



DEPARTMENT OF  
**LABOR**  
AND HUMAN RESOURCES  
GOVERNMENT OF PUERTO RICO

**AUTHORIZATION TO PROVIDE ACCESS TO THE EMPLOYERS PORTAL SERVICES**

We request authorization for a user account to access the Employers Portal Services on behalf of:

Employers Name : \_\_\_\_\_  
State Employer Account Number : \_\_\_\_\_  
Federal Employer Account Number : \_\_\_\_\_  
Name and Position Authorized Person : \_\_\_\_\_  
Telephone Number (Authorized Person) : \_\_\_\_\_  
Email (Authorized Person) : \_\_\_\_\_

Make a check mark in the transactions that you wish to provide access:

- \_\_\_ A) Account Management
- \_\_\_ B) Password Change
- \_\_\_ C) Change Status of Business
- \_\_\_ D) Declare Wages (Payroll)
- \_\_\_ E) File Quarterly Report
- \_\_\_ F) Activity View
- \_\_\_ G) Demographic Data
- \_\_\_ H) Individual Registry
- \_\_\_ I) Massive Upload
- \_\_\_ J) Employer New Hire History Report
- \_\_\_ K) Pay Quarterly Report

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

**BUREAU OF EMPLOYMENT SECURITY/ TAX DIVISION**