Filing Your Employer Statement

Your Guide to the Online Application Process
Instructions from your Employee

- If your employee is filing online for their temporary disability benefits, they will have been able to print out an instruction sheet to aid you in filing your statement.

- You will need
  - Item 2 – Social Security Number
  - Item 4 – Online Form ID

Verify that your business name appears in Item 6.
Find the application
From your web browser – enter the address www.nj.gov/labor/EmployerApplicationTDI

You should see a screen like this. Click SUPPLY EMPLOYER’S STATEMENT to begin the process.
LOGIN

In this screen enter:

• Online Form ID from the instruction sheet and
• your employee’s Social Security Number
The Online Form ID:

The Online Form ID is unique to a particular employee, a particular first day of disability, and a particular employer. The ID number is not interchangeable for any other claim except the one which generated the number.

If you make a mistake entering the Form ID, this message will appear:

The online form ID you have entered does not match our records. Please verify and re-enter the online form ID.

If you fail to enter the correct Online Form ID 3 times you will have to request a paper application to complete. You will receive a message:

The Information you have entered does not match our records. If you require additional information please contact our Customer Service Section at (609) 292-7060.
Verify you made a correct entry:

You should see a screen identifying your employee.

Confirm you have the correct person before proceeding.
Next, confirm or enter your **Employer Identification Number** and click submit.

If you enter it incorrectly, you may see the following message:
The New Jersey Dept. of Labor and Workforce Development has no record of the Employer Identification Number submitted. Please enter your Employer Identification Number again.

Confirm or enter your identifying information, then proceed through the tabs to enter details about your employee's employment with you.
When you complete all the necessary information, you will be presented with a summary sheet. You can:

- **EDIT/Review** – To correct any mistakes
- **Verify Later** – If you want someone else to review the information before submission
- **Verify Now** – To certify and submit the form
EDIT/Review Selection:

- Returns you to the Employer Identification tab, which cannot be changed. You must select "Continue" and proceed through the remaining tabs to make any corrections.
Verify Later Selection:

- If you make this selection, you will leave the application. You will have to return to [www.nj.gov/labor/EmployerApplicationTDI](http://www.nj.gov/labor/EmployerApplicationTDI) with your Online Form ID and Employee's Social Security Number to verify the information and submit the employer's statement.
Verify Now Selection:

- Enter your name and title as a representative of the business. You will have to select that you want to certify the information you have provided.

- Click Submit Employer Statement
You have submitted your employer statement. A summary of the information you submitted will be sent to your email address. You can also print out a summary from this page.