

## Responding Video

Welcome to NH employment security. This is a short tutorial video is about responding to pending requests for claims filed against your company. Once you have signed in you will be presented with your Home Page screen. To respond to pending requests you can click on the hyper link of pending items or the pencil listed in corresponding section below.

If you click on the hyperlink listed here, you will be presented with an inbox of all pending response items.

Notice on the bottom of the screen that you can respond, amend a notice of claim or upload Adobe PDF documents to any pending response requests. Clicking the pencil on the home page will bring you directly to this next screen.

To respond to this request, radio button the appropriate request and click respond. Answer the questions. Once you have certified your response you may add additional information as long as the deadline has not passed.

Please note that if you receive a validation indicating that you are not allowed to respond to a request, this is because you have a third party administration that is responsible to responding to the request.

Responding to wage requests, such as a quarterly, in the past employers had to go to a different website to complete these requests, with single sign-on implemented you can respond to these requests right from your home page.

Notice of Claim and E-Response pop-message. E-Response is a nationwide program that is supported by the department of labor. This system has many benefits because the request will ask you questions about the individual separation and any associated fact-finding or request for information regarding this separation. Once you have completed the E-Response request you are not required to complete any Requests for Information that are pending as they relate to what the information that you just provided. If you do not receive an E-Response Pop-up you will be required to complete the notice of claim and all requests for information.

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