

# Employer New Hire Reporting

1. If you need to create an employee myAlaska account for your business, the employee may do so at <https://myAlaska.state.ak.us/> by clicking on the New User link.

Please Login:  
Username  
  
Password

Home  
[Forgot Username?](#)  
[Forgot Password?](#)  
[New User](#)

Browser Compatibility

## Services for:

Individuals	Businesses
<ul style="list-style-type: none"><li>› <a href="#">Permanent Fund Dividend</a></li><li>› <a href="#">Report a vehicle accident</a></li><li>› <a href="#">Alaska Donor Registry</a></li><li>› <a href="#">Unemployment Insurance</a></li></ul> <b>Benefits</b> <ul style="list-style-type: none"><li>› <a href="#">EMS certification and training information</a></li><li>› <a href="#">Detect Neutrinos</a></li><li>› <a href="#">Alaska Public Offices Commission Reporting</a></li><li>› <a href="#">View child support financial statements</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">Employment Security Tax</a></li><li>› <a href="#">DEC Pay Invoices</a></li><li>› <a href="#">Revenue Tax Division</a></li><li>› <a href="#">Post a Job in ALEXSYS</a></li><li>› <a href="#">DMV Partners</a></li><li>› <a href="#">Corporate Filings</a></li><li>› <a href="#">DEC Online Services</a></li><li>› <a href="#">Coastal Project Questionnaire</a></li><li>› <a href="#">Submit Certified Payroll</a></li><li>› <a href="#">DHSS - eGrants</a></li><li>› <a href="#">Commercial Vehicle Enforcement</a></li><li>› <a href="#">Revenue Tax Online</a></li></ul> <b>Permitting &amp; Licensing</b> <ul style="list-style-type: none"><li>› <a href="#">Tax Online Services System</a></li><li>› <a href="#">DHSS - eGrants training</a></li><li>› <a href="#">Insurance SLB Reports</a></li><li>› <a href="#">Submit employee hirings to CSSD</a></li><li>› <a href="#">DNR Oil &amp; Gas Reporting</a></li></ul>

2. If you already have a myAlaska account, please login to the myAlaska site <https://myAlaska.state.ak.us/>

Please Login:  
**Username**  
  
**Password**

Home  
[Forgot Username?](#)  
[Forgot Password?](#)  
[New User](#)

Browser Compatibility

## Services for:

Individuals	Businesses
<ul style="list-style-type: none"><li>› <a href="#">Permanent Fund Dividend</a></li><li>› <a href="#">Report a vehicle accident</a></li><li>› <a href="#">Alaska Donor Registry</a></li><li>› <a href="#">Unemployment Insurance</a></li></ul> <b>Benefits</b> <ul style="list-style-type: none"><li>› <a href="#">EMS certification and training information</a></li><li>› <a href="#">Detect Neutrinos</a></li><li>› <a href="#">Alaska Public Offices Commission Reporting</a></li><li>› <a href="#">View child support financial statements</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">Employment Security Tax</a></li><li>› <a href="#">DEC Pay Invoices</a></li><li>› <a href="#">Revenue Tax Division</a></li><li>› <a href="#">Post a Job in ALEXSYS</a></li><li>› <a href="#">DMV Partners</a></li><li>› <a href="#">Corporate Filings</a></li><li>› <a href="#">DEC Online Services</a></li><li>› <a href="#">Coastal Project Questionnaire</a></li><li>› <a href="#">Submit Certified Payroll</a></li><li>› <a href="#">DHSS - eGrants</a></li><li>› <a href="#">Commercial Vehicle Enforcement</a></li><li>› <a href="#">Revenue Tax Online</a></li></ul> <b>Permitting &amp; Licensing</b> <ul style="list-style-type: none"><li>› <a href="#">Tax Online Services System</a></li><li>› <a href="#">DHSS - eGrants training</a></li><li>› <a href="#">Insurance SLB Reports</a></li><li>› <a href="#">Submit employee hirings to CSSD</a></li><li>› <a href="#">DNR Oil &amp; Gas Reporting</a></li></ul>

3. Select the “Submit employee hirings to CSSD” link.

Signed in as: cssdEmp3  
Sign Out

Main Menu  
Profile

## Services for:

Individuals	Businesses
<ul style="list-style-type: none"><li>› <a href="#">Permanent Fund Dividend</a></li><li>› <a href="#">Report a vehicle accident</a></li><li>› <a href="#">Alaska Donor Registry</a></li><li>› <a href="#">Unemployment Insurance Benefits</a></li><li>› <a href="#">EMS certification and training information</a></li><li>› <a href="#">Detect Neutrons</a></li><li>› <a href="#">Alaska Public Offices Commission Reporting</a></li><li>› <a href="#">View child support financial statements</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">Employment Security Tax</a></li><li>› <a href="#">DEC Pay Invoices</a></li><li>› <a href="#">Revenue Tax Division</a></li><li>› <a href="#">Post a Job in ALEXSYS</a></li><li>› <a href="#">DMV Partners</a></li><li>› <a href="#">Corporate Filings</a></li><li>› <a href="#">DEC Online Services</a></li><li>› <a href="#">Coastal Project Questionnaire</a></li><li>› <a href="#">Submit Certified Payroll</a></li><li>› <a href="#">DHSS - eGrants</a></li><li>› <a href="#">Commercial Vehicle Enforcement</a></li><li>› <a href="#">Revenue Tax Online Permitting &amp; Licensing</a></li><li>› <a href="#">Tax Online Services System</a></li><li>› <a href="#">DHSS - eGrants training</a></li><li>› <a href="#">Insurance SLB Reports</a></li><li>› <a href="#">Submit employee hirings to CSSD</a></li><li>› <a href="#">DNR Oil &amp; Gas Reporting</a></li></ul>

4. Click in the “I Accept the Privacy Agreement” if you would like to continue.

Sign Out

Main Menu  
Profile

### Privacy Agreement: CSSD

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Alaska Division of Child Support Services.

I Accept the Privacy Agreement

Continue ->

Contact us [Help](#) [Privacy Policy](#) [User Agreement](#)

5. Enter your 9 digit Federal Employer Identification Number (FEIN) on the following screen. The 10 digit State Employer Identification Number (SEIN) is optional. An employee's myAlaska account will be able to enter new hires for your FEIN until you request that we disallow it. Please contact our Employer Assistance Hotline at 269-6089 (toll free 877-269-6685) or email our New Hire Reporting customer service representative at [ava.corbitt@alaska.gov](mailto:ava.corbitt@alaska.gov) to have an employee's myAlaska account disassociated from your FEIN. Please provide your FEIN and the employees email address.



The screenshot shows a web browser window with a yellow navigation bar at the top containing links for 'Contacts', 'Revenue', 'KIDS Online', 'Forms', 'Federal Child Support', and 'Child Support Services'. A search box with the text 'find' is located on the right side of the navigation bar. Below the navigation bar is a large banner image of a mountain range with the text 'Child Support Services Division' and 'Alaska New Hire Reporting' overlaid. The main content area has a white background with a blue border. It features a heading 'Welcome to the New Hire Reporting System.' followed by a paragraph of instructions. Below the text are two yellow input fields labeled 'FEIN:' and 'SEIN:'. A 'Login' button is positioned below the input fields. At the bottom of the page, there is a footer with links for 'CSSD Home', 'CSSD Customer Service', 'Revenue Home', 'KIDS Online', and 'Webmaster'.

Contacts Revenue KIDS Online Forms Federal Child Support Child Support Services find

## Child Support Services Division Alaska New Hire Reporting

**Welcome to the New Hire Reporting System.**  
Please enter your Federal Employer Identification Number and optionally your Alaska Employer Identification Number to help us verify your account. If you didn't reach this page thru MyAlaska you will need to login thru the myAlaska Portal

FEIN:

SEIN:

Login

CSSD Home CSSD Customer Service Revenue Home KIDS Online Webmaster

6. Once you have entered the FEIN you will be asked to verify your Company information, including the address of your Payroll Department. If you need to make corrections, you may do so. Please note the information you enter will not update the Department of Labor (DOL) database. The updated information will only be used for New Hire Reporting. Select Update/Save if you made updates, or Continue without Updating if you made no changes.

### Welcome to the New Hire Reporting System.

Please enter your Federal Employer Identification Number and optionally your Alaska Employer Identification Number to help us verify your account. If you didn't reach this page thru MyAlaska you will need to login thru the myAlaska Portal

FEIN:

SEIN:

### Employer Information

Please view or edit the information below, as it pertains to your company. The information is queried from the Department of Labor Database. If you updated this information during a previous New Hire Reporting submittal, the updated information will be included below. Updated information for New Hire Reporting submittals does not update the Department of Labor Database. Should you have any questions please contact our Employer Assistance Hotline at 907-269-6089 or visit our Employer Information Page.

#### Company Name and Address (Payroll Dept.)

#### Foreign Address Information

Company Name	<input type="text" value="THE ABC ANCHORAGE CO"/>	Country Code	<input type="text"/>
Federal Employer Identification Number	<input type="text" value="22222222"/>	Country Name	<input type="text"/>
State Employer Identification Number	<input type="text" value="22222222 2"/>	Country ZIP / Postal Code	<input type="text"/>
Address Line 1	<input type="text" value="PO BOX Payroll"/>		
Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>		
City	<input type="text" value="ANCHORAGE"/>		
State	<input type="text" value="AK"/>		
Zip	<input type="text" value="99501"/>		

#### Optional Address Information

#### Optional Foreign Address Information

Opt. Address Line 1	<input type="text"/>	Opt. Country Code	<input type="text"/>
Opt. Address Line 2	<input type="text"/>	Opt. Country Name	<input type="text"/>
Opt. Address Line 3	<input type="text"/>	Opt. Country ZIP/Postal Code	<input type="text"/>
Opt. City	<input type="text"/>		
Opt. State	<input type="text" value="Choose One"/>		
Opt. Zip	<input type="text"/>		

or

7. Once you have confirmed your employer information, you are taken to your Home page. At this point you may click on the “Add Employees” tab or “Add” link under Add Employees to begin entering new hire information. Both links are highlighted by red rectangles below. You may also return to update your employer information by clicking on the “Update Employer Information” or the “Update Info” link under Employer Info. Both links are highlighted by black ovals below. If you have a file of new hires to upload, you may do so by clicking on the “Upload” link, highlighted by a purple square below. The upload function is also available on the Add Employees page. To Logout at any time, you can select the “Logout” tab, highlighted by the green circle below.

Contacts Revenue KIDS Online Forms Federal Child Support Child Support Services find

## Child Support Services Division Alaska New Hire Reporting

Home Update Employer Information Add Employees Exit

**Welcome THE ABC ANCHORAGE CO ,**

We at the Child Support Services Division are very interested in working with employers. By submitting the New Hire Reporting information employers make a valuable contribution in helping the children of Alaska and other States. If you do not have new hires to report, you need not submit the form. For more information regarding New Hire Reporting, please visit our Employer Information Page. Thank you for your contribution.

Sincerely,  
CSSD

**Employer Info**  
View and edit your business contact information that we have on file.  
Update Info

**Add Employees**  
Allows you to enter new employee records individually.  
Add

**Upload Employees**  
Add multiple new employees at once by uploading their information from a file. Please refer to New Hire Reporting Electronic File Format for the required file format.  
Upload

CSSD Home CSSD Customer Service Revenue Home KIDS Online Webmaster

- To add employees, enter the appropriate information in the required fields on the “Add Employee” tab. You can use the tab key to move from one field to the next. Click the “Add/Update” button when you have completed entering the employee information. A list of employees entered will be shown at the bottom of the screen. To edit or delete an employee in the list, click on their SSN and the information will be populated in the “Add Employee” tab. At that point you may change the data and click on the “Add/Update” button to update the information or click on the “Delete” button to delete the employee from the list. The list shows approximately the first twenty characters of the Last Name and Address Line 1 with .. to indicate the field contains more info and the first three characters for city. To view all fields for an employee in the list, mouse over the SSN.

### Employee Add for The ABC Anchorage Company

Directly below the tabbed form is a paged list of the current New Hire employees that you have entered but not yet submitted. To edit an employee click their Social Security Number, to add a new employee click the 'Add Employee' tab below and fill in the required information.

Add Employee
Upload File
Submit List
Download A Copy
Remove All

#### Add Employee

All dates should be entered in the following format: MMDDYYYY. Please note that the "Date of Hire" field should reflect the most current hire date or rehire date. Should you have any questions please contact our Employer Assistance Hotline at 907-269-6089 or visit our [Employer Information Page](#).

<p><b>SSN and Name</b></p> <p>Employee SSN <input type="text" value="123456789"/> <small>(i.e. 123456789)</small></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p>	<p><b>New Hire Information</b></p> <p>Date of Birth <input type="text" value="MMDDYYYY"/></p> <p>Date of Hire/Rehire <input type="text" value="MMDDYYYY"/></p> <p>State of Hire <span style="border: 1px solid black; padding: 2px;">AK</span></p>
<p><b>Address Information</b></p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <span style="border: 1px solid black; padding: 2px;">AK</span></p> <p>Zip Code <input type="text"/></p>	<p><b>Foreign Address Information</b></p> <p>Country Code <input type="text"/></p> <p>Country Name <input type="text"/></p> <p>Country ZIP/Postal Code <input type="text"/></p>

Add Employee
Upload File
Submit List
Download A Copy
Remove All

#### Add Employee

All dates should be entered in the following format: MMDDYYYY. Please note that the "Date of Hire" field should reflect the most current hire date or rehire date. Should you have any questions please contact our Employer Assistance Hotline at 907-269-6089 or visit our [Employer Information Page](#).

<p><b>SSN and Name</b></p> <p>Employee SSN <input type="text" value="123456789"/> <small>(i.e. 123456789)</small></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p>	<p><b>New Hire Information</b></p> <p>Date of Birth <input type="text" value="MMDDYYYY"/></p> <p>Date of Hire/Rehire <input type="text" value="MMDDYYYY"/></p> <p>State of Hire <span style="border: 1px solid black; padding: 2px;">AK</span></p>
<p><b>Address Information</b></p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <span style="border: 1px solid black; padding: 2px;">AK</span></p> <p>Zip Code <input type="text"/></p>	<p><b>Foreign Address Information</b></p> <p>Country Code <input type="text"/></p> <p>Country Name <input type="text"/></p> <p>Country ZIP/Postal Code <input type="text"/></p>

Add/Update
Cancel
Delete

SSN	First Name	Last Name	Address Line 1	City	St	Zip
123456789	John	Doe	123 West 7th Ave	ANC	AK	99501
987654321	.....	.....	.....	.....	AK	99501

SSN : 123456789  
 Name : John Doe  
 Address: 123 West 7th Ave  
 :  
 :  
 City : Anchorage  
 State : AK  
 Zip : 99501  
 Foreign Country Code:  
 Foreign Country Name:  
 Foreign Country Zip :  
 Date of Birth: 01/01/1979  
 Date of Hire : 04/01/2009  
 State of Hire: AK

- To upload new hire employees from a file in the required format (please refer to [New Hire Reporting Electronic File Format](#) for format and record length and please make sure the file has ANSI encoding), click on the “Upload File” tab. Browse to the file location and click on the “Upload” button. **The file can only contain new hires for the EIN logged in. Files with multiple EINs or a single EIN that does not match the logged in EIN will be rejected.** The information uploaded will be added to the list of new hire employees.

**Employee Add for THE ABC ANCHORAGE CO**  
 Directly below the Add Employee form is a paged list of the current New Hire employees that you have entered but not yet submitted. To edit an employee click their Social Security Number, to add a new employee click the 'Add Employee' tab below and fill in the required information.

[Add Employee](#)
[Upload File](#)
[Download A Copy](#)
[Remove All](#)

**Upload List**  
 Please refer to New Hire Reporting Electronic File Format for the required file format. Files in any other format will not be accepted. Once you have created a file in the required format, click on the Browse button to select the location of the file with your New Hire Reporting information. Once the file is selected, click on the Upload button. You will receive a confirmation window once the file is uploaded.

Select employee file for upload.

SSN	First Name	Last Name	Address Line 1	City	St	Zip
123456789	John	Doe	123 West 7th Ave	Anc	AK	99501
987654321	.....	.....	.....	ANC	AK	99501

[CSSD Home](#)
[CSSD Customer Service](#)
[Revenue Home](#)
[KIDS Online](#)
[Webmaster](#)

- If you need to delete all employees you entered or uploaded, click on the “Remove All” tab and select the “Delete All” button.

[Add Employee](#)
[Upload File](#)
[Submit List](#)
[Download A Copy](#)
[Remove All](#)

**Remove All Employees**  
 Confirm Removal of 2 employee(s)

SSN	First Name	Last Name	Address Line 1	City	St	Zip
123456789	John	Doe	123 West 7th Ave	Anc	AK	99501
987654321	.....	.....	.....	ANC	AK	99501

[CSSD Home](#)
[CSSD Customer Service](#)
[Revenue Home](#)
[KIDS Online](#)
[Webmaster](#)

11. Once you have completed entering employees or uploading a file and BEFORE submitting the employee information, you can create a backup of the file in the New Hire Reporting electronic format by selecting the “Download A Copy” tab. Click on the “Download New Hire Entries” link and save the file to your local directory.

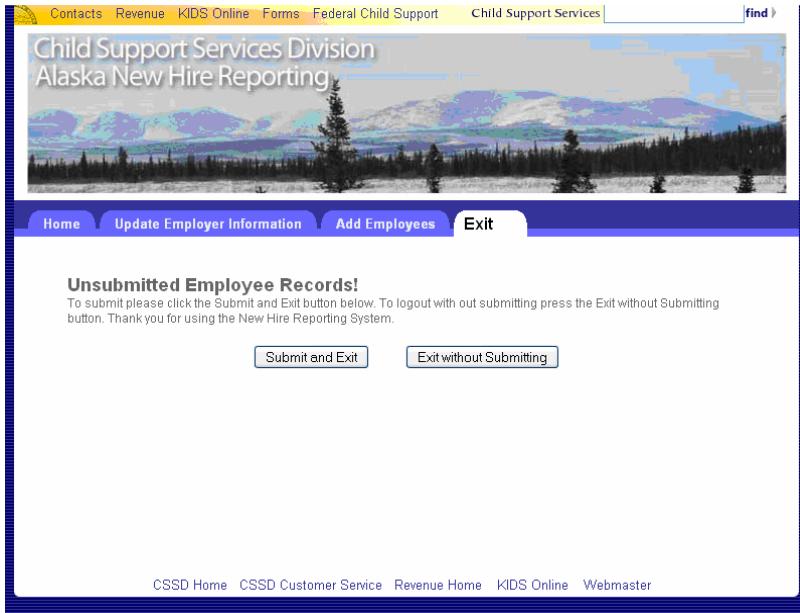
The screenshot shows a web interface with a blue header containing five tabs: "Add Employee", "Upload File", "Submit List", "Download A Copy", and "Remove All". The "Download A Copy" tab is selected. Below the tabs, the heading "Download A Copy" is displayed. A message reads: "Click the 'Download New Hire Entries' link below to download a copy of the records you have entered but not submitted. The file contains employee records in the New Hire Reporting Electronic File Format." Below this, it states "0 employee new hires available for download copy." A yellow button labeled "Download New Hire Entries" is centered. Below the button, it says "0 employees are pending." At the bottom, there is a table header with columns: "SSN", "First Name", "Last Name", "Address Line 1", "City", "St", and "Zip". The footer contains links: "CSSD Home", "CSSD Customer Service", "Revenue Home", "KIDS Online", and "Webmaster".

The screenshot shows a "File Download" dialog box with a blue title bar and a close button. The main text asks "Do you want to open or save this file?". Below this, a document icon is shown next to the file details: "Name: new\_hire\_entries.txt", "Type: Text Document, 63 bytes", and "From: cssdapps.state.ak.us". At the bottom, there are three buttons: "Open", "Save", and "Cancel". A warning section at the bottom left features a question mark icon and the text: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

12. Once you have completed entering employees or uploading a file, you can select the “Submit List” tab to submit the employees to the Alaska CSSD. If you forget to submit the list, you will be prompted on Logout to submit the list. The list of new hire employees will continue to show for the FEIN until it is submitted. You can log out without submitting and the list of employees will still be there the next time you log in. If your internet browser session times out due to inactivity before you submit your new hires, they will still be available the next time you log in.

The screenshot shows a web interface with a blue header containing four tabs: "Add Employee", "Upload File", "Submit List", and "Remove All". The "Submit List" tab is selected. Below the tabs, the heading "Submit Employee List" is displayed. A message reads: "To submit your new hires shown in the list below please press the button below. The CSSD will notify you by your address on file if any action needs to be taken. Thank you for using the New Hire Reporting System." Below this, there is a "Submit List" button. At the bottom, there is a table header with columns: "SSN", "First Name", "Last Name", "Address Line 1", "City", "St", and "Zip". The footer contains links: "CSSD Home", "CSSD Customer Service", "Revenue Home", "KIDS Online", and "Webmaster".

13. To logout, select the logout tab. If you have new hires that have not been submitted, you will be asked if you want to submit them. If you do not submit them, they will remain with your FEIN until you either delete them or submit them.



Select the appropriate link to enter New Hires for another FEIN, return to myAlaska to conduct further state business or to logout of myAlaska.

