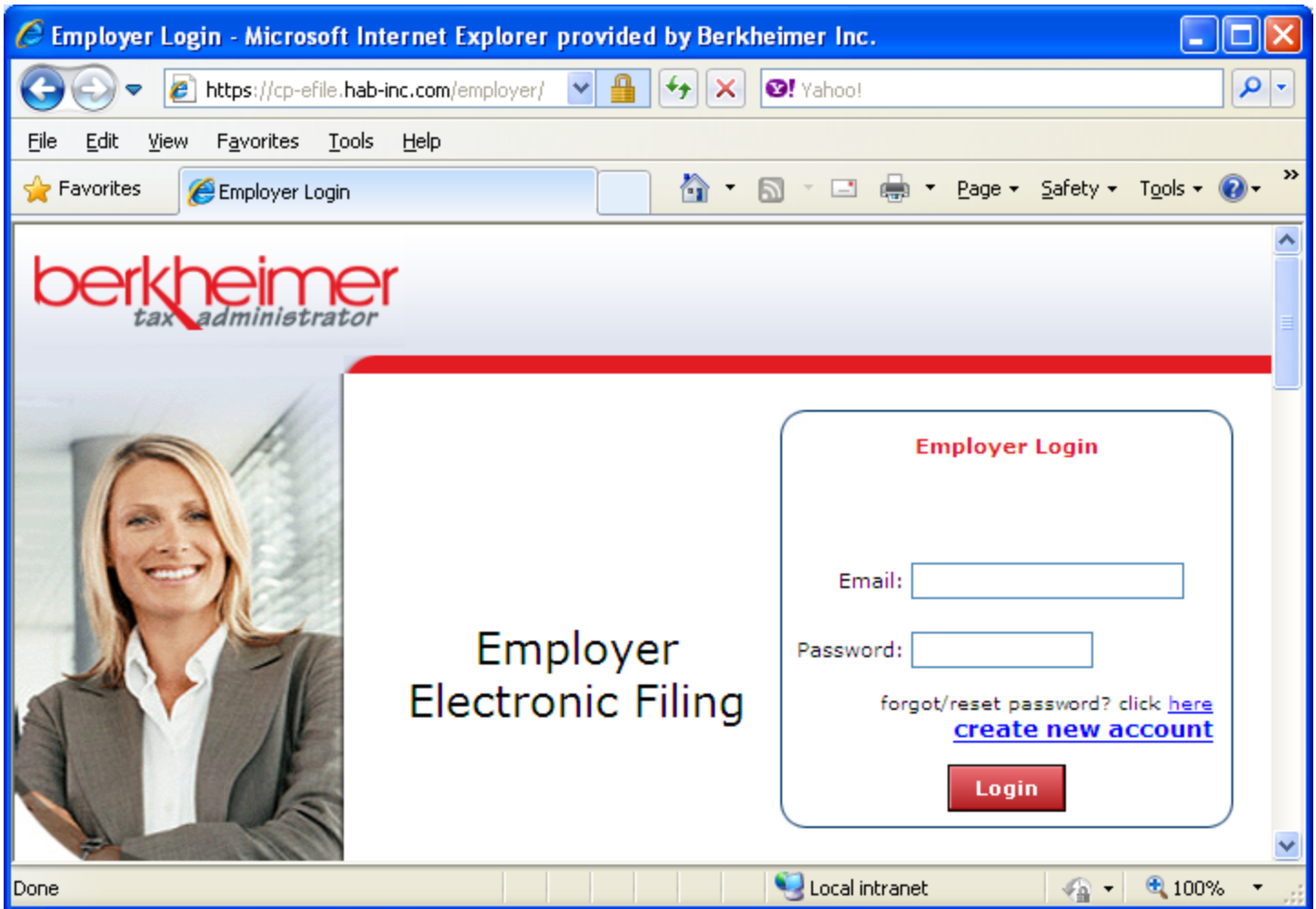


Berkheimer Tax Administrator Employer Electronic Filing

Berkheimer Tax Administrator Employer Electronic Filing provides employers, accountants, payroll companies, and tax collectors with an online system for filing tax data and paying local earned income taxes. Users can upload employer tax data quarterly or monthly, view a history of tax filing previously uploaded, and pay quarterly or monthly taxes by direct debit from a checking or savings account.

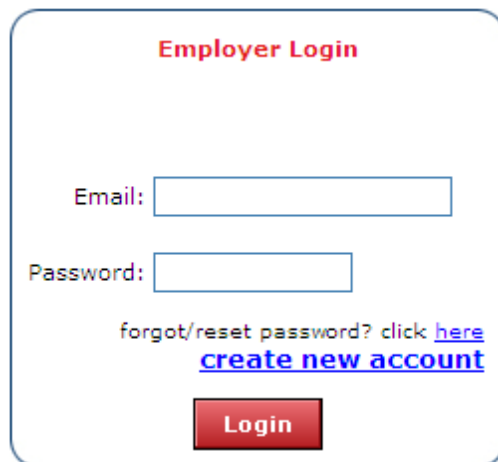


EMPLOYER LOGIN

A user can log in to Berkheimer Tax Administrator Employer Electronic Filing only after [creating a new employer account](#).

To log in to the Berkheimer Tax Administrator Employer Electronic Filing from the home page:

1. Enter the employer's email address in the **Email** field of the Employer Login section of the home page.
2. Enter the employer's account password in the **Password** field.
3. Click [**Login**]. The Upload Options menu displays.



The image shows a screenshot of the Employer Login form. It is enclosed in a rounded rectangular box with a blue border. At the top, the text "Employer Login" is displayed in red. Below this, there are two input fields: "Email:" followed by a white text box, and "Password:" followed by a white text box. Underneath the password field, there is a link that says "forgot/reset password? click [here](#)" and another link below it that says "[create new account](#)". At the bottom of the form is a red button with the word "Login" written in white.

Creating a New Account

Employers, accountants, payroll companies, and tax collectors must create a new employer account before logging into Berkheimer Tax Administrator Employer Electronic Filing.

To create a new employer account:

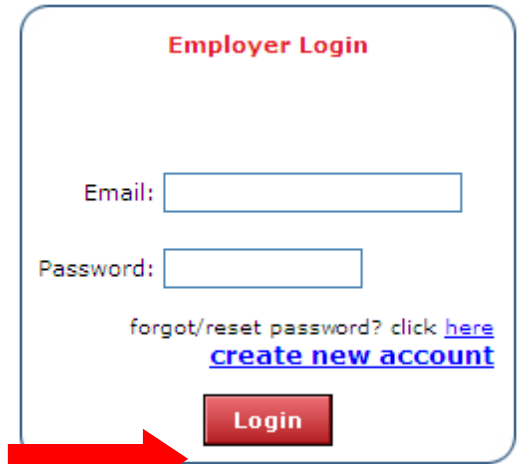
1. Click the **create new account** link located above **[Login]** on the Berkheimer Tax Administrator Employer Electronic Filing home page. The Create an Employer Account pop-up displays.
2. Enter information in all required fields that are marked with a red asterisk (*):

- Enter the user's name in the **First Name** and **Last Name** fields.
- Enter the user's email address in the **Email (User ID)** field.
- Enter the user's email address in the **Confirm Email** field.
- Enter a password in the **Password** field.
- Re-enter the password in the **Confirm Password** field.
- Select an **Account Type** from the drop-down list. Available options are Employer, Accountant, Payroll Company, and Tax Collector.
- Enter the name of the company or business in the **Company Name** field.

3. Enter additional information in other fields as appropriate.
4. Click **[Create Account]**. A message confirms when the new account is created successfully.

NOTE: If a message indicates that an account already exists for the email address (User ID), the user can return to the home page and [log in](#) with the password or request that the password be [reset](#).

5. Click **[Close]**.



Employer Login

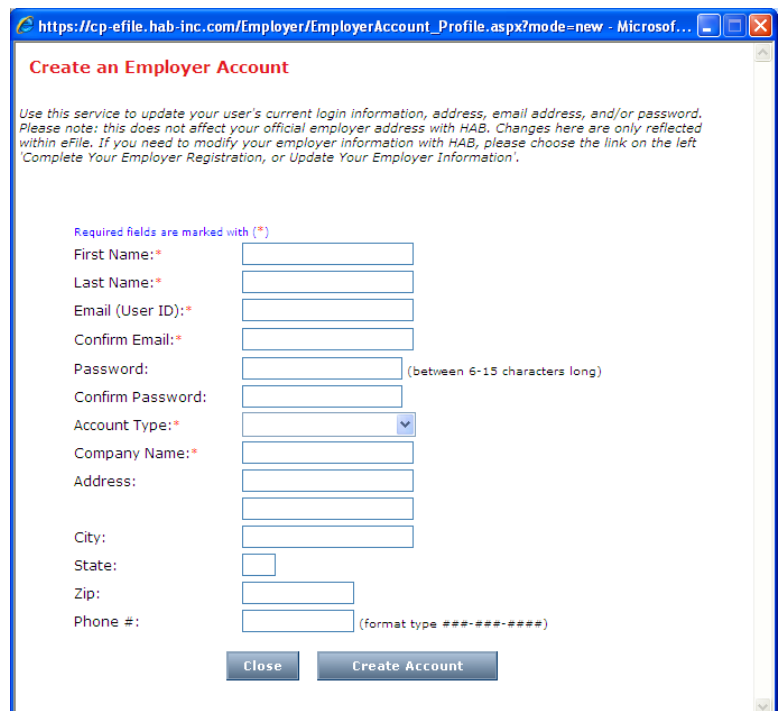
Email:

Password:

[forgot/reset password? click here](#)
[create new account](#)

Login

A red arrow points from the text 'Login' in the instructions to the 'Login' button in the form.



https://cp-e-file.hab-inc.com/Employer/EmployerAccount_Profile.aspx?mode=new - Microsoft...

Create an Employer Account

Use this service to update your user's current login information, address, email address, and/or password. Please note: this does not affect your official employer address with HAB. Changes here are only reflected within eFile. If you need to modify your employer information with HAB, please choose the link on the left 'Complete Your Employer Registration, or Update Your Employer Information'.

Required fields are marked with (*)

First Name:*

Last Name:*

Email (User ID):*

Confirm Email:*

Password: (between 6-15 characters long)

Confirm Password:

Account Type:*

Company Name:*

Address:

City:

State:

Zip:

Phone #: (format type ***-***-****)

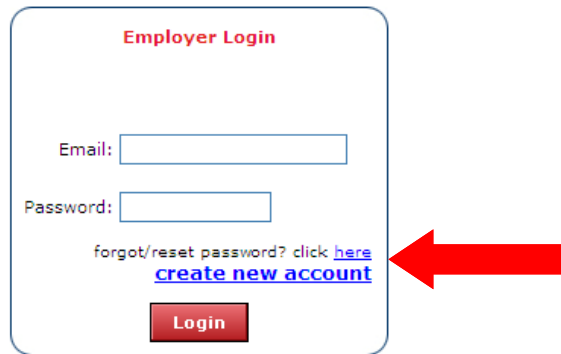
Close **Create Account**

Resetting and Changing a Password

A user can change an assigned password after an [employer tax account is created](#). If a password is forgotten, a user can request that the password be reset. The user receives email notification of the password after supplying required information about the employer account.

To reset a password for an existing account:

1. Click the **here** text link in the **Employer Login** area of the Berkheimer Tax Administrator Employer Filing home page. The Email Forgot/Reset Password pop-up displays.
2. Enter the employer's email address in the **Email Address** field.
3. Click **[Send]**. A copy of the employer's password is sent to the email address indicated in the pop-up.



The screenshot shows a web form titled "Employer Login". It contains two input fields: "Email:" and "Password:". Below the "Password:" field, there is a link that reads "forgot/reset password? click [here](#) [create new account](#)". A red arrow points to the "create new account" link. At the bottom of the form is a red "Login" button.

To change a password for an existing account:

1. Login to your account
2. Click **[Update Profile]** in the **Upload Options** menu. The [Update Employer Profile page](#) displays.
3. Enter the new password in the **Password** field and the **Confirm Password** field.
4. Click **[Update Profile]**. A message displays to verify that the employer's password was changed.