Form ID-3u (Internet)

The proposed Form ID-3u (Internet), *Request For Section 2(f) Information*, is not a paper form but rather a process accessed through internet screens. *Although it collects the same information as the approved paper/facsimile version of Form ID-3u*, it consists of a screen with completion instructions, which collects the necessary information and provides for the required notices and certifications. The user accesses Form ID-3u (Internet) through the Employer Reporting System (ERS) on the RRB's website **(Screen 1)**.

1. The combination of the user ID and password serves as the user's signature for certifying the information while logged onto the system **(Screen 2)**.

2. Upon logging onto ERS, the system presents the user with the ERS Menu **(Screen 3)** and the user selects the ID-3u from the forms listed under *New Items*.

3. Form ID-3u (Internet) consists of a single screen **(Screen 4)** for each employee. The user completes Items 1 through 8: 1. Employee name; 2. Employee social security number; 3. Pay for time lost days; 4. Guarantee payment months; 5. Amount of guarantee payment; 6. Date of payment; and 7. Yes" or "No" to indicate whether or not the request is for informational purposes only; 8. Remarks section which is optional for employers to add remarks; e.g.: "pay for time lost not attributed to days xx through xx." Item 9 is pre-filled with identifying information from the employers ERS login ID.

4. After completing the necessary items, the user has the option of clicking
   - ***Submit*** to submit the information;
   - ***Save and Return*** to save the information and return to the ERS Menu screen;
   - ***Print*** to print the form for their records, which they can only do <u>after</u> they have successfully submitted the information;
   - ***Reset Record*** to clear the completed items if they need to correct any information entered;
   - ***Exit/No Action*** to return to the ERS Menu screen without saving any information.

5. When the user submits Form ID-3u, it will automatically be moved ***New Items*** to ***Completed Items*** on the ERS menu **(Screen 5)**.

6. The Paperwork Reduction Act Notice **(Screen 6)** is accessed by clicking the ***Paperwork Reduction Act Notice*** link.

7. The Employer Instructions **(Screen 7)** are accessed by clicking the ***Employer Instructions*** link.

8. After the employer submits Form ID-3u via ERS, requesting the reimbursement figure, the RRB replies through ERS the next business day. The RRB examiner uses their limited administrator access to retrieve the form and complete Items 9 and 10 **(Screen 5).** Item 9 is the Payor Code for the employer associated with the payment. Item 10 is the amount of unemployment benefits to be reimbursed to the RRB under Section 2(f) along with the billing document identification code. There is also an optional box for RRB examiners to add comments; e.g.: "Benefit year 2012 $999, Benefit Year 2013 $999."

9. After the RRB examiner completes entry of Items 9 and 10 they have the option of clicking
   - **Submit** to submit the lien information to the employer. Upon submission a copy of ERS Form ID-3u and all data provided therein is retained to the RRB Image System. This data is retained for at least 7 years.
   - **Exit/No Action** to return to the ERS Menu screen without saving any information.