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new hires

SIGN UP

- Check the Report new hires box on the registration confirmation form, then click on Continue
- Select and/or enter information about the person/people who will report new hires, then click on **Save and Add Another User** (until all entered) and/or **Save and Continue**

Report a newly hired or rehired employee or contractor

- Select **Report a Newly Hired or Rehired Employee** from the Main Menu
- Select the appropriate *Company Location* (if more than one entered)
- Enter the employee information, then select **Submit**

did you know...?

... Iowa law requires employers to **REPORT ALL NEW EMPLOYEES HIRED**—not just those employees who may be paying child support—within 15 days of the employee's date of hire.

payments

SIGN UP

- Check the *Make payments* box on the registration confirmation form, then click on **Continue**
- Review the *Terms and Conditions*, then select **I Accept the Agreement**
- Select and/or enter information about the person/people who will approve payments, then click **Save and Add Another User** (until all entered) and/or **Save and Continue**

- Select and/or enter information about the person/people who will schedule payments, then click **Save and Add Another User** (until all entered) and/or **Save and Continue**
- Enter your checking or savings account information, then select **Continue**
- Enter your employee information (SSNs, case numbers, etc.), then select **Save and Add Another Employee** (until all entered) and/or **Save and Continue**

FINANCIAL INSTITUTION/ BANK ACCOUNTS

Add a new account

- Select **Bank Accounts** from the Main Menu
- Select *Add a New Bank Account*
- Enter the new information, then click on **Add**

EMPLOYEE/CASE INFORMATION

Add a new employee

- Select **Employees** from the Main Menu
- Select *Add a New Employee*
- Enter the new information, then select **Add**

MAKING PAYMENTS

Make a new payment

- Select **Make a Payment** from the Main Menu
- Select the *Pay Cycle, Bank Account* and enter your *Payroll Date*
- Click on the employees and cases to include in the payment, then enter the payment amounts for each case
- Select **Schedule and Approve Payment**

Modify a payment

- Select **Modify a Payment** from the Main Menu
- Click on the payment you want to change

- Delete or modify the information and select **Modify Payment** or **Modify and Approve Payment**

Cancel a payment

- Select **Cancel a Payment** from the Main Menu
- Click on the payment you want to cancel, then click on the *Select* box for each payment you want to cancel or click **Cancel All**
- Select **Cancel Payment**

child support forms

SIGN UP

- Check the *View forms* box on the registration confirmation form, then click on **Continue**
- Select the forms you wish to receive electronically (currently only Income Withholding forms are available) and choose who will receive the e-mail notifications, then click **Save and Continue**
- If you choose to have multiple users receive e-mail notifications, select and/or enter information about the person/people who will view Income Withholding forms, then click **Save and Add Another User** (until all entered) and/or **Save and Continue**

terminations and temporary employee absences

- Report only those employees in which you withhold support payments
- Select **Report Employee Termination or Temporary Absence** from the Main Menu
- Enter your employee information, then select **Submit**

Customer Service: (877) 274-2580 or csrue@dhs.state.ia.us

Monday through Friday, 8 a.m. to 4:30 p.m., Central Time (excluding state holidays)



simply better.

go online and register today!
see other side for details.

Iowa's Child Support Recovery Unit's **SECURE** Web site is **LIVE**. You can choose to go online to:

- Report newly hired or rehired employees
- Receive child support forms electronically
- Make child support payments
- Report employee terminations

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470-4157

register your company

- Go to our site and select **Register Now**
- Enter your *Company Information*
- Enter *Your Information* and choose a user ID and password.

You're ready to go! After you've registered once, log in using your FEIN, user ID and password.

