

## Home Page Video

Welcome to NH employment security. This is a short tutorial video of the Home Page that you can use manage the claims filed against your company. Once you have signed in you will be presented with this screen. The Home Page is designed so that the top section is a quick glimpse of items that are either pending a response with a deadline, your unread notices or charges you have since accrued.

To view your pending responses or your unread notices, click on the view all hyperlink, or the corresponding sections below. To view charges, click view details. For more on these sections see the corresponding video tutorials.

Going through your home page. Account review and maintenance. If you are an administrator, you can use this feature to maintain your other web user accounts as well as change the employer preferences. To view and change your preferences, click change preferences.

If you would like to change any of these options, you must enter or update the email address. Once you have entered this information you can change your preferences from US mail to an Email alert. Receiving an email alert versus a document in the mail, helps to expedite the process as well as ensure that you take the appropriate action in a timely fashion. Once you have made this change, click save. Navigating back to the home page using the home icon,

The charge and Notice section has the same information as indicated in the quick glimpse section above and it also has an electronic copy of all notices sent to you, even archived items.

You can report an eligibility issue to the department. An example of an eligibility issue would be if an individual refused an offer of work with your company. This is a great tool for you to use as it alerts the department right away so that we can start to review the individual's eligibility.

If you are a WorkShare participant and you would like to maintain your account on line with a single sign on, or you would like to sign up for WorkShare, use this link.

Authorized web users can also report their quarterly taxes and new hires within this program. Use the following link and follow the prompts.

If you need any assistance, please contact the employer assistance line at 603-223-6100.