

**HOW TO ACCESS AND ENTER RETURN TO WORK  
DATES ON THE EMPLOYER PORTAL**

**Background:** This web application has been developed to provide a mechanism for employers to notify the Vermont Department of Labor of a new and/or changed return to work (RTW) date for a worker who has filed for Unemployment Insurance (UI) benefits that is expected to return to work for the company. Throughout the application, information about each of the fields is provided on the left-hand side of each web-page.

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More information related to return to work dates and expectations of a unemployed worker to look for work is provided at [www.labor.vermont.gov](http://www.labor.vermont.gov),

## A. Step by Step Instructions – Registration:

1. Go to the “Unemployment Insurance – Employer Applications” located in the green box on the left hand side on VDOL’s web site at: <http://www.labor.state.vt.us/>
2. The first time a representative of an employer uses the Employer Application portal, they will be required to establish a Personal Identification Number (PIN) that will be used by ANY employer representative accessing applications within the portal. Therefore it is critical the PIN selected or used is known to only to personnel that have the responsibility and authority to perform the functions provided.

NOTE: Some of the applications within the portal will require a secondary password or web code that will be provided or known only to those who are accessing such applications.

To register and establish a PIN, select [Register](#). The employer representative will need to provide the employers FEIN (Federal Identification Number) and ERN (VDOL Employer Account Number). Please refer to the following screen views for guidance.

The screenshot shows the Vermont Department of Labor Employer Web Application Portal. The header includes the Vermont logo and navigation links: Vermont.gov, Home, Workers, Business, Info Center, and Forms & Publications. The main content area welcomes users and lists functions: Tax and Wage Reporting Registration and Reporting (VITWS), Reports of New Hire, Report or update an unemployed worker's return to work date, and Update or retrieve PIN or VITWS password. It instructs users to complete the Employer Initial Registration Application if they don't have a Vermont Unemployment Id Number. A registration form is visible with fields for FEIN, ERN, and PIN, each with a required field indicator (\*). A 'Login' button is at the bottom left. A 'Register' link is highlighted with an arrow, and a 'Forgot PIN' link is at the bottom right. The footer contains links for Accessibility Policy, Users with Special Needs, Privacy Policy, Copyright Information, and Site Map, along with a copyright notice for 2006.

**VERMONT** Department of Labor  
State of Vermont

Vermont.gov Home Workers Business Info Center Forms & Publications

**FEIN: Required**  
Format: FEIN [999999999]  
Meaning: Enter your 9-digit Federal Identification Number  
\* Indicates a required field.

For further assistance, contact the department at (802) 828-4344 on Monday thru Friday 8am to 4:30pm except on holidays.

To register and create a personal identification number (PIN), you must provide your Federal Identification number (FEIN), the 7-digit account number assigned by the Vermont Department of Labor, your e-mail address, along with a security question and answer that will be used when your PIN is forgotten. Your PIN must be four numbers and cannot be all zeros.

Remember - The security answer is case sensitive.

FEIN:  \*

ERN:  \*

Email Address:  \*

Confirm Email Address:  \*

Security Question:  \*

Answer:  \*

Create PIN:  \*

Confirm PIN:  \*

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## B. Step by Step Instructions – Log In:

Once registered, employers can log into the employer portal at the main page by keying in the employer's:

- FEIN (Federal Identification Number)
- ERN (Employer Number)
- PIN (Personal Identification Number)

**VERMONT** Department of Labor  
State of Vermont

Vermont.gov Home Workers Business Info Center Forms & Publications

**FEIN: Required**  
Format: FEIN [999999999]  
Meaning: Enter your 9-digit Federal Identification Number  
\* Indicates a required field.

For further assistance, contact the department at (802) 828-4344 on Monday thru Friday 8am to 4:30pm except on holidays.

Welcome to the Vermont Department of Labor Employer Web Application Portal. This application will be used to access a variety of functions, to include:

- Tax and Wage Reporting Registration and Reporting (VITWS)
- Reports of New Hire
- Report or update an unemployed worker's return to work date
- Update or retrieve PIN or VITWS password

If you do not have a Vermont Unemployment Id Number or are unsure if you are liable to report quarterly to VDOL, please complete the [Employer Initial Registration](#) Application.

In order to use this application you must be registered. If you have not already registered, you may do so by clicking "Register". If you have already registered, but have forgotten your PIN, click "Forgot PIN".

[Register](#) [Forgot PIN](#)

FEIN:  \*

ERN:  \*

PIN:  \*

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## C. Need Assistance

- Call the Employer's Assistance line at **1-877-214-3331** for questions or assistance with reporting or changing return to work dates or use of application.