

basys Employer Portal

Signup & Navigation

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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 <u>basyssupport@jibei.com</u>.

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

🔒 Sign In
Username*:
Password*:
Sign In Cancel
Forgot Password?
Forgot Username?
Don't have a username? Sign Up

3. Enter your information

😤 Sign Up		
* = Required		
Federal ID*:		
First Name*:		
Last Name*:		
Invitation Code*:		
Ca	ontinue Cancel	

- 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.

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Challenge Question 2 & Answer		ſ	What was the n	ame of your first pet?
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	-		What was your	first car?
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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 <u>basys-support@jibei.com</u> 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.

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Confirm Password		Password rul	es 🛛 🗙	1			
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	_	At least one up	percase letter				
Challenge Question 1 & Answer		At least one nu	mber				
	-	Allowed special	characters are -				
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Challenge Question 2 & Answer	-		What is your m	ame of your first pet?			
1	e .		What was your	first car?			
	1		What is the nan	ne of the first company where you			
		-	In what city we	re you born?			
Yes, I agree to the Terms of Use			What was the n	ame of your elementary school?			
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1. Enter your user name and password. You will need to use these each time you log in.



- 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 <u>basys-support@jibei.com</u> 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.

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Tool bar

Welcome test user	<u>Help</u>	<u>Sign Out</u>

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 o 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 Profiletab, 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 Profiletab, you can:

- Add or update your personal contact information
- Change your password and security questions/answers