

Creating a User Account

Arkansas Division of Workforce Services

Jobs for People. People for Jobs.

TAX21

Welcome to Arkansas DWS Online Unemployment Insurance Employer Services



First Time User:

- Register for DWS Employer Account
- Set Up Your User ID

From this location you can access the following services:

- Apply for a new DWS Employer Account Number.
- Sign up to request a LOGON ID for Online Services.
- File and pay your Employer's Quarterly Contribution and Wage Report.
- New Hire Reporting Requirements
- Request that unemployment insurance Benefit Claims documents be sent to a different address

UI TAX REGISTRATION AND QUARTERLY REPORTING/TAX 21

- Respond to UI 901A Overpayment Wage Response System.
- Respond to UI 901B Overpayment Wage Response System & Shared Work Program.
- Report Unemployment Insurance Fraud.
- Report a Refusal of an Offer of Work.
- Report a Failure to Submit to or Pass a Pre-Employment Drug Screen.
- Report a Failure To Appear for a Scheduled Job Interview.

RESPOND TO UI 901A OVERPAYMENT WAGE RESPONSE SYSTEM
REGISTER FOR & RESPOND TO UI BENEFIT NOTICE RESPONSE SYSTEM & SHARED WORK PROGRAM
REPORT UNEMPLOYMENT INSURANCE FRAUD
REPORT A REFUSAL OF AN OFFER OF WORK
REPORT A FAILURE TO SUBMIT TO OR PASS A PRE-EMPLOYMENT DRUG SCREEN
REPORT A FAILURE TO APPEAR FOR A SCHEDULED JOB INTERVIEW

From the Employer Services Home page:

If you are a first time user of the Tax21 site

Click on the **Set Up Your User ID** link

Login Here

Login Here

2023 RATE STATEMENTS ARE NOW AVAILABLE

Click here to view the DWS UI Employer Handbook

For information regarding changes to employer's accounts regarding UI benefits and UI tax, please read the Employer Newsletters

This website is best viewed at 1024x768 or higher resolution

Are you an Employer requesting a Login ID? ☐

Are you a Tax Agent requesting a Login ID? ☐

[Continue To Step 2](#)

There are two types of users:

Employer: one user that can access one account

Tax Agent: One user that can access many accounts.

Select the option that works best for you then,
Click on the **Continue to Step 2** button

DWS Account Information

DWS Account Number : [Don't have a DWS Account Number?](#)

Federal ID : [Don't have a Federal ID number?](#)

Employer Information

User Name : (up to 8 characters)

Password : (must be between 8 to 16 characters)

Confirm Password : (must be between 8 to 16 characters)

First Name :

Last Name :

Email :

Phone : Ext :

Fax :

[Register](#)

Enter your DWS account number and Federal ID number

If you do not have your account number, you can request it by providing the federal Id number and business name to

ADWS.NewHire@arkansas.gov

Complete the **Employer Information** section

Click on the **Register** button

Fax :

Please click here to login

User Registration is Completed.

Once the User account is created you will get this message in red

Click on the blue link to logon to the system with your new account.

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Welcome to Arkansas DWS Online Unemployment Insurance Employer Services

From this location you can access the following services:

- Apply for a new DWS Employer Account Number
- Sign up to request a UDSD ID for Online Services
- File and pay your Employer's Quarterly Contribution and Wage Report
- New Hire Reporting Requirements
- Request that unemployment insurance benefit claims documents be sent to a different address than the tax documents.

UI TAX REGISTRATION AND QUARTERLY REPORTING/TAX 21

Login Here

RESPOND TO UI WELA OVERPAYMENT WAGE RESPONSE SYSTEM
REGISTER FOR & RESPOND TO UI BENEFIT NOTICE RESPONSE SYSTEM & SHARED WORK PROGRAM
REPORT UNEMPLOYMENT INSURANCE FRAUD
REPORT A REFUSAL OF AN OFFER OF WORK
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Now that you have a user account, click on the **Login Here** link

DWS DEPARTMENT OF WORKFORCE SERVICES

TAX 21

Home : Login

UI TAX REGISTRATION AND QUARTERLY REPORTING/TAX 21

User Name:

Password:

Submit

Enter the **User Name** and **Password** that you just created

Click on the **Submit** button

To continue you will need to verify the contact information for the account. Once verified (and if needed, any corrections made), click on the check box in the bottom right-hand corner of each section. Once that is completed, you will have the option of Submit or Reset. Click on the **Submit** button to continue.

Option : ☒ Receive 209 B (Employer's Quarterly Contribution and Wage Report) by Mail

New Paperless Option : ☐ Stop Receiving 244 (Annual Rate Statement) by Mail

Option : ☐ Receive Employer Newsletter and Publications by Email

Verified (Options)

Submit Reset

Arkansas Division of Workforce Services

TAX 21

MenuEmployer InformationWage ReportingAccount Profile

User ID : TEST31 | Employer Staff : 8210923 3:54:05 PM

Logout

If you are having problems viewing the pdf with Internet Explorer, please update your Adobe Reader to the latest version (Start - Adobe Reader - Help - Check for Updates...). You can also try using another browser. If you are getting a white page, please continue to wait while page is loading. If you are getting a gray page, please hit the 'Y' key on your keyboard.

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2023 RATE STATEMENTS ARE NOW AVAILABLE

1Quarterly Wage and Tax Reporting

2EFT Payment & Notices

3Employer Information

4Quarterly Disc Reporting System

5New Hire

You are now logged in with your user account and able to:

- File the quarterly reports
- Make payments
- Change account information
- New Hire Reporting

To continue with New Hire Reporting, select **5 New Hire**.

If you only have a few new employees to add, you will click on the button the **Add New Hire button**.

ARKANSAS DEPARTMENT OF COMMERCE

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Arkansas Division of Workforce Services

New Hire: Home

Add New Hire

Upload New Hire

Search New Hire

Reporting and Questions

Informational Videos

Contact Us

3 Creating a User Account Directions

If you created an Employer account earlier, you will see your business's information here.

Fields marked with an asterisk (*) are required

New Hire Add

First Name :

Middle Name :

Last Name :

SSN :

Address Line 1 :

Address Line 2 :

Address Line 3 :

City :

State :

Zip Code :

Actual Start Date :

Date Of Birth :

State of Hire :

If you selected a Tax Agent user, you will need to enter the full nine digit Account number and the Federal ID number as well as the data fields listed.

Once completed, click on the **Save** button.

A red informational message will appear, to let you know that the record was added successfully. If you would like a report containing what was entered. Click on the **Return to Menu** button. Then click on the **Search New Hire** Button.


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8/21/2023 4:06:44 PM Logout


New Hire - Home


New Hire: Home





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Reporting and Questions
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Contact Us
Return to Menu



Add New Hire


Upload New Hire


Search New Hire


Add New Hire


Upload New Hire


Search New Hire

[Please enter your New Hire search criteria to continue](#)

Fields marked with an asterisk (*) are required

Account Number : *

Federal ID : *

First Name :

Last Name :

SSN :

Start Date from/to :

Date Entered from/to :

Submit

Reset

Return to Menu

If you selected an Employer account, your information will be displayed here, you click on the **Submit** button.

If you created a Tax Agent account, you will need to enter the account Number and Federal ID number then click the **Submit** button.

And your records will be displayed.