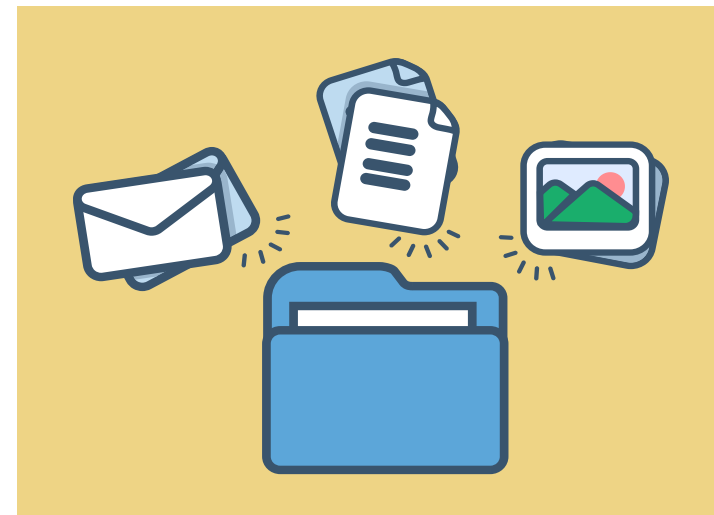


# EMPLOYER REGISTRATION ON FRANCES ONLINE

## Information you'll need to register for Frances Online:

- Employer identifier (FEIN, SSN, ITIN)
- Account identifier: Business Identification Number (BIN)
- Contact Information (Name and phone number)
- Verification Data
  - Quarterly filers: Use a payroll reporting period from the last two years
  - Annual filers: Use the 4th quarter of the year you are validating
  - Choose one validating program:
    - Unemployment Insurance
    - State Income Tax Withholding
    - Worker's Benefit Fund
    - TriMet Transit District Tax
    - Lane Transit District Tax
    - Paid Leave Oregon (starting 2023)
    - Statewide Transit Tax (starting 2023)
  - Subject Wages or Worker's Benefit Fund hours for the program selected



.....1.....

### Gather Information

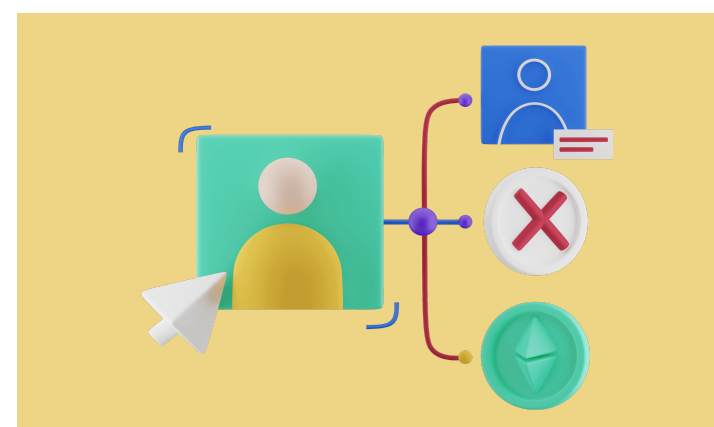
Refer to the list on the left to be sure you have the required information you need to start your registration.



.....2.....

### Access Frances Online

Beginning **September 6, 2022**, go to Frances Online.  
Select "Sign Up for Online Access."  
Enter your business and contact information.  
Validate your account by providing payroll data.



.....3.....

### Create Your Web Logon

Create a username/email, password, and secret question.