



## EmployerXG Setup and Banking Guide

Version: 3.2

### Sign up

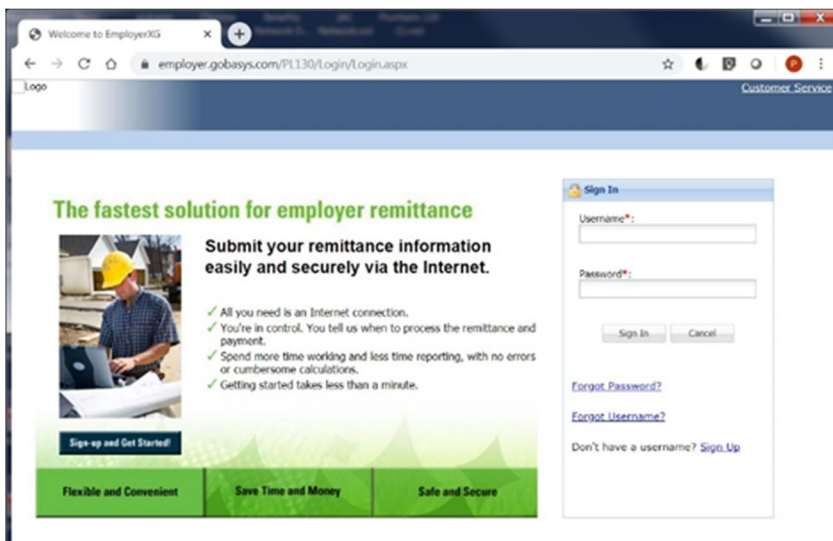
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You'll need to create an account to begin using the portal. This helps maintain your security and privacy.

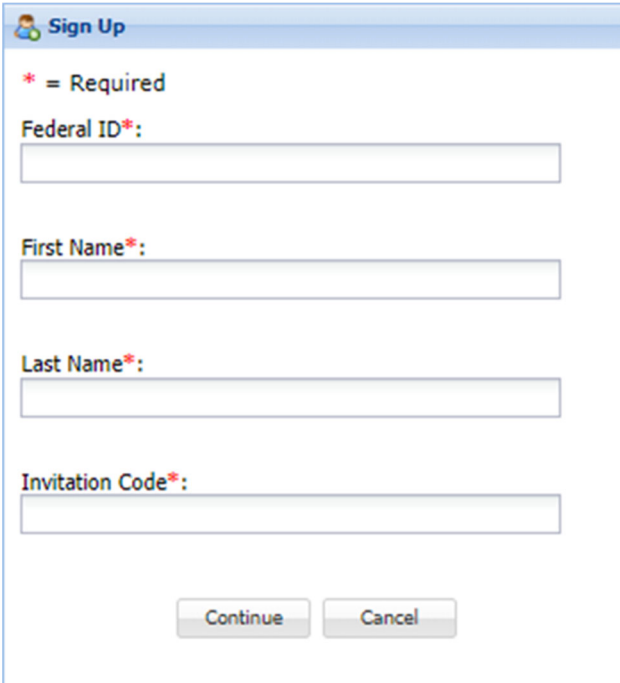
1. Go to the EmployerXG website.

<https://employer.gobasys.com/PL130/Login/Login.aspx>

2. In the Sign In area on the right-hand side. Click [Sign Up](#) on the bottom of the Sign In area to go to the Sign Up page.



3. Enter the invitation information you received from Local 130. If you didn't receive an invitation, please contact the Local 130 Data Center at (312) 970-1122.



The image shows a 'Sign Up' form window. At the top left is a small icon of a person and the text 'Sign Up'. Below this is a legend: '\* = Required'. There are four text input fields, each with a label to its left: 'Federal ID\*', 'First Name\*', 'Last Name\*', and 'Invitation Code\*'. At the bottom of the form are two buttons: 'Continue' and '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.

- d Click `Continue`.

4. Create your new user name and password. You will need to use these each time you log in.

The screenshot shows a 'Create Your User Account' form with the following fields: Username, Password, Confirm Password, Challenge Question 1 & Answer, and Challenge Question 2 & Answer. There are help icons (question marks) next to the Username and Password fields. Two pop-up boxes provide rules: 'Username rules' (Minimum - 6 characters, Maximum - 25 characters, Alpha numeric only and no spaces) and '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 - @#%&\*~^&+). A 'Why Sign Up?' section lists benefits: 'All you need is an Internet', 'You're in control. You tell us your payment.', 'Spend more time working and less time doing cumbersome calculations.', and 'Getting started takes less time'. At the bottom, there is a checkbox for 'Yes, I agree to the Terms of Use' and 'Continue' and 'Cancel' buttons.

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

- a Select challenge questions and enter answers. You will need to answer these personal questions whenever editing your account to verify your identity.
- b View the **Terms of Use** and click the **Yes, I agree to the Terms of Use** check box.
- c Click **Continue** to create your account. Contact Local 130 if you have trouble signing up.

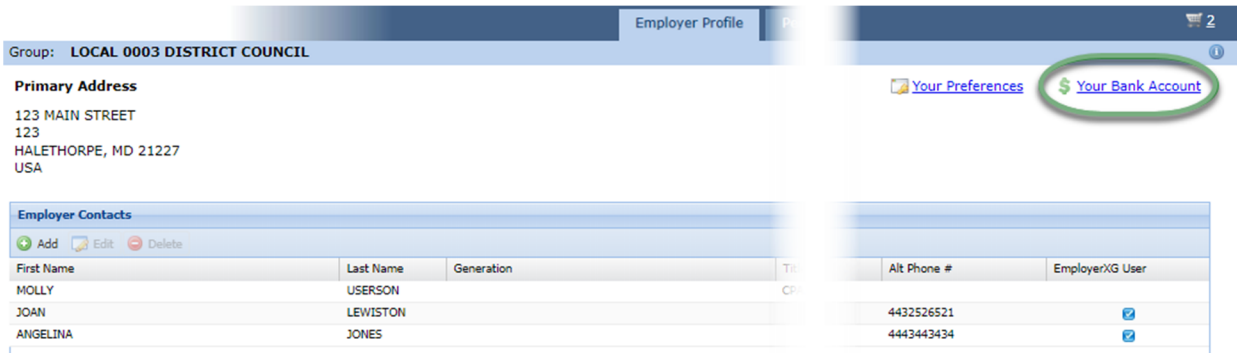
# Update bank account information

You may choose to retain your banking information so that you don't have to enter your routing and account number every time you make an electronic payment. This is not required, but available as a convenience.

1. Click the **Employer Profile** tab.



2. Click [\\$ Your Bank Account](#) at the top right of the page.

A screenshot of the 'Employer Profile' page for 'LOCAL 0003 DISTRICT COUNCIL'. The page includes a 'Primary Address' section with the address: 123 MAIN STREET, 123, HALETHORPE, MD 21227, USA. Below this is an 'Employer Contacts' table with columns for First Name, Last Name, Generation, Title, Alt Phone #, and EmployerXG User. The 'Your Bank Account' link is circled in green in the top right corner.

First Name	Last Name	Generation	Title	Alt Phone #	EmployerXG User
MOLLY	USERSON		CP		
JOAN	LEWISTON			4432526521	<input checked="" type="checkbox"/>
ANGELINA	JONES			4443443434	<input checked="" type="checkbox"/>

3 Add or update the appropriate required information.

**Your Bank Account**

\* = Required

Bank Name\*:

Routing Number\*:

Confirm Routing Number\*:

Account Number\*:

Confirm Account Number\*:

Account Type\*:  
Select a Account Type...

Disable Account

- Enter the bank name.
- Enter and confirm the account's routing number.
- Enter and confirm the account number.
- Select the account type (checking or saving).

4 Click **save**.

5 Click **OK** on the message.