

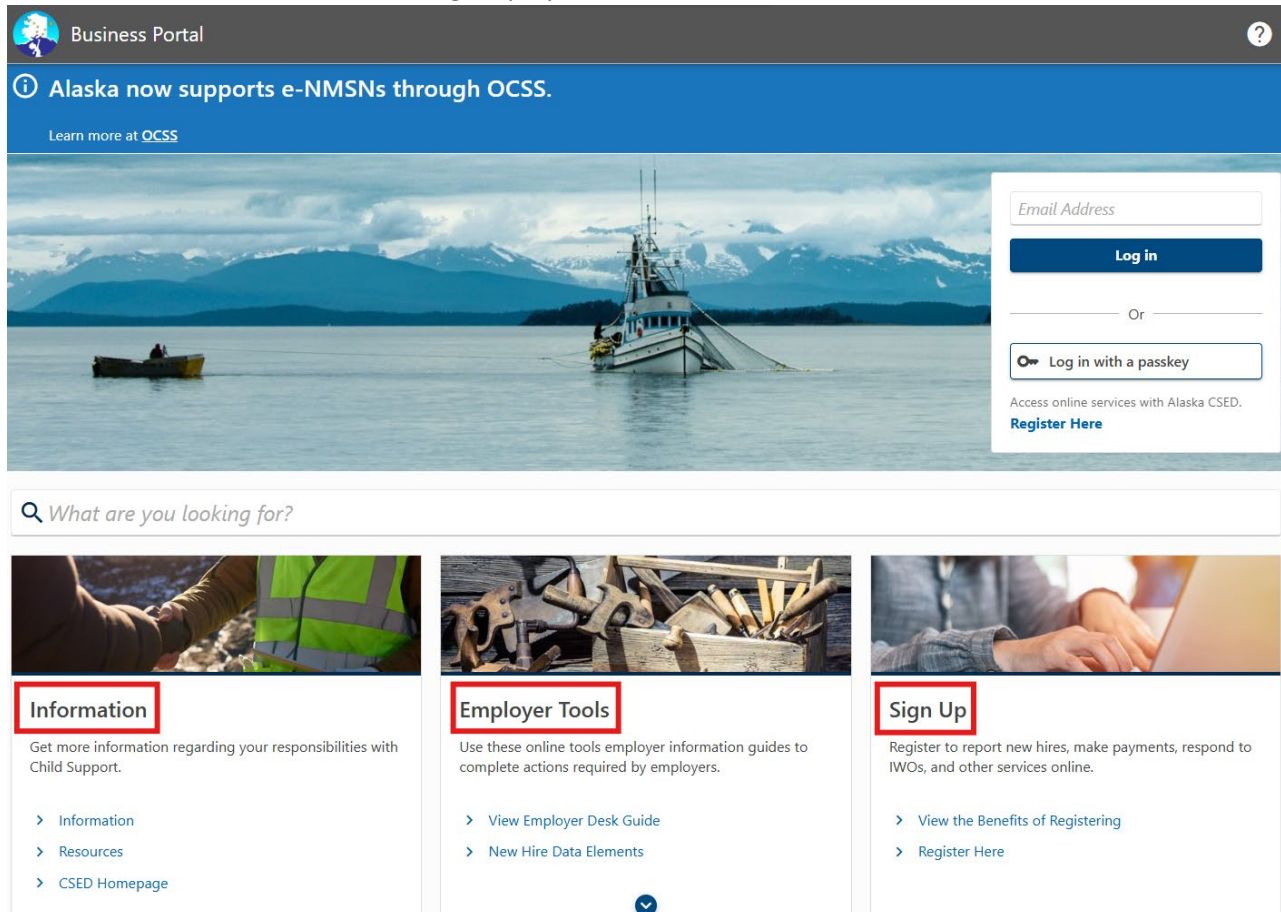
CSED E-SERVICES BUSINESS PORTAL

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BUSINESS PORTAL HOMEPAGE

1. The business portal is located at <https://acsess.childsupport.alaska.gov/businessportal/>.
2. Within the Child Support Enforcement Division (CSED) Business Portal Homepage, you will find a variety of services available for new and existing employers:



Business Portal

Alaska now supports e-NMSNs through OCSS.

Learn more at [OCSS](#)

Email Address

Log in

Or

Log in with a passkey

Access online services with Alaska CSED.
[Register Here](#)

What are you looking for?

Information

Get more information regarding your responsibilities with Child Support.

- > [Information](#)
- > [Resources](#)
- > [CSED Homepage](#)

Employer Tools

Use these online tools employer information guides to complete actions required by employers.

- > [View Employer Desk Guide](#)
- > [New Hire Data Elements](#)

Sign Up

Register to report new hires, make payments, respond to IWOs, and other services online.

- > [View the Benefits of Registering](#)
- > [Register Here](#)

a. Information

- i. [Information](#) – Get additional information about the Child Support Enforcement Division.
- ii. [Resources](#) – Explore additional resources available on our child support website.
- iii. [CSED Homepage](#) – Visit the Child Support website for additional information regarding the portals, public notices, and other resources.

b. Employer Tools

- i. [View Employer Desk Guide](#) – Your company’s guide to the requirements as an employer within the State of Alaska.
- ii. [New Hire Data Elements](#) – View resources to assist employers with submitting new hire documentation.

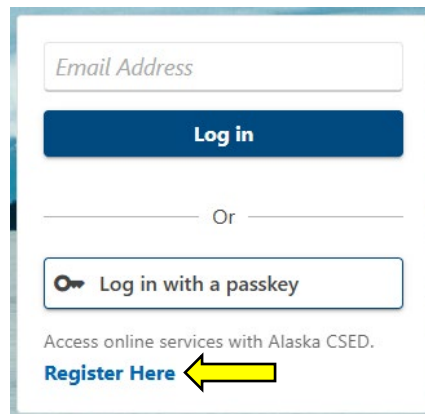
c. Sign Up

- i. [View the Benefits of Signing Up](#) – Reasons to use the business portal for your company’s CSED needs.
- ii. [Register Here](#) – Create your new employer portal web login to view your case information.

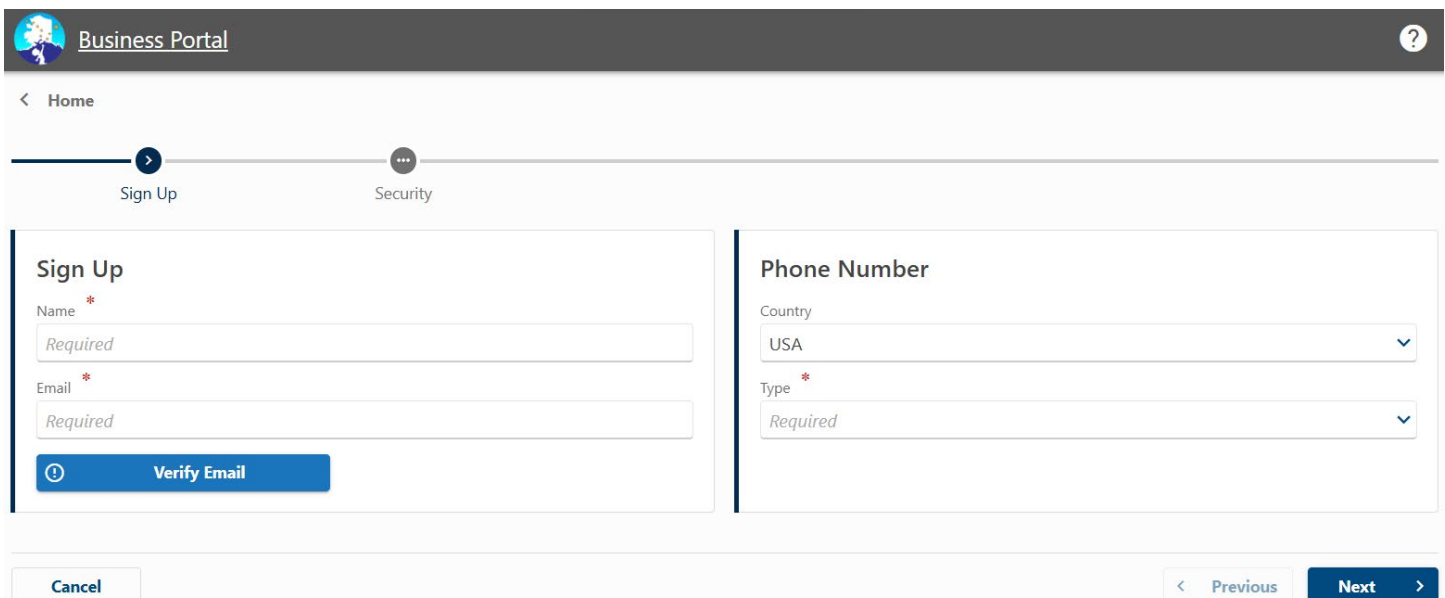
HOW TO REGISTER

New and existing employers can register and start using the online services available through the Business Portal.

1. [Create a web logon](#) – A web logon is the account that is created to use the services within the portal.
 - a. To get started, click on '**Register Here**' from the Business Portal home page.

A screenshot of the Business Portal login/register interface. It features a text input field for 'Email Address', a blue 'Log in' button, and a separator line with the word 'Or'. Below this is a button with a key icon and the text 'Log in with a passkey'. At the bottom, there is a link that says 'Register Here' with a yellow arrow pointing to it. Above the link, it says 'Access online services with Alaska CSED.'

- b. You will be brought to a screen to **sign up with your name, email address, and to add a phone number** for your web logon. ***Note***: CSED does not recommend using personal email addresses for Business Portal accounts.

A screenshot of the Business Portal 'Sign Up' and 'Phone Number' screen. The top header shows 'Business Portal' with a user icon and a help icon. Below the header is a navigation bar with 'Home', 'Sign Up' (active), and 'Security'. The main content area is split into two columns. The left column, titled 'Sign Up', contains fields for 'Name' (required) and 'Email' (required), both with 'Required' placeholder text, and a blue 'Verify Email' button. The right column, titled 'Phone Number', contains a 'Country' dropdown menu set to 'USA' and a 'Type' dropdown menu (required) with 'Required' placeholder text. At the bottom, there is a 'Cancel' button on the left and 'Previous' and 'Next' buttons on the right.

- c. Next, you will be prompted to add security to your account and **Manage How You Sign In**, where you will **add a password and one of the following two-step verification methods**:
- Passkeys** – Sign in without a password by using your fingerprint, face, or PIN.
 - Authentication App** – Use an authentication app to generate a security code.
 - Emails** – receive a security code by email.

Business Portal

< Home

Sign Up Security

Manage How You Sign In

These authentication methods determine how you sign in to your Business Portal profile. Unless you sign in using a passkey or on a trusted browser, you'll be prompted to use two of these methods each time.

You'll need to add at least two methods to complete your profile.

These methods are required:

- Password

Passkeys Log in without a password using your fingerprint, face, or PIN	No passkeys	Add a passkey >
Authentication App Use an authentication app to generate a security code	No authentication app	Set up an authentication app >
Emails Receive a security code by email	No emails	Add an email > Add akbusiness@test.com >
Password Use a secure password only you know	Required	Add a password >

[Cancel](#) [Previous](#) [Submit](#)

- d. When you **Set Your Password**, a pop-up screen will appear. Here, you will also be setting up your security questions, which will allow you to reset your password in the future if you forget it.

The screenshot shows a 'Set Your Password' pop-up window. On the left, under 'Set Your Password', there are fields for 'Password' and 'Confirm Password', both marked as 'Required'. Below these are 'Password Requirements' listed as bullet points: passwords cannot be reused, must be at least 8 characters, must contain both letters and numbers, must contain both uppercase and lowercase letters, and must contain special characters. On the right, under 'Security Questions', there is an explanatory text: 'To protect your account, these security questions will allow you to reset your password in the future if you forget it. Please select one or more questions and provide the answers for them. Choose questions you will remember and are difficult to guess.' Below this are fields for 'Security Question' (a dropdown menu marked 'Required'), 'Answer', and 'Confirm Answer', all marked as 'Required'. There is a link to 'Add another question'. At the bottom right of the pop-up are 'Cancel' and 'Submit' buttons. The background shows the Business Portal header with a 'Home' link and a 'Cancel' button at the bottom left.

- e. You will then be directed to the confirmation page. Click on '**Log In**' to access your new account's homepage.

The screenshot shows the 'Confirmation' page. It states: 'Your account has been successfully created with the email address akbusiness@test.com. Please note that this email will serve as your username for logging in.' It also says: 'If you have any questions, feel free to send us a message through the portal or contact the Employer Hotline at (907) 269-6089.' At the bottom, there are two buttons: 'Printable View' and 'Log In'. The Business Portal header is visible at the top with a 'Home' link.

CSED e-Services – Business Portal

2. [Services for employers new to CSED Business Portal](#) – The business portal login page for new employers offer several services to help your business get started.

The screenshot shows the ALASKAN BUSINESS portal interface. At the top, there is a dark header bar with the 'Business Portal' logo on the left and a user profile icon on the right. Below the header, the main content area is divided into three columns. The left column is titled 'Find my Business' and contains a search bar with the placeholder text 'What are you looking for?'. The middle column is titled 'Messages' and contains a description 'Send us a message or view your message history with CSED.' followed by two links: 'Send a Message' and 'View Messages'. The right column is titled 'Submissions' and contains a description 'Complete required new hire reporting and view previous submissions.' followed by two links: 'New Hire Reporting File Drop Off' and 'Search Submissions'.

Business Portal

ALASKAN BUSINESS

alaskanbusiness@test.com

+1 (907) 555-5555

Welcome, ALASKAN BUSINESS

[Manage My Profile](#)

I Want To...

What are you looking for?

Find my Business

Search for and associate to my business.

Messages

Send us a message or view your message history with CSED.

- > [Send a Message](#)
- > [View Messages](#)

Submissions

Complete required new hire reporting and view previous submissions.

- > [New Hire Reporting File Drop Off](#)
- > [Search Submissions](#)

a. Find my Business

1. [Find my Business](#) – If your business received letters from CSED and would like to take advantage of the services such as paying income withholding orders or responding to an income withholding order, as the business owner you will need to link your business with your web logon.

b. Messages

1. [Send a Message](#) – Send a message to CSED to questions related to child support and your business.
2. [View Messages](#) – View messages you have sent to or received from CSED.

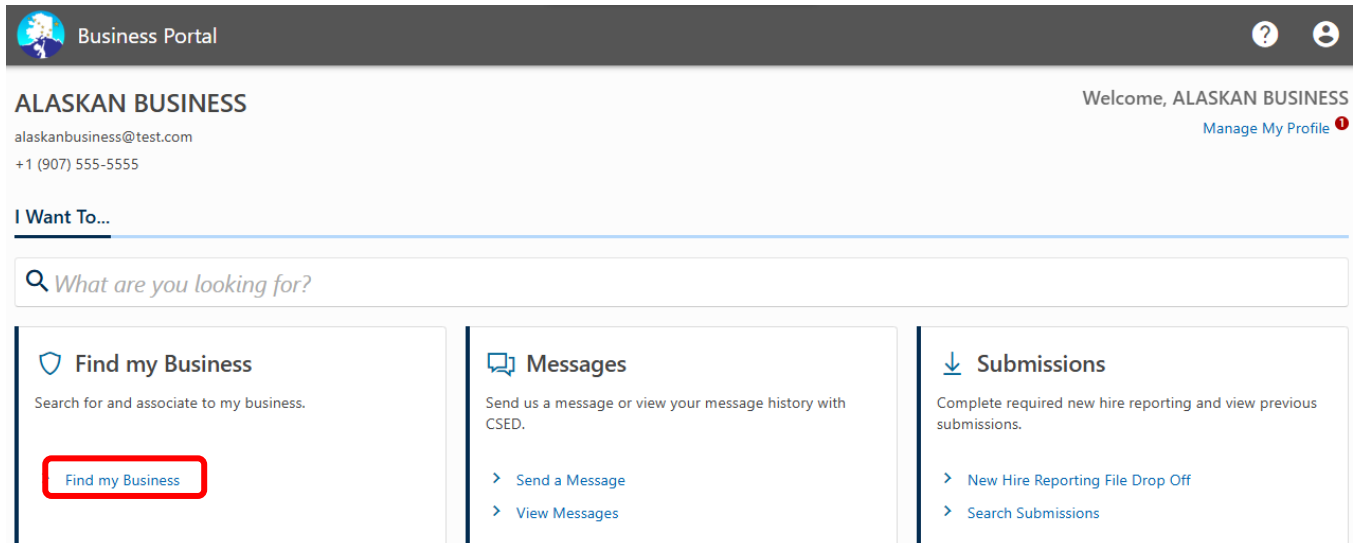
c. Submissions

1. [New Hire Reporting File Drop Off](#) – Upload or manually input new hire information for your business without having to associate your web logon to an employer.
2. [Search Submissions](#) – Search for any online submissions you have previously made.

HOW TO ASSOCIATE YOUR WEB LOGON TO AN EXISTING EMPLOYER

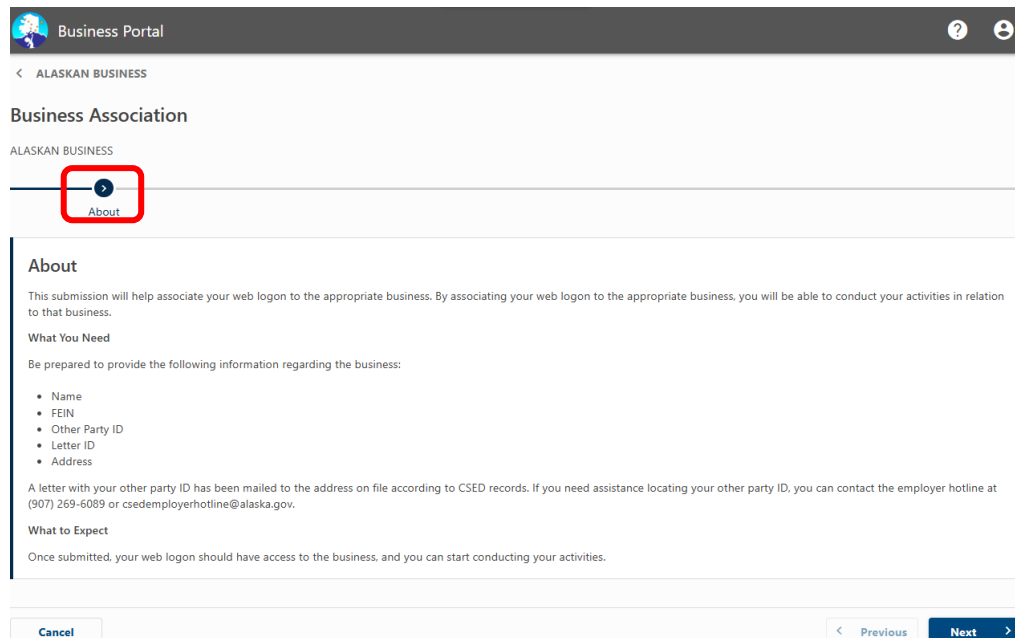
Associating your business – By associating your web logon, your account will be authorized to perform operations related to your business activities.

1. To get started, click **'Find my Business.'**



The screenshot shows the ALASKAN BUSINESS portal interface. At the top, there's a dark header with the 'Business Portal' logo and user icons. Below the header, the user is logged in as 'ALASKAN BUSINESS' with contact information: 'alaskanbusiness@test.com' and '+1 (907) 555-5555'. A 'Welcome, ALASKAN BUSINESS' message and a 'Manage My Profile' link are on the right. A section titled 'I Want To...' contains a search bar and three main action cards: 'Find my Business' (with a red box around the button), 'Messages', and 'Submissions'. Each card has a brief description and a list of sub-links.

2. The **'About'** step will go over what information we will need and what you can expect by completing this web request.



The screenshot shows the 'Business Association' process. It starts with a breadcrumb trail: 'ALASKAN BUSINESS > Business Association'. Below this, there's a progress indicator with three steps: 'Find my Business', 'About' (highlighted with a red box), and 'Submit'. The 'About' section contains the following text: 'This submission will help associate your web logon to the appropriate business. By associating your web logon to the appropriate business, you will be able to conduct your activities in relation to that business.' It then lists 'What You Need' (Name, FEIN, Other Party ID, Letter ID, Address) and 'What to Expect' (Once submitted, your web logon should have access to the business, and you can start conducting your activities.). At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

CSED e-Services – Business Portal

3. You will **need to complete the fields** below with your business information; Business Name, FEIN, and Address on File. ***Note***: Click the “Verify Address” button to proceed to the next step.

 Business Portal ? 

[< ALASKAN BUSINESS](#)

Business Association

ALASKAN BUSINESS

 About

 Business Information

Business Information

Please provide the following information of the business you are associating with.

Business Name ^{*}

FEIN ^{*}

Address on File

Country

Attention

Street ^{*}

Street 2

Unit Type

Unit

City ^{*}

State

Zip ^{*}

County

 Address needs to be verified ^{*}

CSED e-Services – Business Portal

- For additional security it will ask you to enter **your 'Letter ID' or 'Other Party ID.'** If you need guidance to locate the ID, click on the icon information link, "Where can I find the Other Party ID and the Letter ID?".

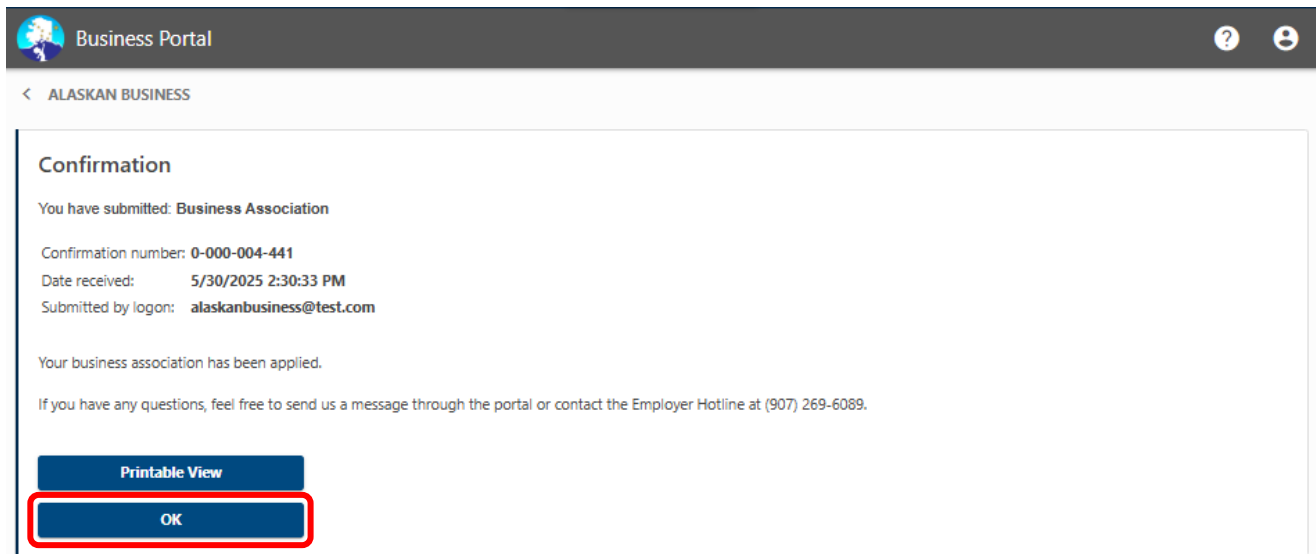
The screenshot shows the 'Business Portal' header with a user icon and a help icon. Below the header is a breadcrumb trail: < ALASKAN BUSINESS. The main heading is 'Business Association'. Underneath is another breadcrumb: ALASKAN BUSINESS. A progress bar shows three steps: 'About' (checked), 'Business Information' (checked), and 'Business Validation' (active, highlighted with a yellow box). The 'Business Validation' section contains the following text: 'For additional account security, provide the Letter ID from any letter provided by the agency or your Other Party ID to associate your business with your account.' Below this is a link: 'Where can I find the Other Party ID and the Letter ID?'. Then, it says 'I Have My' followed by two radio buttons: 'Letter ID' (selected) and 'Other Party ID'. Below the radio buttons is a text input field for 'Letter ID' with a red asterisk and a yellow 'Required' label. At the bottom are three buttons: 'Cancel', '< Previous', and 'Next >'.

- After verifying that your business information is accurate, click **'Submit.'**

The screenshot shows the 'Business Portal' header with a user icon and a help icon. Below the header is a breadcrumb trail: < ALASKAN BUSINESS. The main heading is 'Business Association'. Underneath is another breadcrumb: ALASKAN BUSINESS. A progress bar shows four steps: 'About' (checked), 'Business Information' (checked), 'Business Validation' (checked), and 'Review' (active, highlighted with a blue box). The 'Review' section is titled 'Business Information Review' and contains the text: 'You are about to associate this web logon to the business specified below. If the information is correct, you may proceed and submit this web request.' Below this text are three lines of information: 'Business Name : ALASKAN BUSINESS', 'FEIN : [REDACTED]', and 'Other Party ID : [REDACTED]'. Below these is a line for 'Address : [REDACTED]'. At the bottom are three buttons: 'Cancel', '< Previous', and 'Submit' (highlighted with a red box).

CSED e-Services – Business Portal

6. Next, you will be directed to the Confirmation page. **After clicking 'OK,'** you will obtain access to your employer customer account and be able to perform various tasks related to your business.



Business Portal

< ALASKAN BUSINESS

Confirmation

You have submitted: **Business Association**

Confirmation number: **0-000-004-441**

Date received: **5/30/2025 2:30:33 PM**

Submitted by logon: **alaskanbusiness@test.com**

Your business association has been applied.

If you have any questions, feel free to send us a message through the portal or contact the Employer Hotline at (907) 269-6089.

[Printable View](#)

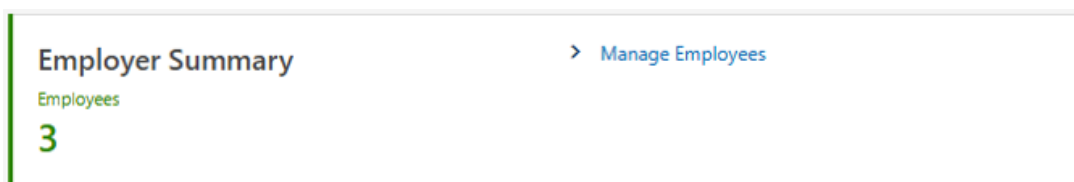
[OK](#)

BUSINESS PORTAL TABS & SERVICES

1. **'Summary' tab** – The Summary tab will serve as the homepage upon initial login to your business portal account, offering a brief description of each panel:

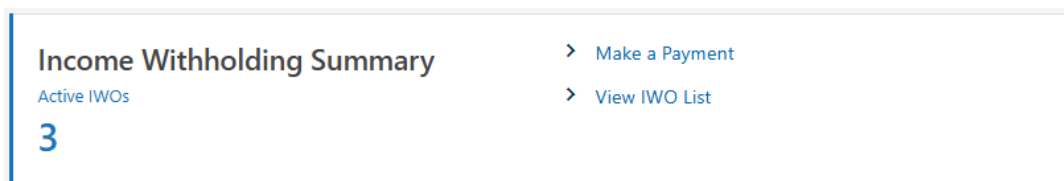
- a. Employer Summary

- i. **Manage Employees** – View and update employee details along with report termination of employment.



- b. Income Withholding Summary

- i. **Make a Payment** – Submit a single payment for all employees at once.
 - ii. **View IWO List** – View the withholding plan for each employee.



- c. IWO Response Needed (Note: This will only be visible if an Answer to Inquiry request is needed from your business regarding an income withholding order that was sent)
 - i. **Respond to an IWO** – **! New Feature !** You can now respond to a recent income withholding order that was sent to your business through the portal.



'SUMMARY' TAB OVERVIEW

 Business Portal



ALASKAN BUSINESS




Welcome, JOHN SMITH

You last logged in on Tuesday, Jun 10, 2025 11:22:29 AM

[Manage My Profile](#)

Summary Action Center Settings I Want To...

Filter

ALASKAN BUSINESS




Employer Summary

Employees

3

[Manage Employees](#)

Income Withholding Summary

Active IWOs

3

[Make a Payment](#)

[View IWO List](#)

IWO Response Needed

Employee : JOHN DOE

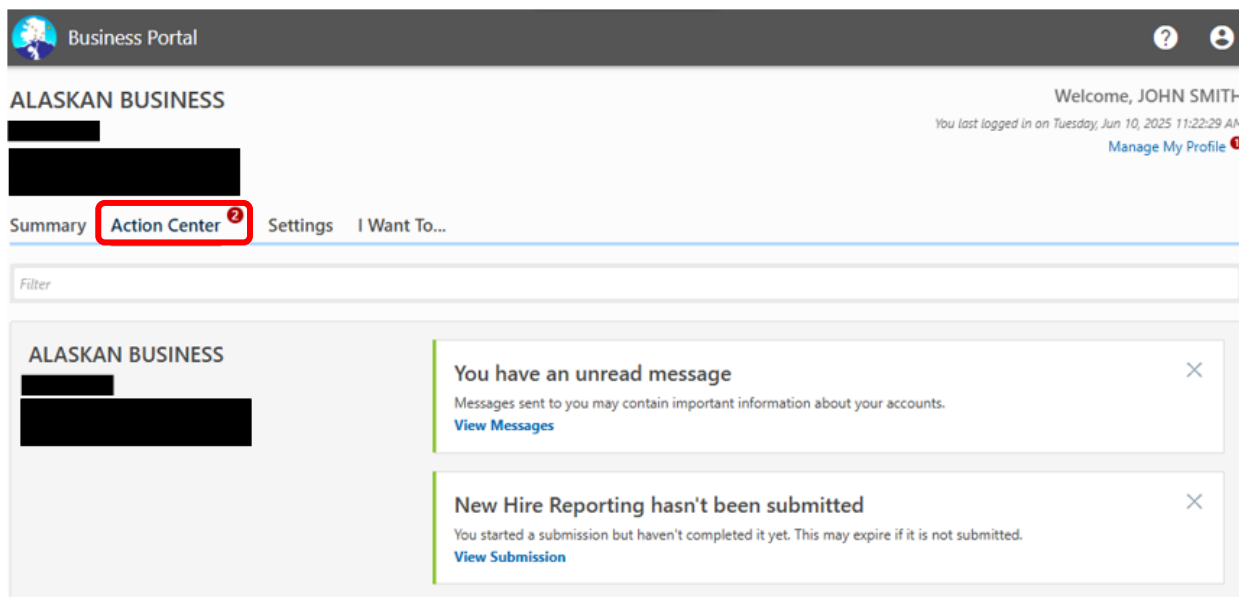
Due By

19-Sep-2025

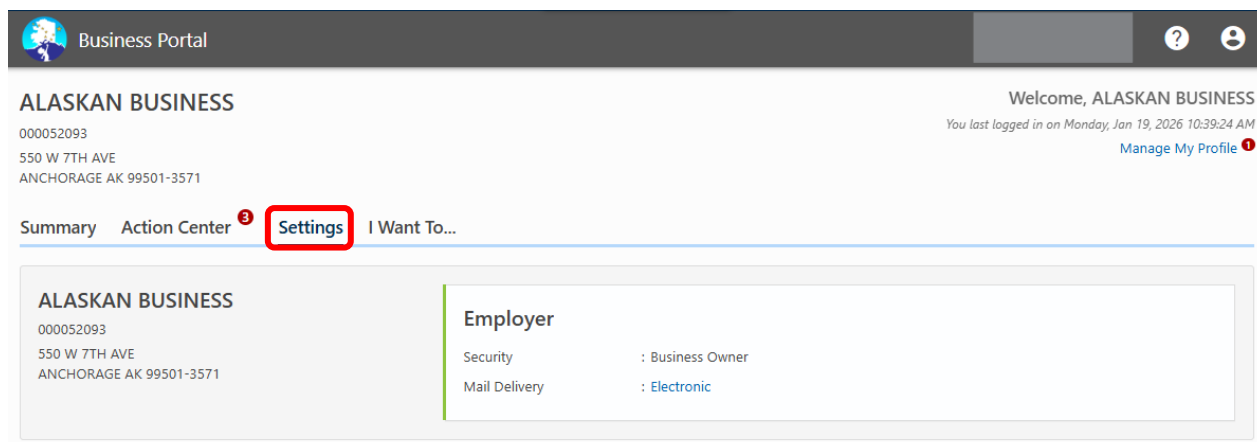
[Respond to an IWO](#)

CSED e-Services – Business Portal

2. 'Action Center' tab – This is where you can find notifications from CSED requesting you to take action. Some examples may include unread messages or letters, or incomplete but saved web request submissions.



3. 'Settings' tab –The settings tab provides access to update mail delivery options.

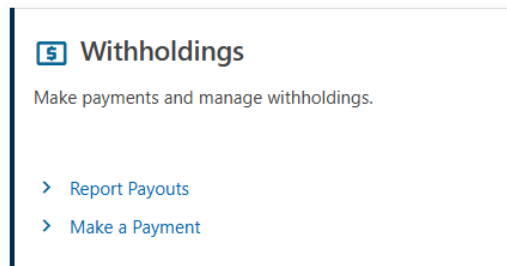


CSED e-Services – Business Portal

4. **'I Want To...' tab** – This tab displays the different types of web requests that can be submitted on behalf of your business.

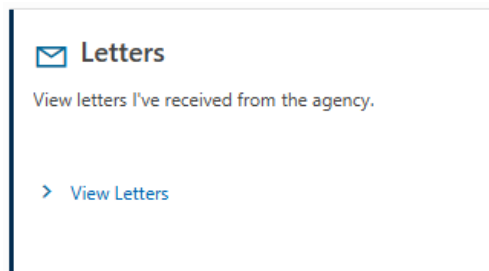
a. Withholdings

- i. **Report Payouts** – Report a one-time payment, such as year-end bonus or gambling or bingo payout.
- ii. **Make a Payment** – Submit a single payment for all of your employees.



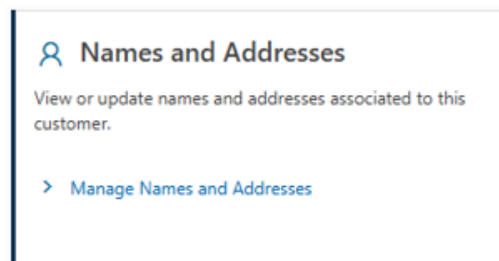
b. Letters

- i. **View Letters** – View all letters that have been sent to you from CSED.



c. Names and Addresses

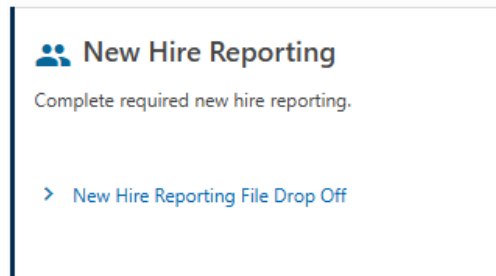
- i. **Manage Names and Addresses** – Update your business' mailing address and add DBA for your business.



CSED e-Services – Business Portal

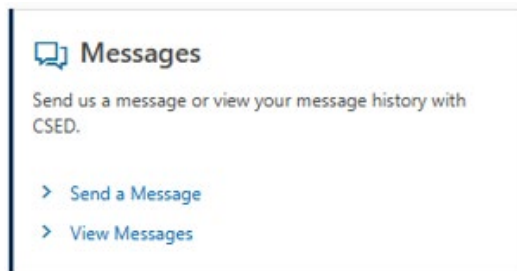
d. New Hire Reporting

- i. **New Hire Reporting File Drop Off** – Upload a file or manually enter new hire data.



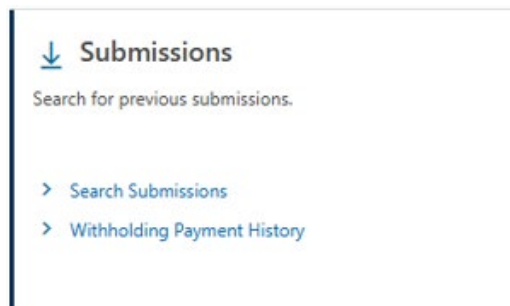
e. Messages

- i. **Send a Message** – Send a message to CSED to address any specific concerns or questions related to your business.
- ii. **View Messages** – View messages you have sent to or received from CSED.



f. Submissions

- i. **Search Submissions** – Search for any online submissions you have previously made.
- ii. **Withholding Payment History** – View or search the history of all withholding payments made.



‘I WANT TO...’ TAB OVERVIEW

 Business Portal



ALASKAN BUSINESS
000052093
550 W 7TH AVE
ANCHORAGE AK 99501-3571

Welcome, ALASKAN BUSINESS
You last logged in on Monday, Jan 19, 2026 10:39:24 AM
[Manage My Profile](#) 

[Summary](#) [Action Center](#)  [Settings](#) **[I Want To...](#)**

 *What are you looking for?*

 **Withholdings**
Make payments and manage withholdings.

[> Report Payouts](#)
[> Make a Payment](#)

 **Letters**
View letters I've received from the agency.

[> View Letters](#)

 **Names and Addresses**
View or update names and addresses associated to this customer.

[> Manage Names and Addresses](#)

 **New Hire Reporting**
Complete required new hire reporting.

[> New Hire Reporting File Drop Off](#)

 **Messages**
Send us a message or view your message history with CSED.

[> Send a Message](#)
[> View Messages](#)

 **Submissions**
Search for previous submissions.

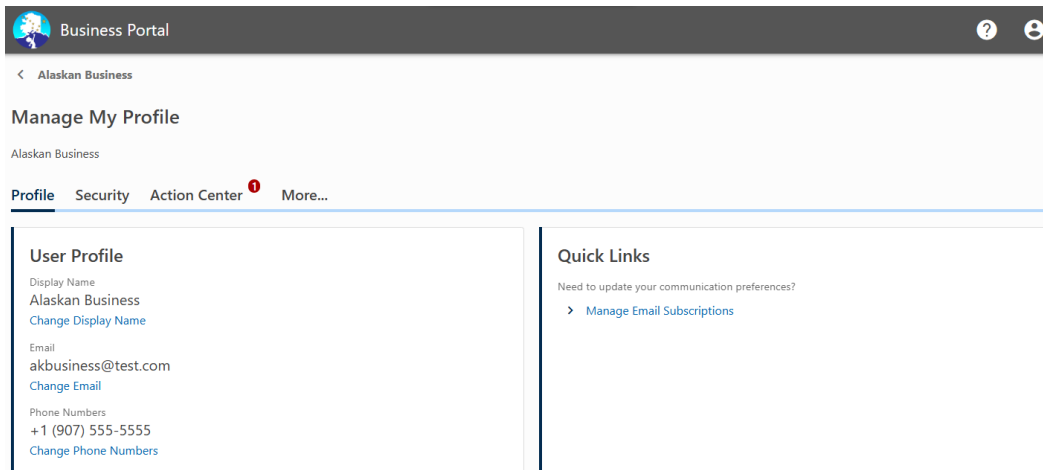
[> Search Submissions](#)
[> Withholding Payment History](#)

CSED e-Services – Business Portal

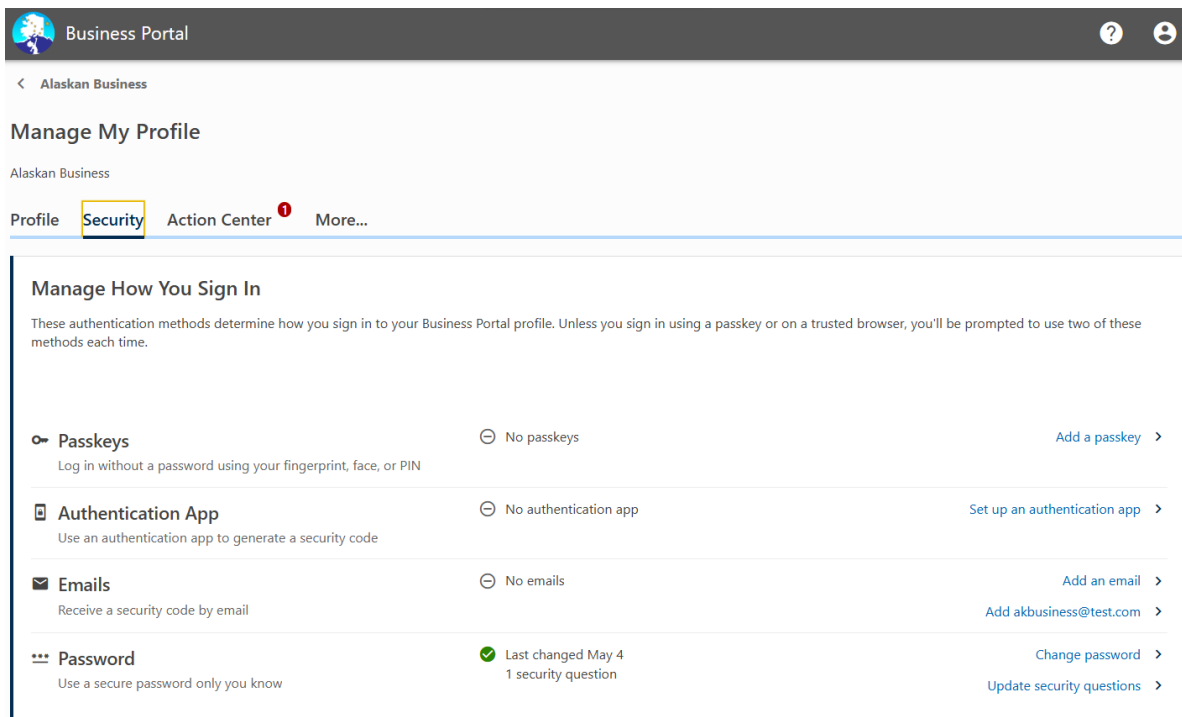
5. 'Manage My Profile' link – This is where you will be able to update and manage your personal information.



- a. **Profile tab** – Change or update your name, email address, and phone numbers.

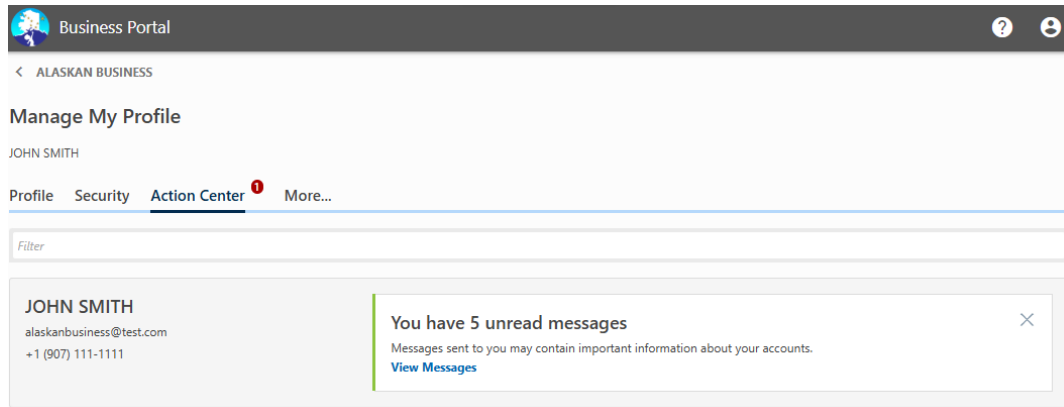


- b. **Security tab** – Manage how you sign into your account, change your password, and change your security questions.



CSED e-Services – Business Portal

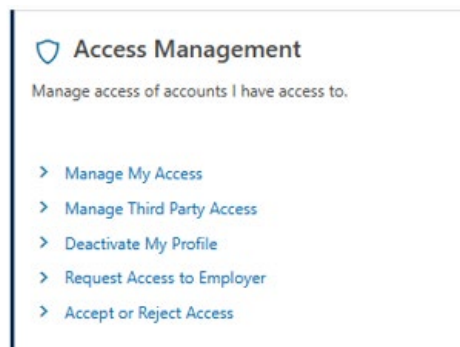
- c. **Action Center tab** – This is another location where you can find notifications from CSED requesting you to take action.



- d. **More tab** – This tab will provide additional links for specific web requests for your business.

i. Access Management

- **Manage My Access** – Manage your own access.
- **Manage Third Party Access** – Manage who and how much access a third-party individual has to your business account.
- **Deactivate My Profile** – Reassign primary access, report business closure, or deactivate all of your accounts.
- **Request Access to Employer** – Request access to other employers' business portal (as a third-party to their business).
- **Accept or Reject Access** – Manage who can access your business portal with a redeemable code.



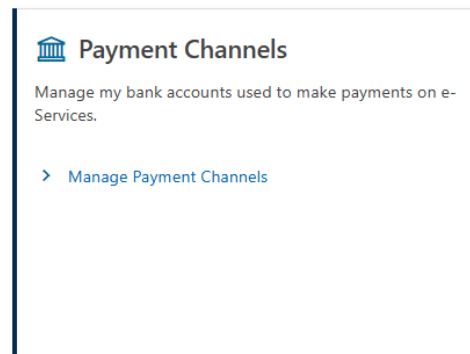
ii. My Users

- **Manage Secondary Logons** – Manage customer and customer group access to the Business Portal.



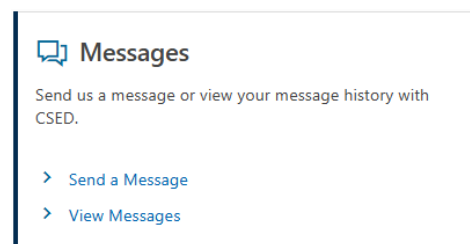
iii. Payment Channels

- **Manage Payment Channels** – Change or update banking or payment information.



iv. Messages

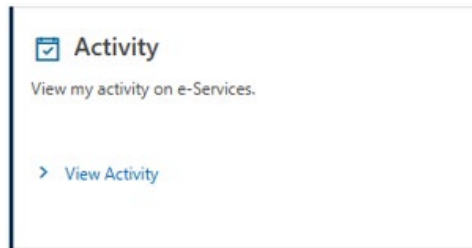
- **Send a Message** – Send a message to CSED to address any specific concerns or questions related to your business.
- **View Messages** – View Messages you have sent to or received from CSED.



CSED e-Services – Business Portal

v. Activity

- **View Activity** – View all activity by date, time, and web request done on the business portal.



MANAGE MY PROFILE LINK – MORE TAB OVERVIEW

 Business Portal

ALASKAN BUSINESS

Manage My Profile

ALASKAN BUSINESS

Profile Security Action Center ¹ More...

What are you looking for?

 **Access Management**
Manage access of accounts I have access to.

> Manage My Access
> Manage Third Party Access
> Deactivate My Profile
> Request Access to Employer
> Accept or Reject Access

 **My Users**
Manage users who work for me.

> Manage Secondary Logons

 **Payment Channels**
Manage my bank accounts used to make payments on e-Services.

> Manage Payment Channels

 **Messages**
Send us a message or view your message history with CSED.

> View Messages
> Send a Message

 **Activity**
View my activity on e-Services.

> View Activity

BUSINESS PORTAL ROLES & USERS

The business portal supports various user roles, including the business owner, secondary logons, and third-party users. There is only one business owner per account, while multiple secondary logons and third-party users can be added. Secondary logons and third-party users can be assigned different roles within the business portal.

Business Owner (Role & User)

- This individual is designated as the **primary account owner** (*preferably the owner of the company/business*), who has successfully associated their logon with the current employer customer within the CSED system. This user possesses full access and administrative capabilities within the Business Portal. Each Business Portal-associated account is designated to have **only one user with this level of permission**.

Secondary Logons (User)

- These individuals are the **confirmed employees of the organization**.
 - **Business Administrator (Secondary Logon Role)** – This secondary logon role functions as the second-in-command and may grant access to secondary logons and third-party users. Multiple business administrators may exist; however, their permissions do not include the ability to close or shut down the business within CSED.
 - **Business User (Secondary Logon Role)** – This secondary logon role has the least amount of security access, allowing the user to view information and complete some actions in the business portal. This role will not be able to assign other security roles or grant access to other users. Business users will have limited privileges, but they will still be able to sign in and perform essential actions, such as responding to income withholding orders and submitting income withholding payments. This role will most likely be used by employees for managing the day-to-day functions of agency reporting rather than managing employer customer details or account security.

Third-party (User)

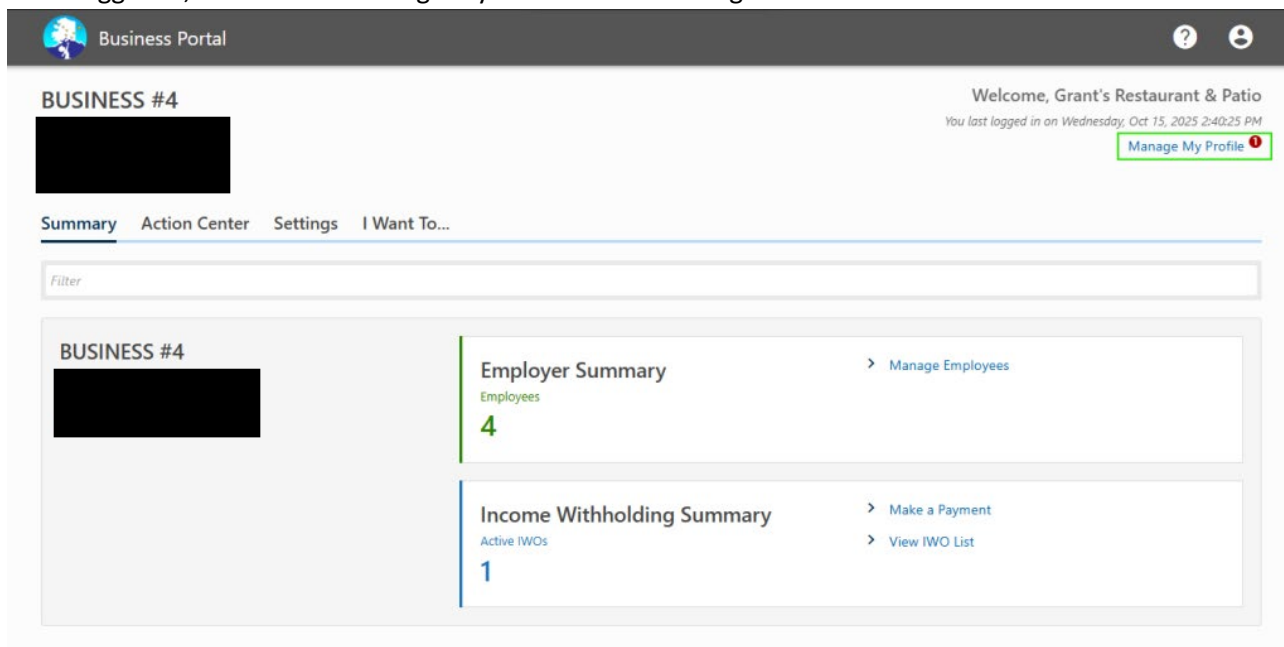
- These entities include **external organizations** such as payroll service providers, human resources service providers, and similar organizations.
 - **Business Administrator (Third-party Role)** – This third-party role will have the authority, as an external organization, to submit income withholding payments, report new hires, respond to income withholding orders, and manage employee information on behalf of the client organization.
 - **Business User (Third-party Role)** – This third-party role can perform all the responsibilities outlined above, except for submitting withholding payments.

SECONDARY LOGONS

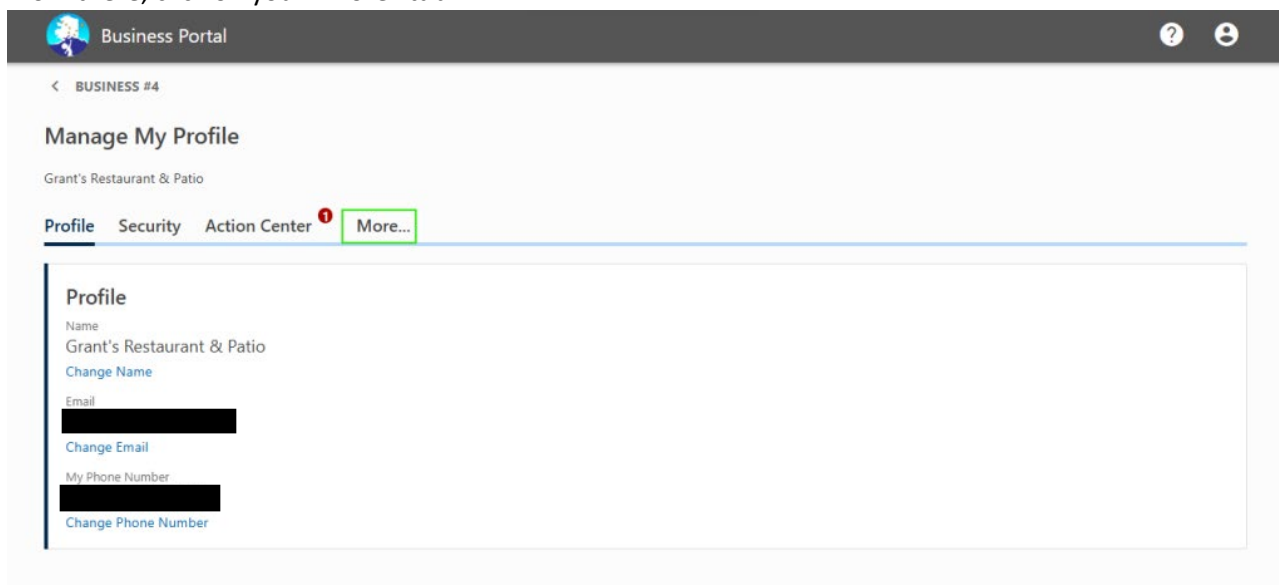
If you wish to add secondary logon accounts to your Business Portal as the business owner, **please ensure that the secondary logon user has not already registered within the portal.** Sending a secondary logon invitation is the initial step in adding your organization's employees to the Business Portal.

How to add secondary logons

1. As the business owner or primary third-party account holder, log into the business portal.
2. Once logged in, click on the 'Manage My Profile' link in the right-hand corner.



3. From there, click on your "More" tab.



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4. Then click the 'Manage Secondary Logons' link in the "My Users" panel.

The screenshot shows the 'Business Portal' interface. At the top, there's a header with a user profile icon and the text 'Business Portal'. Below this, a breadcrumb trail shows '< BUSINESS #4'. The main heading is 'Manage My Profile' for 'Grant's Restaurant & Patio'. A navigation bar includes 'Profile', 'Security', 'Action Center' (with a red notification badge), and 'More...' (which is highlighted with a green box). Below the navigation bar is a search bar with the placeholder text 'What are you looking for?'. The main content area is divided into several panels: 'Access Management' (with links like 'Manage My Access', 'Manage Third Party Access', etc.), 'My Users' (with a link 'Manage Secondary Logons' highlighted with a green box), 'Payment Channels' (with a link 'Manage Payment Channels'), 'Messages' (with links 'View Messages', 'Send a Message'), and 'Activity' (with a link 'View Activity').

5. Select the 'Add a Secondary Logon' link.

The screenshot shows the 'Business Portal' interface for 'Manage My Profile'. The heading is 'Secondary Logons'. Below the heading, there's a description: 'You can create and manage logons that only have access to customers and accounts that you have access to. These logons will act on your behalf to perform tasks such as filing returns and making payments for your business or clients.' A navigation bar includes 'Secondary Logons' (selected), 'Customers', and 'Customer Groups'. Below the navigation bar is a table titled 'Logons'. The table has columns for 'Email', 'Name', 'Access Type', and 'Last Logged On'. A 'Filter' input field is located to the right of the table. The table content shows 'There are no logons.'

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6. Here, you will fill out the information for your Secondary Logon (employee in your organization), then proceed to submit the web request.

The screenshot shows the 'Business Portal' interface. At the top, there's a header with the portal name and user icons. Below it, a breadcrumb trail shows 'Secondary Logons'. A progress bar indicates two steps: 'Add Access' (current) and 'Access Settings'. The main form is titled 'Create a Logon for Someone Else'. It contains several input fields: 'Name' (marked 'Required'), 'Email' (marked 'Required'), and 'Confirm Email' (marked 'Required'). Below these is a 'Type of Access' dropdown menu, which is currently set to 'Business Administrator'. To the right of the form, there's a section titled 'Secondary Logons' with a bulleted list of permissions and restrictions. At the bottom of the form, there's a 'Cancel' button on the left and 'Previous' and 'Next' buttons on the right. A note at the bottom of the form states: 'Business administrators will have complete access to the account, including the ability to request or grant access to subsequent parties.'

Create a Logon for Someone Else

Name ^{*}
Required

Email ^{*}
Required

Confirm Email ^{*}
Required

Type of Access
Business Administrator

Business administrators will have complete access to the account, including the ability to request or grant access to subsequent parties.

Secondary Logons

- Perform work on your behalf.
- May only have access to customers and accounts that you have access to.
- Will lose access to customers and accounts that you lose access to.
- Can have their access managed for all customers and accounts.
- Will have their profiles deleted when your profile is deleted.

Cancel Previous Next

7. After sending out the secondary invite, your Secondary Logon User will receive an email to set their web logon account up.

From: Do Not Reply [REDACTED] <donotreply@[REDACTED]>
Sent: Wednesday, October 22, 2025 1:37 PM
To: [REDACTED] (DOR sponsored)
Subject: [REDACTED] Welcome to Business Portal

You don't often get email from donotreply@[REDACTED].@dor.alaska.gov. [Learn why this is important](#)

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Child Support Enforcement Division

Hello Mom Marsh,

Welcome to Business Portal. Grant's Restaurant & Patio has created an account for you with username [REDACTED]. Before you can log in, you must finish setting up your profile by clicking [here](#).

If that doesn't work, copy and paste the link below into your browser:

Please do not reply to this email as this inbox is not monitored.

Alaska Child Support Enforcement Division (CSED)
550 W 7th Ave, Suite 310
Anchorage AK 99501-6699

Phone: 907-269-6900
Fax: 907-787-3220

THIRD-PARTY USERS

There are two methods for requesting and granting third-party user access. If you are a third-party user, **you may already have an existing account (web logon) or may be new to the business portal.**

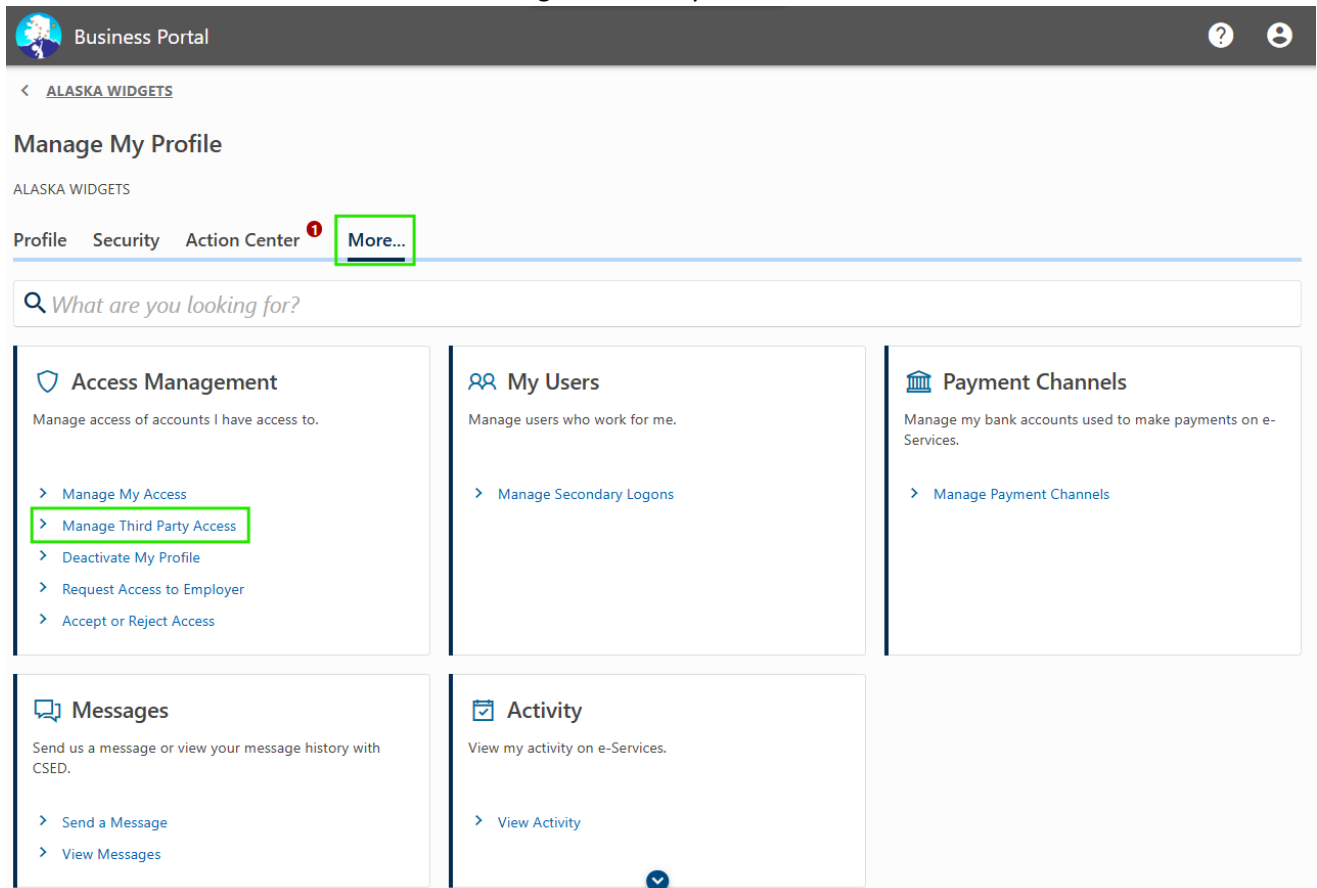
[Method 1] How can a business owner invite third-party users to access their employer's/business'/company's account?

1. Log into the business portal as the business owner of an employer/business/company.
2. Click on the 'Manage My Profile' link.

The screenshot displays the Alaska Widgets Business Portal interface. At the top, a dark header bar contains the 'Business Portal' logo on the left and a user profile icon on the right. Below the header, the main content area is titled 'ALASKA WIDGETS' and includes a large black redacted area. To the right of this area, a welcome message reads 'Welcome, ALASKA WIDGETS' followed by 'You last logged in on Thursday, Jan 29, 2026 7:52:22 AM'. A green box highlights the 'Manage My Profile' link, which has a red notification badge. Below the main content area, a navigation bar shows 'Summary' (selected), 'Action Center' (with a red notification badge), 'Settings', and 'I Want To...'. A 'Filter' input field is located below the navigation bar. The main content area is divided into two columns. The left column contains the 'ALASKA WIDGETS' logo and a black redacted area, with a blue link 'Action Center Items' and a red notification badge. The right column contains two summary cards: 'Employer Summary' with a green vertical bar, 'Employees' count of 2, and a link to 'Manage Employees'; and 'Income Withholding Summary' with a blue vertical bar, 'Active IWOs' count of 1, and links to 'Make a Payment' and 'View IWO List'.

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- Go to the More... tab and click on the "Manage Third Party Access" link.



Business Portal

< ALASKA WIDGETS

Manage My Profile

ALASKA WIDGETS

Profile Security Action Center **More...**

What are you looking for?

Access Management

Manage access of accounts I have access to.

- > Manage My Access
- > **Manage Third Party Access**
- > Deactivate My Profile
- > Request Access to Employer
- > Accept or Reject Access

My Users

Manage users who work for me.

- > Manage Secondary Logons

Payment Channels

Manage my bank accounts used to make payments on e-Services.

- > Manage Payment Channels

Messages

Send us a message or view your message history with CSED.

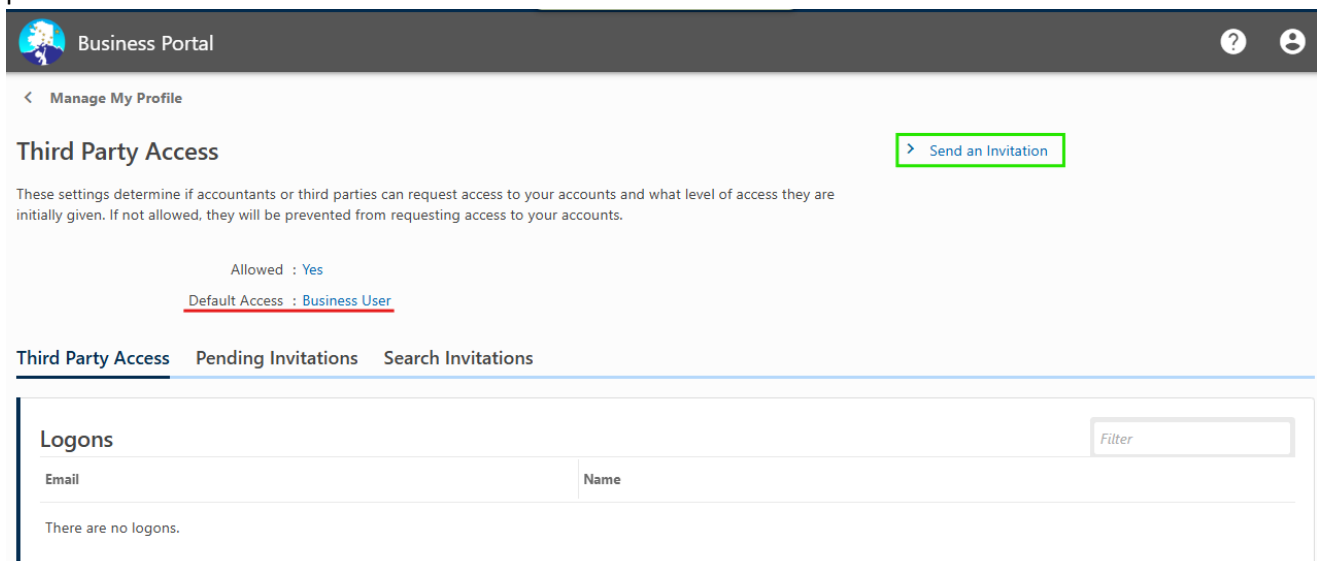
- > Send a Message
- > View Messages

Activity

View my activity on e-Services.

- > View Activity

- Once you are on the Third Party Access page, click on 'Send an Invitation'. *Note* The default access for Third parties is "Business User".



Business Portal

< Manage My Profile

Third Party Access

> Send an Invitation

These settings determine if accountants or third parties can request access to your accounts and what level of access they are initially given. If not allowed, they will be prevented from requesting access to your accounts.

Allowed : Yes

Default Access : Business User

Third Party Access Pending Invitations Search Invitations

Logons

Filter

Email	Name
There are no logons.	

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- On the Access Invitation, you will need to enter the email address of the third party you want to send this invitation to and confirm that email address as well.

The screenshot shows the 'Business Portal' header with a logo, a question mark icon, and a user icon. Below the header is a breadcrumb trail: < Third Party Access. The main heading is 'Access Invitation'. A progress bar shows the first step, 'Send an Access Invitation', is active. The form area is titled 'Send an Access Invitation' and contains the following text: 'Invite a third party to access your accounts. Select the accounts you want to share, and we'll send an email invitation to the third party. Once they accept, they'll have access until you choose to revoke it.' Below this is the question 'Who should we send this invitation to?'. There are two input fields: 'Email' and 'Confirm Email', both containing redacted text. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'.

- After clicking Next, you will be taken to the step where it lists what accounts the third-party user will have access to, and here you will add the level of access you are granting to the third-party user (Business Administrator or Business User).

The screenshot shows the 'Business Portal' header with a logo, a question mark icon, and a user icon. Below the header is a breadcrumb trail: < Third Party Access. The main heading is 'Access Invitation'. A progress bar shows two steps: 'Send an Access Invitation' (completed with a checkmark) and 'Select Access' (active with a circle). The form area is titled 'Access Settings' and contains the text: 'Select the accounts you want to give [redacted] access to.' Below this is a 'Filter' input field. There is a table with one row: 'ALASKA WIDGETS' followed by a redacted name. Below the table is a 'General Access' dropdown menu with a redacted selection. To the right of the dropdown is a green 'Grant Access' button. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'.

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The screenshot shows the 'Business Portal' interface with a 'Third Party Access' section. A 'Grant Access' dialog box is open, displaying the 'Employer' as 'ALASKA WIDGETS'. Under the 'Security' section, the 'Type of Access' dropdown menu is open, showing 'Business User' as the selected option. The dialog box also includes 'Cancel' and 'OK' buttons. In the background, the 'Access Invitation' section shows a progress bar with 'Send an Access Invitation' completed and 'Select Access' in progress. The 'Access Settings' section includes a filter and a table with columns for 'General Access' and 'Cancel Access'.

- Once you have selected the type of access, you will see that the third party will have either Business Administrator or Business User access.

The screenshot shows the 'Business Portal' interface with the 'Third Party Access' section. The 'Grant Access' dialog box is no longer open. The 'Access Invitation' section shows a progress bar with 'Send an Access Invitation' completed and 'Select Access' in progress. The 'Access Settings' section includes a filter and a table with columns for 'General Access' and 'Cancel Access'. The 'Business Administrator' option is highlighted in the table.

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8. Before submitting, a 'Confirm Invitation' step will be available for your review.

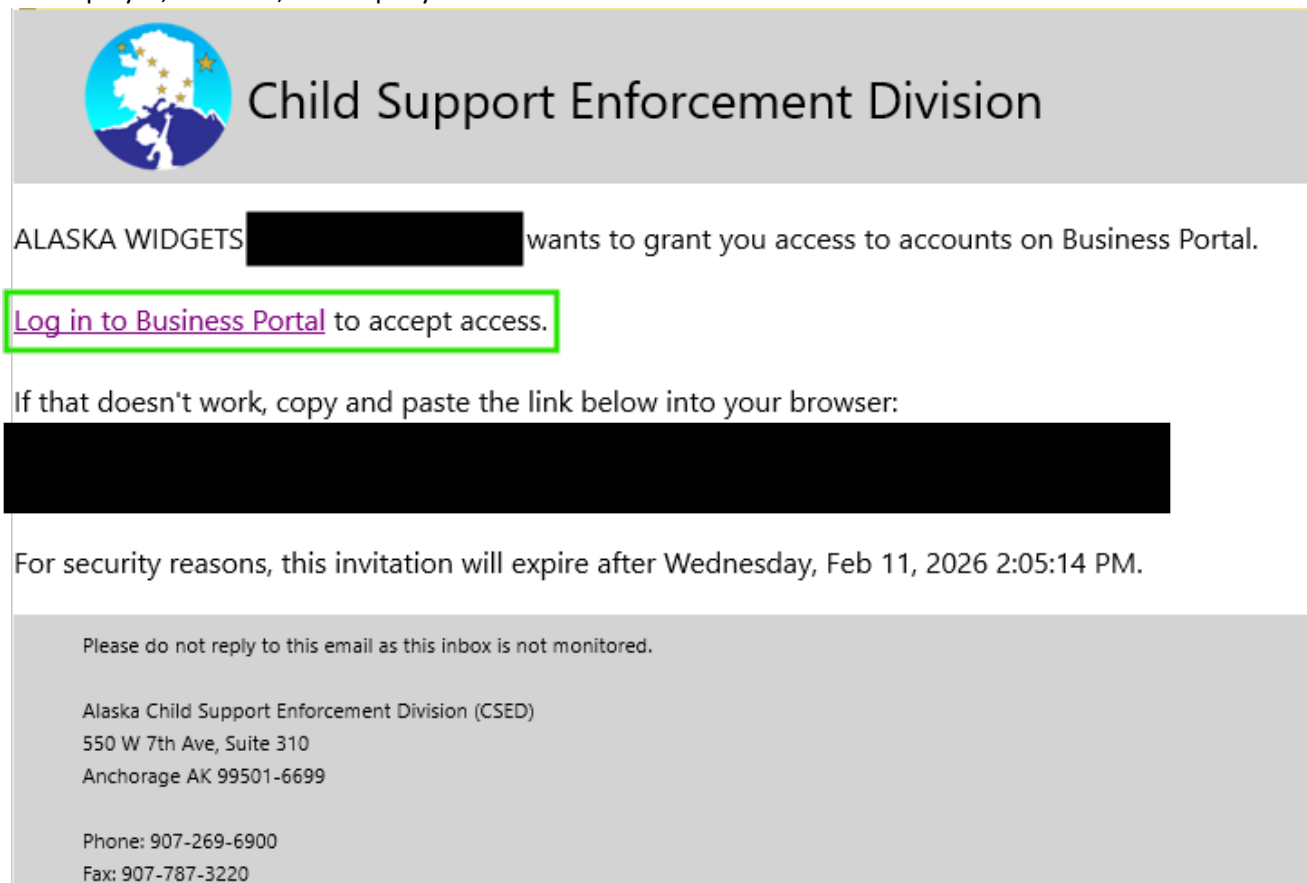
The screenshot shows the 'Business Portal' header with a user icon and a help icon. Below the header is a breadcrumb trail: '< Third Party Access'. The main heading is 'Access Invitation'. A progress bar shows three steps: 'Send an Access Invitation' (completed), 'Select Access' (completed), and 'Confirm Invitation' (active, highlighted with a yellow box). The 'Confirm Invitation' section contains the following text: 'You're about to send an invitation to [REDACTED] to grant third party access to the accounts you selected. Please review your invitation before sending. Recipient Email: [REDACTED] Access: • ALASKA WIDGETS - [REDACTED] If everything looks correct, please submit. The recipient will receive an email with instructions to accept access.' At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit' (highlighted with a green box).

9. Once you submit, a window will pop up informing you that the invitation was sent to the email address and indicating when the invitation will expire.

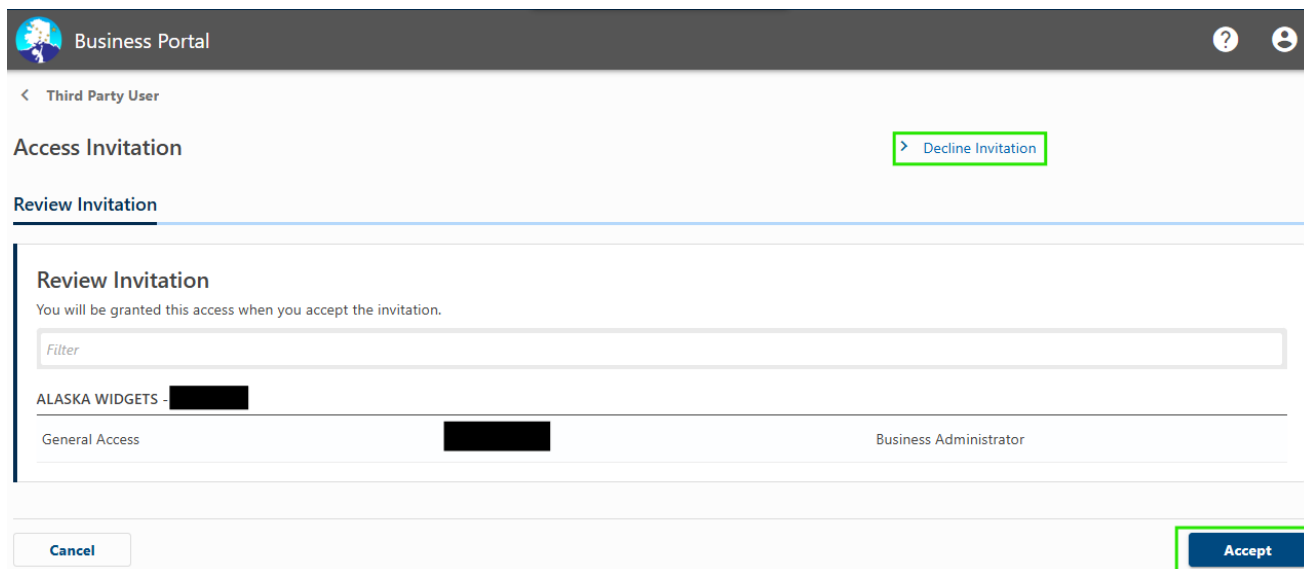
The screenshot shows the 'Business Portal' header. Below the header is a breadcrumb trail: '< Third Party Access'. The main heading is 'Access Invitation'. The 'Recipient' field shows '[REDACTED]'. The 'Status' is 'Pending'. The 'Sent' date is '04-Feb-2026 14:05:14' and the 'Expires' date is '11-Feb-2026 14:05:14'. There are two links: 'Resend Email' and 'Revoke Invitation'. Below the 'Access Invitation' section is an 'Access Settings' section with a 'Filter' input field and a list of accounts: 'ALASKA WIDGETS - [REDACTED]' and 'General Access'. A pop-up window titled 'Invitation Sent' is displayed in the foreground, containing the text: 'An access invitation has been sent to [REDACTED]. The invitation will expire after Wednesday, Feb 11, 2026 2:05:14 PM. We'll send you a notification when it is accepted.' and an 'OK' button.

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10. The **third-party user will then receive an email with a link** for them to either accept or decline the invitation to the employer, business, or company.



11. Once the third-party user logs into the business portal with their WebLogon (existing user or needing to register), they will be directed to the 'Review Invitation' page, where they can either accept or decline the invitation.



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12. When the invitation has been accepted, a window will pop up, letting the third-party user know that an email has been sent to the employer/business/company they are associated with, to inform them that the third-party user has accepted the invitation.

The screenshot shows the Business Portal interface. At the top, there's a header with a user icon, a question mark, and the text 'Business Portal'. Below the header, there's a navigation bar with a back arrow and the text 'Third Party User'. The main content area is titled 'Access Invitation' with a 'Decline Invitation' link. Below this, there's a 'Review Invitation' section. A modal window titled 'Invitation Accepted' is displayed in the center, containing an information icon and the text: 'Your access has been updated. We've sent an email to ALASKA WIDGETS to let them know you've accepted this invitation.' The modal has an 'OK' button. In the background, the 'Review Invitation' section shows a filter input, a list of items for 'ALASKA WIDGETS' with a 'General Access' entry, and buttons for 'Cancel' and 'Accept'.

Business Portal

< Third Party User

Access Invitation [Decline Invitation](#)

Review Invitation

Review Invitation
You will be granted this access when you accept the invitation.

Filter

ALASKA WIDGETS - [REDACTED]

General Access

Cancel

Accept

Invitation Accepted
Your access has been updated. We've sent an email to ALASKA WIDGETS to let them know you've accepted this invitation.
OK

Business Portal

ALASKA WIDGETS
[REDACTED]

Welcome, **Third Party User**
[Manage My Profile](#)

Summary **Action Center** ¹ Settings I Want To...

Filter

ALASKA WIDGETS
[REDACTED]
Action Center Items ¹

Employer Summary [Manage Employees](#)
Employees
2

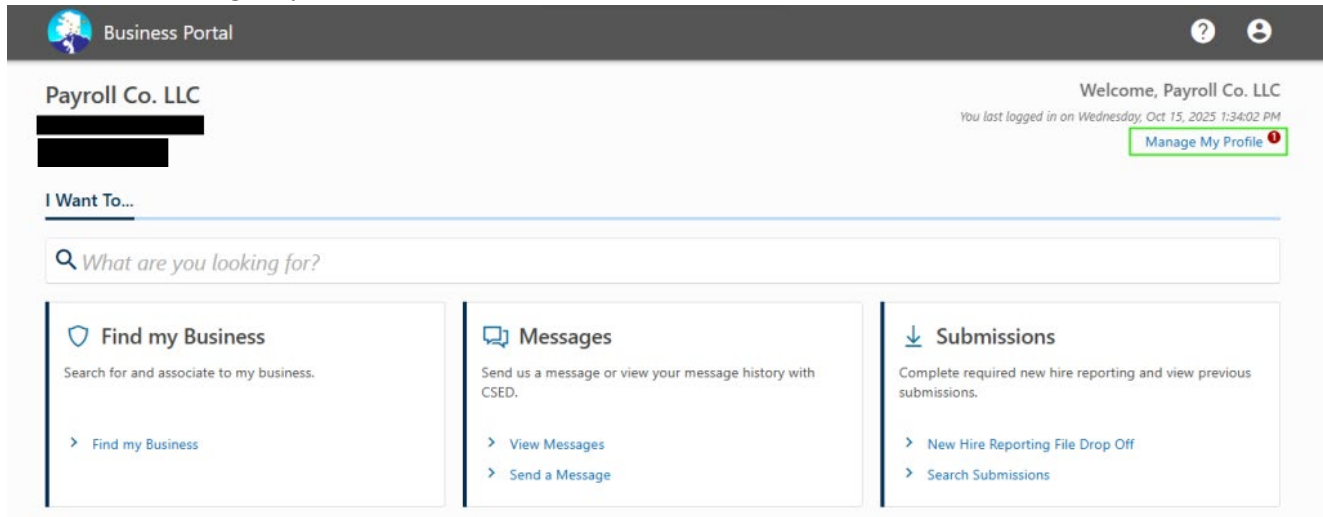
Income Withholding Summary [Make a Payment](#)
Active IWOs
1 [View IWO List](#)

IWO Response Needed [Respond to an IWO](#)
Employee: [REDACTED]
Due By
22-Feb-2026

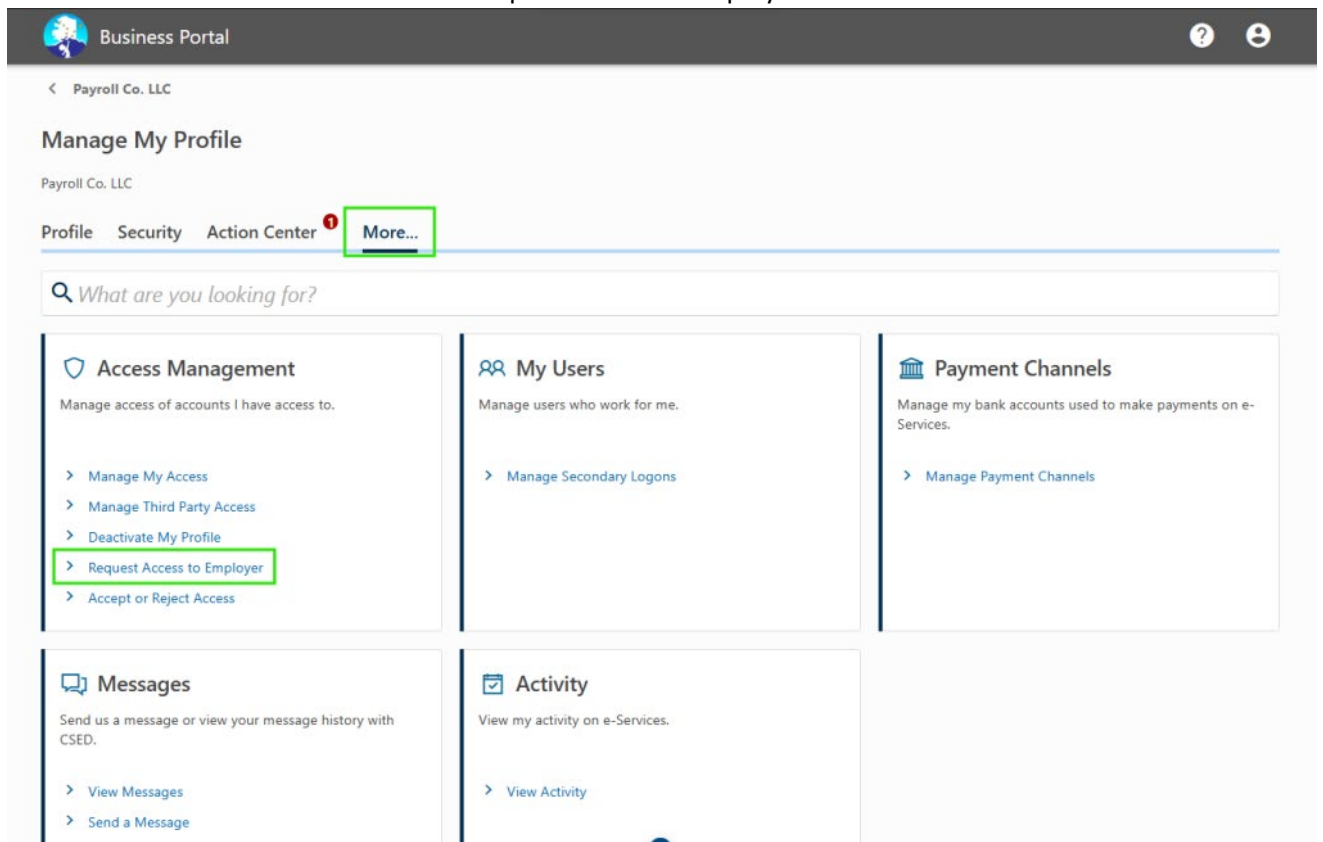
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[Method 2] How to send a request as a third-party user

1. Log into the business portal as the business requesting third-party access to an organization that has already associated its main account in the portal.
2. Click on the 'Manage My Profile' link.



3. Go to the More... tab and click on the "Request access to Employer" link.



4. Fill out the necessary information. Make sure the FEIN matches the business's FEIN for which you want third-party access.

Business Portal

?

< Manage My Profile

Request Access to Employer

Payroll Co. LLC

Requesting Access

Requesting Access

Please provide the details of the employer for whom you would like to request access. Ensure that you include a valid FEIN. The name, as indicated below, will be included in the access request sent to the employer.

Requesting Party:

Payroll Co. LLC

Company FEIN to which you are requesting access *

Required

Why are you requesting access? Your response will be included in the request to the receiving party to help them determine whether access should be granted (500 characters max).

Required

Cancel

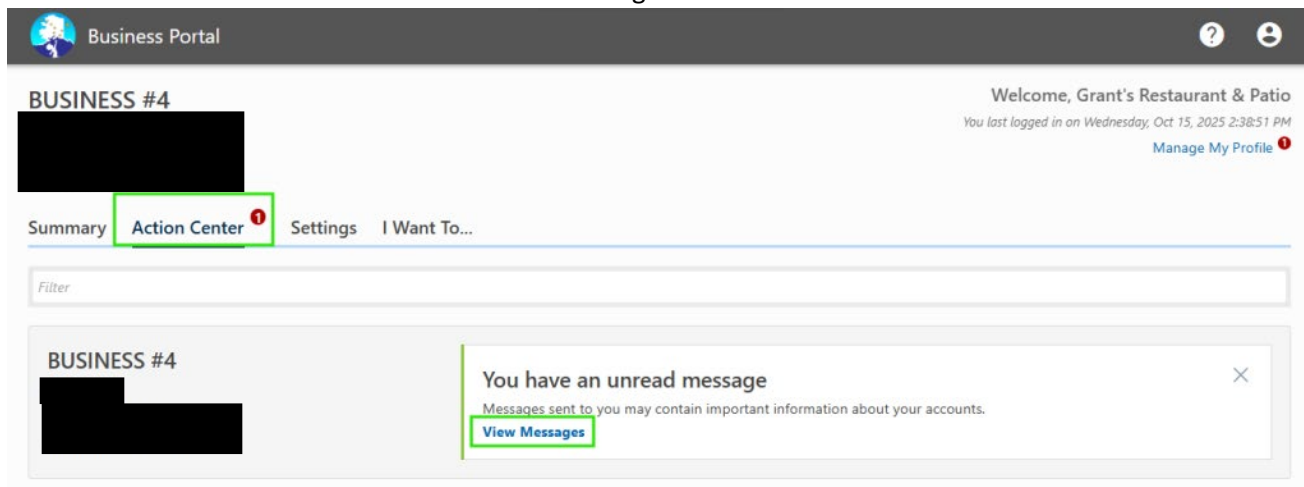
< Previous

Next >

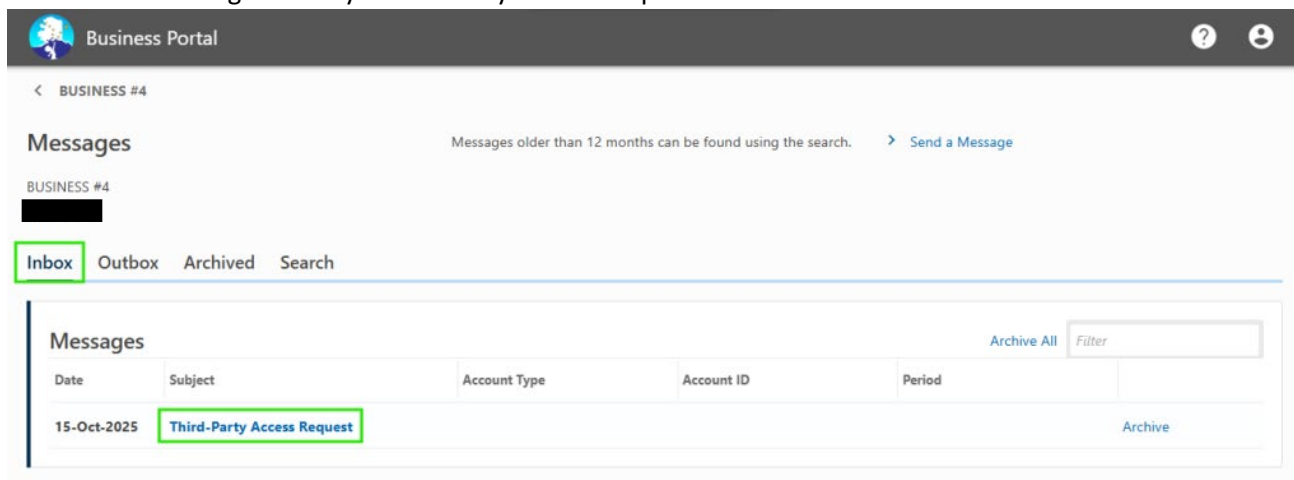
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How does a business grant access to a third party's request?

1. As the business owner [Organization using payroll process or HR services], log into the Business Portal.
2. Go to the Action Center tab and click on View Messages.



3. Click on the message that says Third-Party Access Request.



4. Follow the instructions on the Message.

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5. Say Yes on the web request

The screenshot shows the 'Business Portal' header with a user icon and a help icon. Below the header is a navigation bar with a back arrow and the text 'Manage My Profile'. The main heading is 'Access Request Response' with a sub-heading 'Grant's Restaurant & Patio'. A progress indicator shows the current step is 'Response to Access Request'. The form content includes the title 'Response to Access Request', the 'Requesting Party: Payroll Co. LLC', and a disclaimer: 'By submitting this form, you acknowledge that this account will have access to your business's accounting information with CSED. If you wish to terminate or change access for Payroll Co. LLC after this, you can do so by using the Manage Third Party Access tool.' A green box highlights the question 'Do you wish to grant Payroll Co. LLC access?' with two radio button options: 'No' and 'Yes'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'.

6. Once you have submitted the web request, you can reach out to your third-party logon user (payroll process or HR services) to let them know they can log into their business portal to check that your business has been added on their end. They would see something like this:

The screenshot shows the 'Logon' page for 'Accounting Services'. The header includes a welcome message 'Welcome, Accounting Services' and a note 'You last logged in on Tuesday, May 13, 2025 3:00:18 PM' with a 'Manage My Profile' link. The main navigation bar has 'Select a Customer', 'Favorites', and 'Action Center' (with a red notification badge). The section title is 'Who do you want to work with?' followed by a 'Filter' input field. Two customer cards are displayed: 'ACCOUNTING SERVICES' (with a red notification badge) and 'LEGALLY LEGAL LLC'. Each card has a redacted area and an 'Add to Favorites' button.