basys Employer Portal

Signup & Navigation

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Introduction

This training manual covers what you need to know about using the basys employer portal, including site navigation, the basics of working with remittances in basys
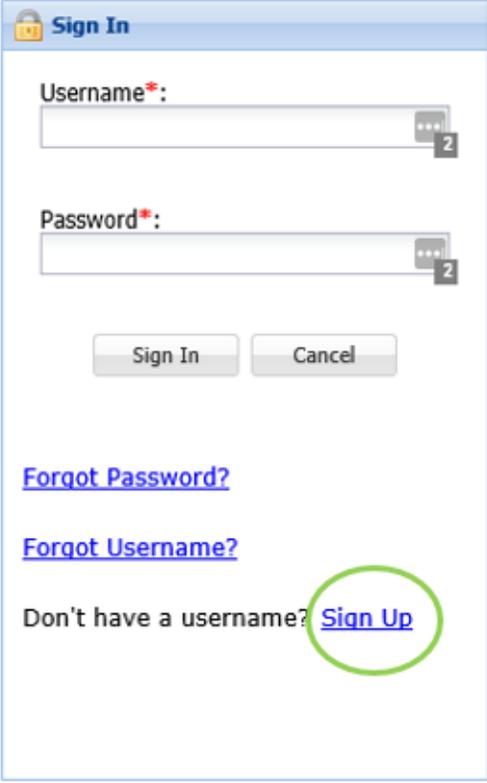
Topics include:

- Signing up for basys as a Primary User
- Signing up for basys as a Regular User
- Navigation

Sign up for basys as a Primary User

You'll need to create an account to begin using the portal. This helps maintain your security and privacy. Reference the invitation you received with the invitation code. If you didn't receive an invitation code, contact JIB at (718) 820 -4111 or email basyssupport@jibei.com.

1. Go to the basys website. This page supplies information about what you can do on the site:
   https://employer.gobasys.com/JIB/Login/Login.aspx

2. Notice the Sign In area on the right-hand side. Click `Sign Up` in the bottom of the Sign In area to go to the Sign Up page to enter information and authenticate who you are.

3. Enter your information
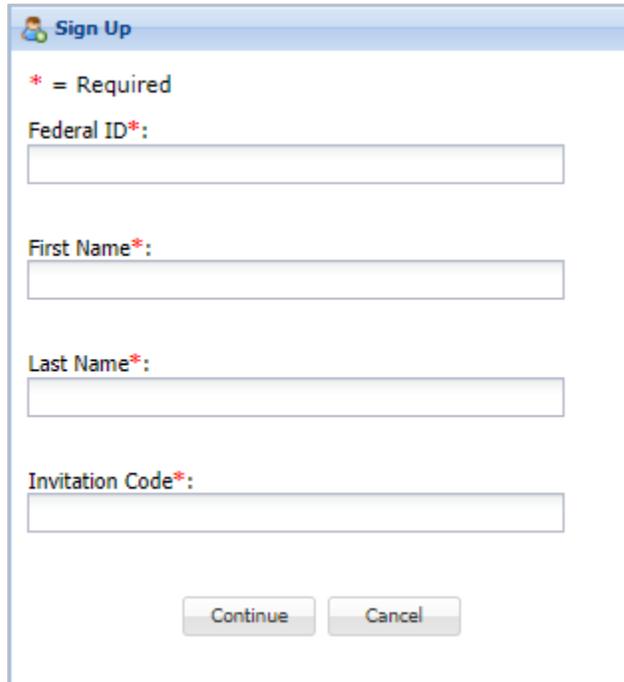
a Enter your `Federal ID` number (with no dash).

b Enter your `First Name` and `Last Name` as it is shown on your invitation.

c Enter the `Invitation Code`.

> ☀ **Hint:** The code is case-sensitive. Copy and paste this code from the invitation email to make it easier.

4. Click **Continue.**

Create Your User Account

All fields are required.

Username

[   ] ⓘ

Username rules	✕
Minimum - 6 characters	
Maximum - 25 characters	
Alpha numeric only and no spaces	

Password

[   ] ⓘ

Confirm Password

[   ]

Password rules	✕
Minimum - 8 characters	
Maximum - 25 characters	
At least one uppercase letter	
At least one lowercase letter	
At least one number	
Allowed special characters are -	
@#$%^&+=	

Challenge Question 1 & Answer

[⌄]

[   ]

Challenge Question 2 & Answer

[⌄]

[   ]

☐ Yes, I agree to the Terms of Use

[Continue]   [Cancel]

Why Sign Up?

✓ All you need is an Internet

✓ You're in control. You tell u payment.

✓ Spend more time working ar cumbersome calculations.

✓ Getting started takes less t

What was the name of your first pet?
What is your mother's maiden name?
What was your first car?
What is the name of the first company where you...
In what city were you born?
What was the name of your elementary school?
What was the name of your high school?
What was your high school mascot?
In what year was your father born?
In what year was your mother born?
What is your father's middle name?
What is your mother's middle name?

5. Enter your user name and password. You will need to use these each time you log in.

> 🔆 **Hint:** Hover over the ⓘ to show the ID and password rules.

6. Select challenge questions and enter answers. You will need to answer these personal questions whenever editing your account to verify your identity.

7. View the `Terms of Use` and click the **Yes, I agree to the Terms of Use** check box.

8. Click `Continue` to create your account. Contact JIB at (718) 820-4111 or email basys-support@jibei.com if you have trouble signing up.

Sign up for basys as a Regular User

You should have received an invite email from the Primary User at your company. After you click on the email to invite you to become a user within the system, you will land on a page that requires the following information to be entered.

1. Enter your user name and password. You will need to use these each time you log in.

> 🔆 **Hint:** Hover over the ❓ to show the ID and password rules.

2. Select challenge questions and enter answers. You will need to answer these personal questions whenever editing your account to verify your identity.

3. View the `Terms of Use` and click the **`Yes, I agree to the Terms of Use`** check box.

4. Click `Continue` to create your account. Contact JIB at (718) 820-4111 or email basys-support@jibei.com if you have trouble signing up.

Navigation

Before you begin using the employer portal, become familiar with navigating the tabs and links to quickly find information.
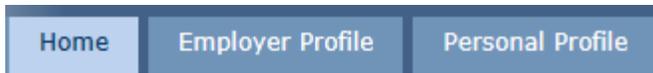

Tool bar

This tool bar is always available for you in the ribbon of any basys page. For remittance questions and to learn more about using the portal features, employers can click `Help` to access the Remittance Quick Guide.

Hover over the ⓘ below the ribbon to view your current group's address.

Tabs

Click the tabs to switch between the Home, Employer Profile, and Personal Profile pages.

- `Home`—process remittances
- `Employer Profile`—manage user access (only administrator[primary user] will see this)
- `Personal Profile`—update user personal details

Home

The Home page is your hub for viewing and processing remittances. View your due remittances and enter or copy remittance information.

You can perform the following actions from Home page:
- Create a new remittance
- Copy an existing remittance

Employer Profile

Update employer contact information.

> **Note:** You must be an administrator (primary user) to view this tab.

From the `Employer Profile` tab, you can:
- Add, update, and delete employer contact information
- Set your preferences

Personal Profile

Manage your own contact information and security information from the Personal Profile.

From the `Personal Profile` tab, you can:
- Add or update your personal contact information
- Change your password and security questions/answers