.

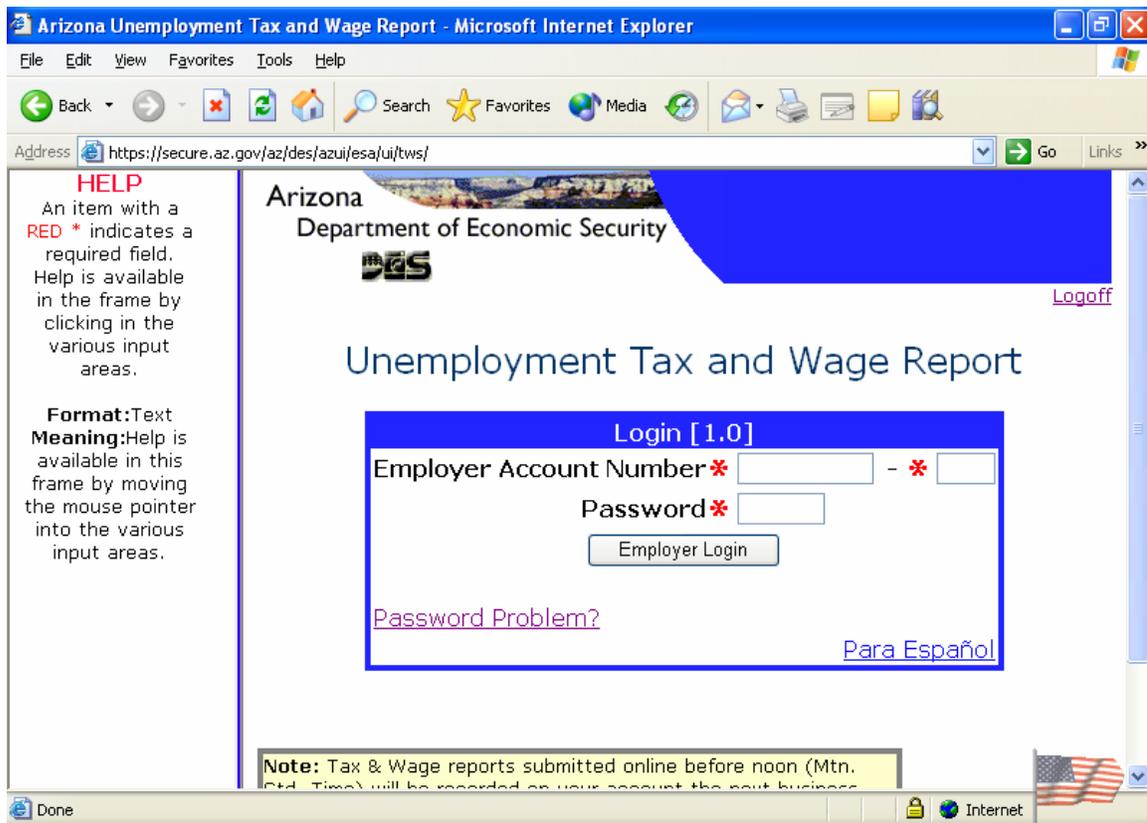
Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Next the Web Site will display your Employer Login screen ...

Be sure to have the 'UNEMPLOYMENT TAX AND WAGE REPORT' sent to you by the Arizona Department of Economic Security in front of you.

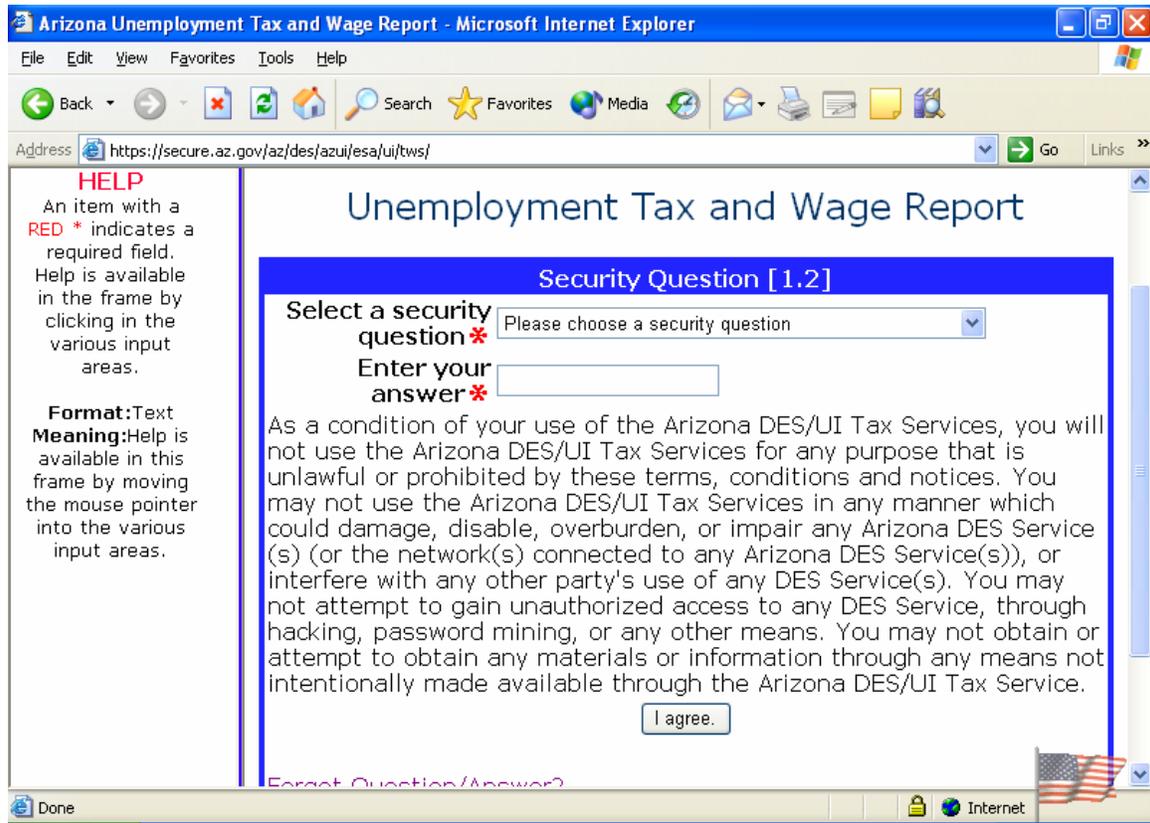
In the Employer Account Number, enter the first 7 digits of your Arizona Account Number in the first box and the single digit in the second box. Next enter your Password which is printed in a box directly under the words 'USE BLACK INK ONLY' on your Wage Report from DES. Once you have keyed the information into all three boxes on the Web Site...

Click on the 'Employer Login' button.



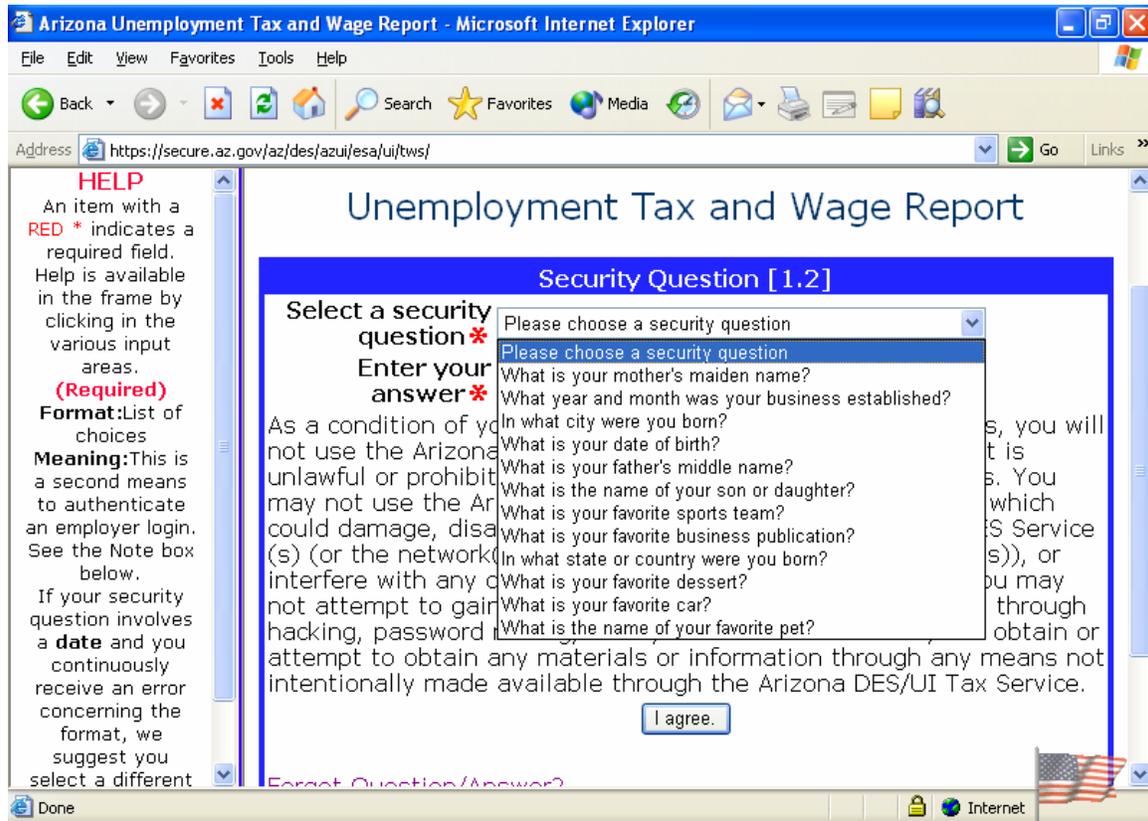
Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Next the Web Site will display a screen that requires you to respond to a Security Question as pictured below ...



Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Select the question from the drop-down list and input your answer (Important to remember both the question and answer for future logins). After reading the conditions, click on the 'I Agree' button.



Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Now an Employer Information Screen displays and asks a few questions at the bottom, such as “Are there any changes to the information listed above?”

HELP
An item with a **RED *** indicates a required field. Help is available in the frame by clicking in the various input areas.
(Required) Format:
Answer Yes or No.
Meaning: Answer "Yes" if adding address information for mailing notices of unemployment claims. This question must be answered to proceed.

71
SENTINEL
Mailing Address ELEMENTARY SCHOOL
71
HC 1 BOX 57

City DATELAND
State AZ
Zip Code 85333-9719
Primary Telephone
Secondary Telephone
Email
Preparer's Telephone 928-454-2474

Are there any corrections or additions to the information listed above? * Yes No
Would you like to add or update an address for mailing notices of unemployment claims? * Yes No

Continue

Reply to the questions and Click on the 'Continue' button.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Next is a Change in Ownership screen and you want to answer “No” to all four questions.

Arizona Unemployment Tax and Wage Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address: <https://secure.az.gov/az/des/azui/esa/uj/tws/> Go Links >>

HELP
An item with a **RED *** indicates a required field. Help is available in the frame by clicking in the various input areas.

Format:Text
Meaning:Help is available in this frame by moving the mouse pointer into the various input areas.

Arizona Department of Economic Security
DES

SENTINEL ELEMENTARY SCHOOL 71
[Logoff](#)

Unemployment Tax and Wage Report

Change in Ownership [3.0]

Was ALL of your business transferred? * Yes No

Was PART of your business transferred? * Yes No

Was your AZ business DISCONTINUED without being sold, leased or transferred? * Yes No

If yes, enter effective date

Is your business operating in Arizona, but CEASED paying wages? * Yes No

If yes, enter effective date

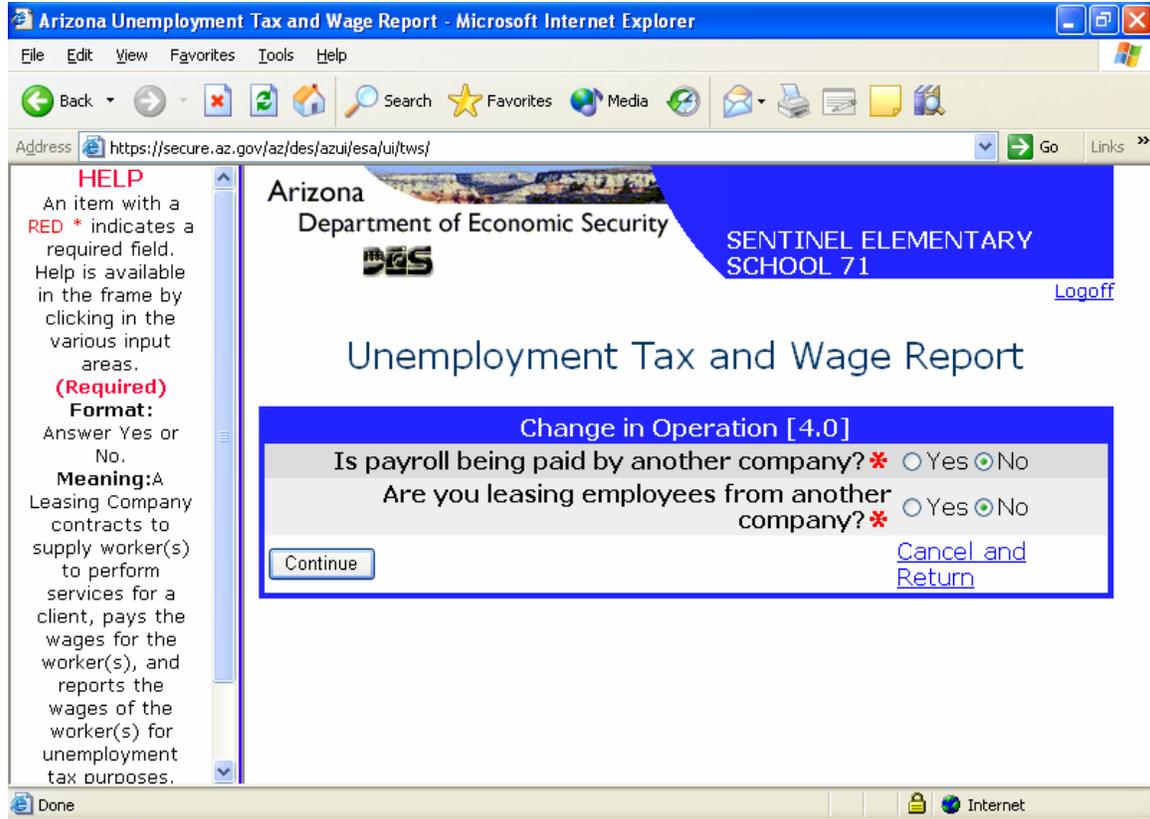
[Cancel and Return](#)

Internet

Click on the Continue button.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Next is a Change in Operation screen with two more questions.



Answer both of them and Click on the Continue button.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Finally, it will ask you to choose the quarter you wish to file. Indicate the Year / Quarter using the drop-down and Select Type of Report as 'Employee Wages'.

HELP
An item with a **RED *** indicates a required field. Help is available in the frame by clicking in the various input areas.
(Required)
Format: Choose One
Meaning:
Employee Wages-Reporting for a quarter in which you paid wages to employees.
Zero Wages-Reporting for a quarter in which you had no employees and paid no wages.

Arizona Department of Economic Security
SENTINEL ELEMENTARY SCHOOL 71
[Logoff](#)

Unemployment Tax and Wage Report

Choose the quarter you wish to file [5.0]

Year / Quarters * Year: 2005 - Quarter: 2

Select Type of Report * Employee Wages Zero Wages*

[Cancel and Return](#)

Filing History

2005: 1st Quarter
2004: 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter
2003: 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Now click on the Continue button.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Next it will ask you to choose a Wage Method. Select method of entering as '**Upload my own file**' and click on the Continue button.

HELP
An item with a **RED *** indicates a required field. Help is available in the frame by clicking in the various input areas.
(Required)
Format:
Meaning: Enter your wages on our custom made screens. If you simply want to modify employees already added, select "Manual Entry".

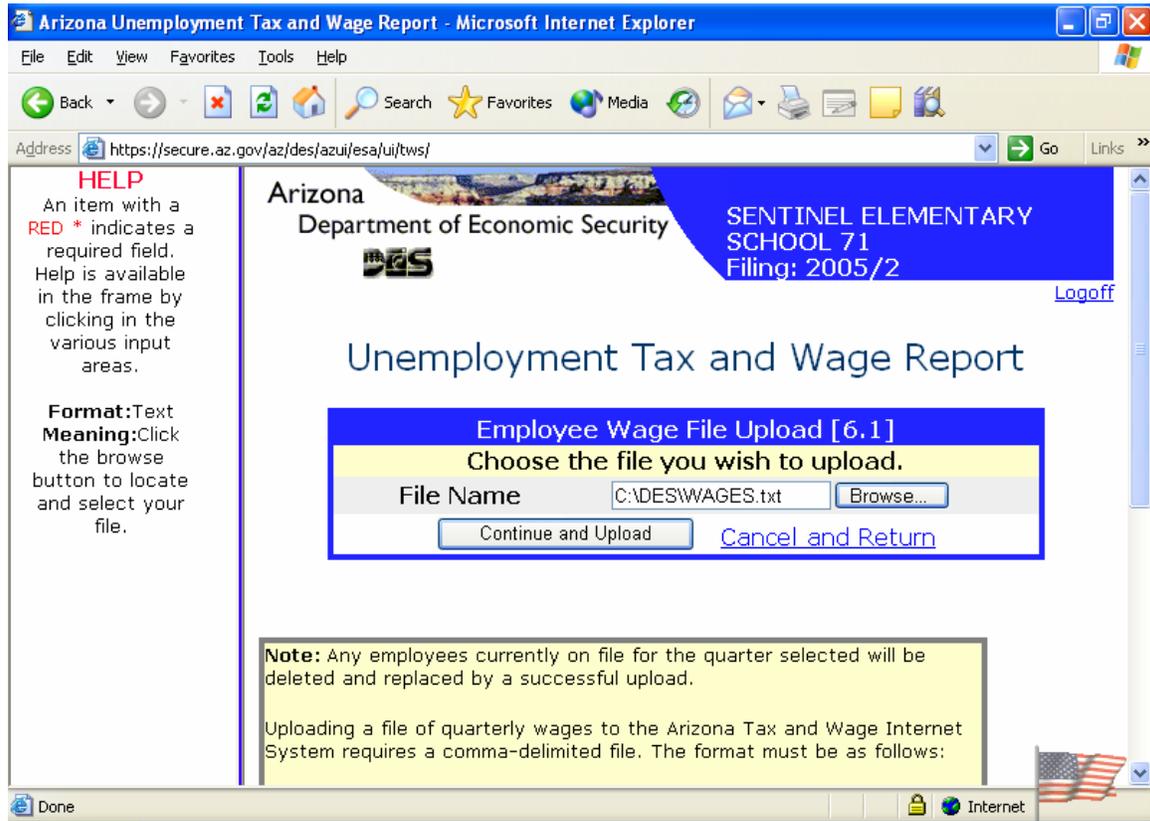
Arizona Department of Economic Security
SENTINEL ELEMENTARY SCHOOL 71
Filing: 2005/2
[Logoff](#)

Unemployment Tax and Wage Report

Choose Wage Method [5.1]
Select method of entering Manual Entry Upload my employee/wage data * own file

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

At last it will ask you to choose the file you wish to upload and you will need to Click on the **'Browse'** button. Now locate and open the folder that you stored the **'Wages.txt'** file in when you were in Enterprise (remember, I selected my DES folder). Double-click on the file and now you should see the full path to your file plugged into the File Name on the Web Page.



Click on the Continue and Upload button.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Next it will display your data and will even provide you with the ability to make changes, but normally you will just click 'Save and Continue'.

HELP
An item with a RED * indicates a required field. Help is available in the frame by clicking in the various input areas.

Format:Text
Meaning:Help is available in this frame by moving the mouse pointer into the various input areas.

Employee ID	Name	Total Wages	Excess Wages	Taxable Wages	# Employees
3934	KIRTLAND , WHITFIELD	\$414.00	\$0.00	\$0.00	
506-62-1751	MAYNES , ANNETTE	\$4,073.64	\$0.00	\$0.00	
526-47-2649	MAYNES , CHRISTOPHER	\$16,153.89	\$0.00	\$9,153.89	
527-49-3607	NEBLINA , EVERETT	\$5,937.60	\$0.00	\$0.00	
505-76-1685	REED , KAREN	\$13,153.92	\$0.00	\$6,153.92	
527-94-6331	SKOUSEN , TERESA	\$5,028.51	\$0.00	\$0.00	
457-71-1200	TORRES , KAREN	\$4,048.36	\$0.00	\$0.00	
271-66-3338	URQUIDEZ , WENDY	\$18,454.17	\$0.00	\$11,454.17	
527-08-5622	WILLIS , TERRILYN	\$2,671.88	\$0.00	\$0.00	
Total Wages		\$110,414.29	\$38,820.34	\$71,593.95	14

[Need to make changes?](#)

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Now it will ask you the number of employees for each of the three months in the quarter you are reporting.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Arizona Department of Economic Security (DES) website. The page title is "Arizona Unemployment Tax and Wage Report". The browser's address bar shows the URL: <https://secure.az.gov/az/des/azui/esa/ui/tws/>. The page header includes the Arizona DES logo and the text "Arizona Department of Economic Security". The user's information is displayed as "SENTINEL ELEMENTARY SCHOOL 71" and "Filing: 2005/2". A "Logoff" link is visible in the top right corner.

The main heading of the form is "Unemployment Tax and Wage Report". Below this, a blue box contains the text "Number of Employees [8.0]". A yellow box provides instructions: "Report for each month, the total number of full and part-time covered workers who worked or received pay subject to UI Taxes for payroll period which includes the 12th of the month." Below the instructions are three input fields for the number of employees for each month, each with a red asterisk indicating a required field. The values entered are 14 for each month.

Month	Number of Employees
1st Month *	14
2nd Month *	14
3rd Month *	14

At the bottom of the form, there are two buttons: "Save and Continue" and "Cancel and Return".

A "HELP" sidebar is visible on the left side of the page, providing instructions on how to use the form. It states: "An item with a RED * indicates a required field. Help is available in the frame by clicking in the various input areas. (Required) Format: Numeric Only Meaning: In the 1st month, 2nd month and 3rd month boxes, enter the number of full-time and part-time employees (do not include Exempt employees) who worked during or received pay for any part of the payroll period."

Once you have filled the information in Click on Save and Continue.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

Finally it displays your 'Unemployment Wage Summary Report'. Fill in the information at the bottom.

Arizona Unemployment Tax and Wage Report - Microsoft Internet Explorer

Address: <https://secure.az.gov/az/des/azui/esa/ui/tws/>

4. Tax Amount (0.44 %)	\$315.01
5. Add Interest Due (1% of Tax Due for each month payment is late)	\$0.00
6. Add Penalty for Late Report (0.1% of Total Wages reported (\$35 minimum /\$200 maximum))	\$0.00
7. Add Job Training Tax, if applicable (0.1% of line 3. (Effective January 1, 2001))	\$71.59
8. Total Payment Due	\$386.60

To submit a complete Employer Tax and Wage Report (UC-018), you must certify that the information you entered is correct and accurate.

Do you certify that the information you entered is correct and accurate? * Yes No

Name of Certifier *

Title of Certifier *

Telephone of Certifier *

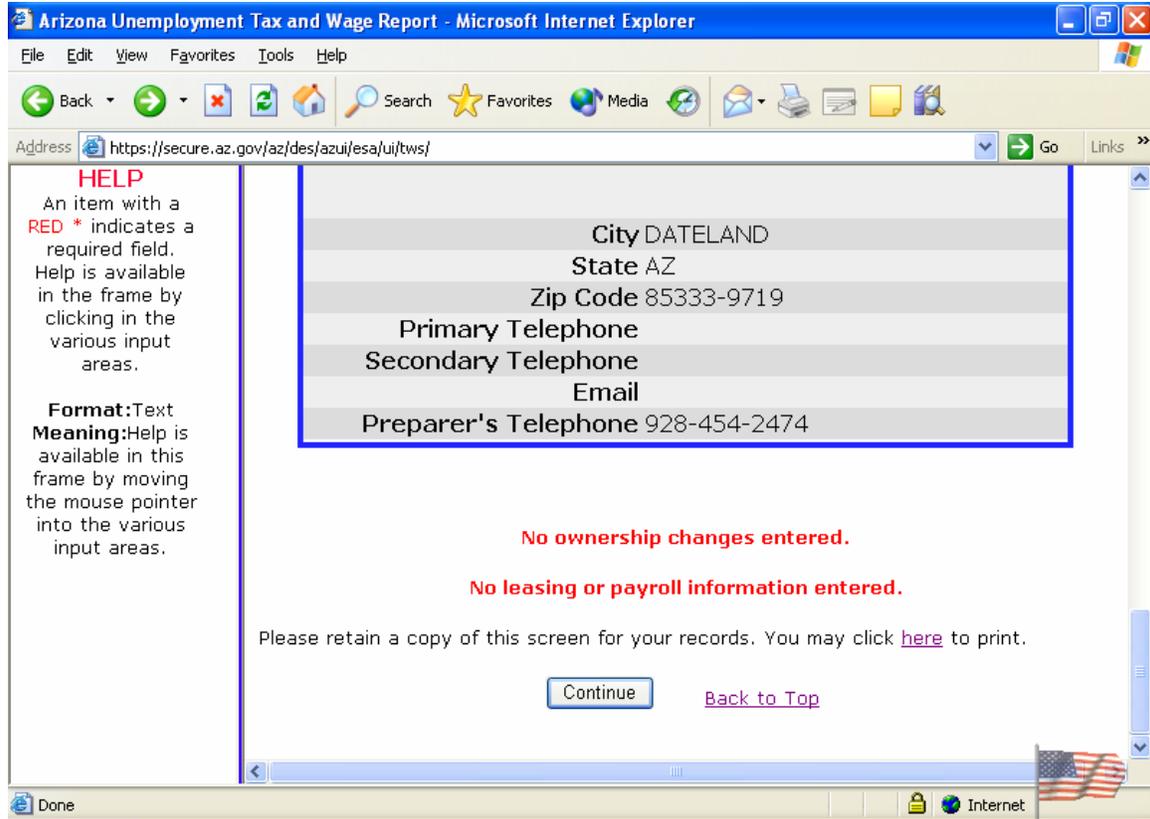
[Cancel and Return](#)

HELP
An item with a RED * indicates a required field. Help is available in the frame by clicking in the various input areas.
(Required)
Format:9999999999
Meaning:Enter the telephone of the person who is certifying the Wage Report.

Now Click on 'Submit Wage Report'.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

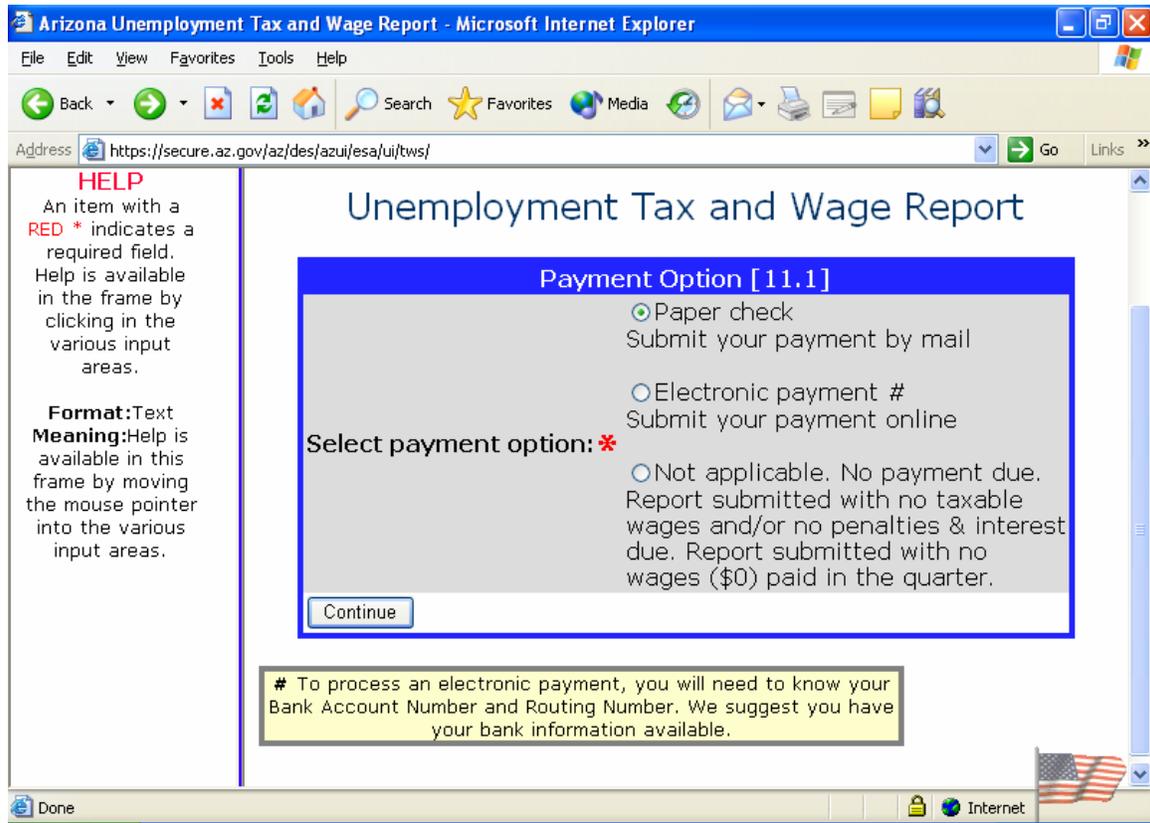
Getting ever so close to the end, it now displays your Wage Confirmation Number along with a Report Summary and even provides you with a means to print out a copy of the screen.



Click on the Continue button for the almost next to the last screen.

Maricopa County Superintendent of Schools DES – Submit File via Arizona DES Web Site

This is the Payment Option Screen ... select the appropriate answer and click on the Continue button.



**Maricopa County Superintendent of Schools
DES – Submit File via Arizona DES Web Site**

This last screen will tell you Congratulations, you have completed filing one Quarter! It will then ask you if you want to file another. Hopefully you will select '**No**' and you can click on the Continue button.

Sorry ... I didn't get a print of that screen; you'll have to see the Congratulations for yourself.

If you have any questions, you may call Jae Dickey at (602) 506-2896 or the Support Line at (602) 372-4833.