

# Employer Services Application Presentation

# UPLOAD



# What is the Employer Services App?

- One central location for employers to notify states about:
  - upcoming lump sum payments
  - employee terminations or to respond to an income withholding order (IWO) for someone who has never worked for you
- Nearly all states receive information provided by employers

# What is Lump Sum Reporting on the Employer Services App?

- Employers provide information about individuals who are eligible to receive a lump sum payment
- OCSE compares that information to individuals who owe child support
- OCSE sends matches to child support agencies responsible for collecting support
- Child support agencies contact employers or income withholders to let them know whether to withhold from the lump sum payment
  - Child support agencies may not contact the employer when opting not to attach the lump sum payment

Note: If the information the employer provides does not result in a match, OCSE does not send data to child support agencies.

# Welcome to Child Support Portal Homepage



U.S. Department of Health and Human Services

Administration  
for  
Children & Families

## FPLS Child Support Services Portal

CSSP Home Print | FAQ | Logout

### Employer Services

- File Upload
- File Errors
- Lump Sum Entry
- Termination Entry
- Reporting History

### Welcome to Employer Services

Employer Services enables authorized users to enter termination or lump sum payout information that will be sent to the state child support agency.



### Messages

Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states.

Reminder to Employers - Employer Services sends termination information quickly and securely to states.

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# Portal Home – Taskbar

 *U.S. Department of Health and Human Services*

Administration  
for  
Children & Families

## FPLS Child Support Services Portal

CSSP Home [Print](#) | [FAQ](#) | [Logout](#)

### Employer Services

- File Upload
- File Errors
- Lump Sum Entry
- Termination Entry
- Reporting History

### Taskbar

- **Print** any screen
- Access **FAQ** (Frequently Ask Questions)
- **Logout** from any screen

### Messages

Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states.

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# Portal Home – Messages

U.S. Department of Health and Human Services  
Administration for Children & Families

## FPLS Child Support Services Portal

CSSP Home [Print](#) | [FAQ](#) | [Logout](#)

**Employer Services**

- File Upload
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*Welcome to Employer Services*

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**Messages**

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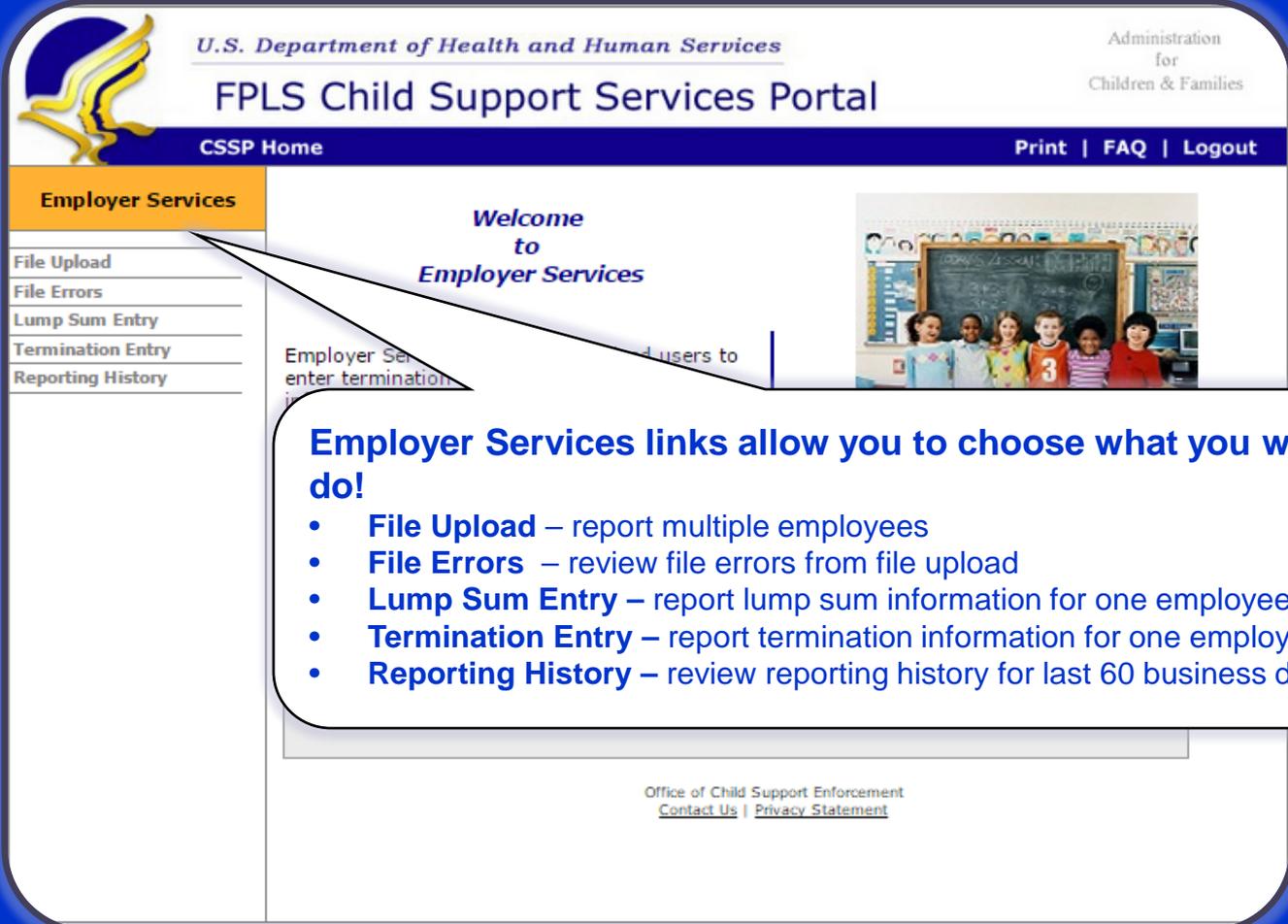
Reminder to Employers - Employer Services sends termination information quickly and securely to states.

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## Messages

- Provides current information
- Lists states that are NOT participating in Lump Sum Reporting and eTerm

# Portal Home – Employer Services



The screenshot displays the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The header includes "U.S. Department of Health and Human Services" and "Administration for Children & Families". The main title is "FPLS Child Support Services Portal". Below the title is a navigation bar with "CSSP Home" and "Print | FAQ | Logout". The left sidebar has a highlighted "Employer Services" section with a list of links: "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The main content area features a "Welcome to Employer Services" message and a photograph of children in a classroom. A callout box points to the "Employer Services" link in the sidebar.

**Employer Services links allow you to choose what you want to do!**

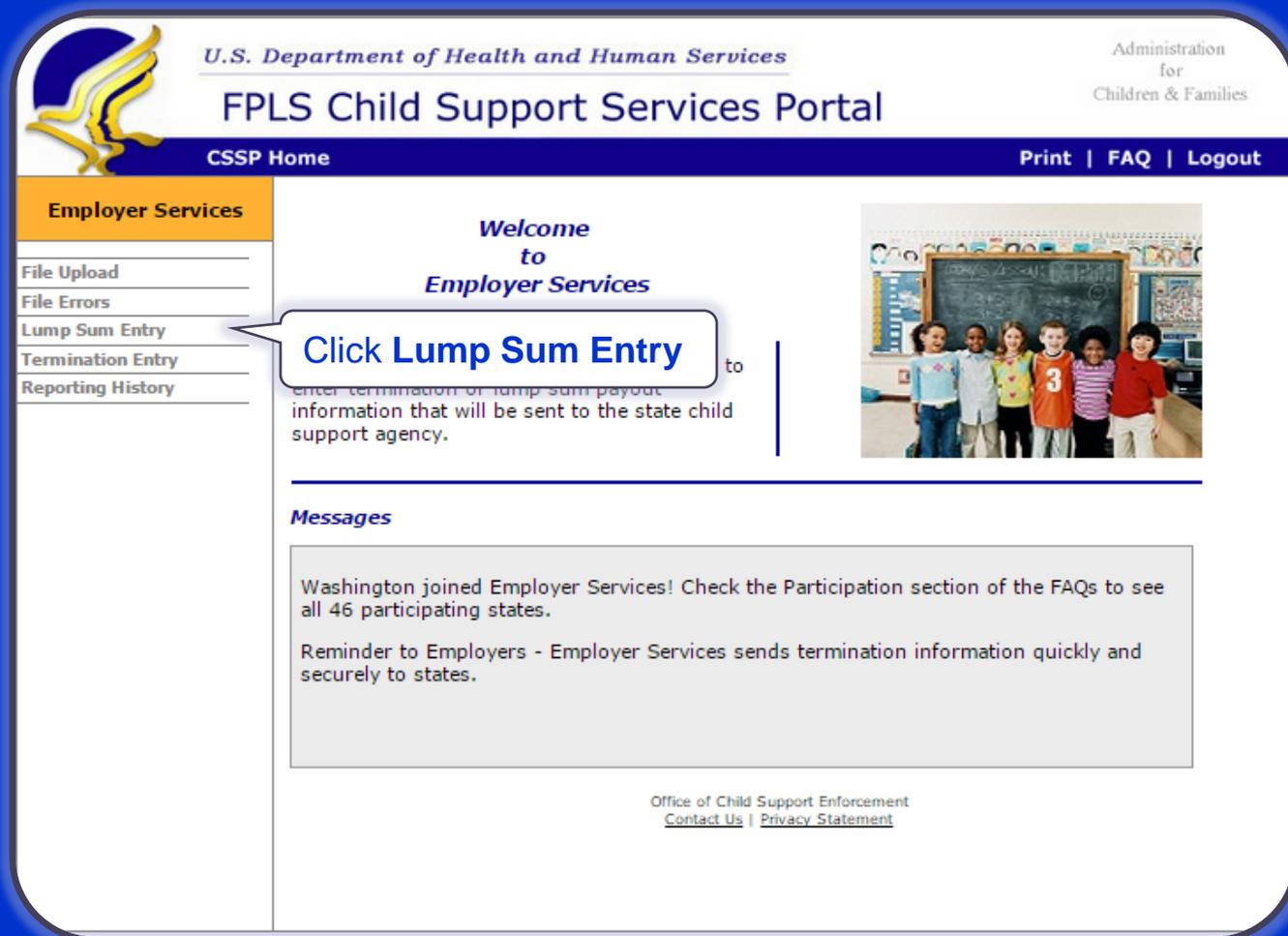
- **File Upload** – report multiple employees
- **File Errors** – review file errors from file upload
- **Lump Sum Entry** – report lump sum information for one employee
- **Termination Entry** – report termination information for one employee
- **Reporting History** – review reporting history for last 60 business days

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# Lump Sum Entry

- How to report lump sum information for one employee (by the “onesie”) to multiple states

# Lump Sum Entry



The screenshot shows the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The header includes the text "U.S. Department of Health and Human Services" and "Administration for Children & Families". The main title is "FPLS Child Support Services Portal". Below the title is a navigation bar with "CSSP Home", "Print", "FAQ", and "Logout". A left sidebar contains a menu with "Employer Services" (highlighted in orange), "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The main content area features a "Welcome to Employer Services" message. A callout box points to the "Lump Sum Entry" link in the sidebar, with the text "Click Lump Sum Entry to enter termination or lump sum payout information that will be sent to the state child support agency." To the right of the callout is a photograph of six diverse children standing in front of a chalkboard in a classroom. Below the welcome message is a "Messages" section with two paragraphs: "Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states." and "Reminder to Employers - Employer Services sends termination information quickly and securely to states." At the bottom right, it says "Office of Child Support Enforcement" with links for "Contact Us" and "Privacy Statement".

U.S. Department of Health and Human Services  
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## FPLS Child Support Services Portal

CSSP Home [Print](#) | [FAQ](#) | [Logout](#)

**Employer Services**

- File Upload
- File Errors
- Lump Sum Entry**
- Termination Entry
- Reporting History

*Welcome to Employer Services*

Click **Lump Sum Entry** to enter termination or lump sum payout information that will be sent to the state child support agency.



**Messages**

Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states.

Reminder to Employers - Employer Services sends termination information quickly and securely to states.

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# Lump Sum Entry – Online screen (1/2)

The screenshot shows the 'Lump Sum Entry' form on the FPLS Child Support Services Portal. The page header includes the U.S. Department of Health and Human Services logo and the Administration for Children & Families. The portal title is 'FPLS Child Support Services Portal'. A navigation bar contains 'Home', 'Print | FAQ | Logout', and 'Employer Services'. A warning message states: '\*\*\* This search should not be used for employment decisions \*\*\*'. The form is divided into sections: 'Lump Sum Entry' (with a red asterisk indicating required fields), 'Payee Information', and 'Case Information'. The 'Payee Information' section includes fields for SSN, First Name, Last Name, Reference Identifier, Payout Type, Expected Payout Date, and Amount. The 'Case Information' section includes fields for Case State, Case Identifier, and Order Identifier. A callout box points to the 'Expected Payout Date' field, stating 'Hover over the i for more information'. Another callout box points to the red asterisk, stating '\* Must complete Required fields'. A third callout box points to the 'Expected Payout Date' field, stating 'Enter information into each field'.

U.S. Department of Health and Human Services  
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FPLS Child Support Services Portal

Home Print | FAQ | Logout

**Employer Services**

- File Upload
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- Termination Entry
- Reporting History

\*\*\* This search should not be used for employment decisions \*\*\*

**Lump Sum Entry**  
\* Indicates required field

**Payee Information**

\* SSN:   
(No Hyphens)

\* First Name:

\* Last Name:

Reference Identifier:

\* Payout Type:

\* Expected Payout Date:   
(mm/dd/yyyy)

Amount: \$

**Case Information**

If you choose to direct your Lump Sum notification to a specific state, enter Case Information below.

Case State:

Case Identifier:

Order Identifier:

Enter information into each field

**Expected Payout Date** – must be at least five days in the future

Note: Some states have laws that require employers to hold lump sum payments for a specific duration. See [Lump Sum Matrix](#).

\* Must complete Required fields

Hover over the  for more information

Screen continues (1/2)

# Lump Sum Entry – Online screen (2/2)

## Payor Information

\* FEIN:

\* Organization Name:

\* Contact Name:

Address Line 1:

Address Line 2:

City Name:

State:

ZIP:

\* Phone:

(No Hyphens)

Ext:

\* Fax:

(No Hyphens)

\* Email:

Preference:

\*\*In states that require notification prior to making a lump sum payment to a debtor, applicable state law must be followed concerning hold periods.

Click **Submit**

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Screen ends

FEIN field is pre-filled

Payor Information is pre-filled from the Employer Profile & Agreement; however, the contact information may be updated for each payout

Note: Must follow applicable state laws. See [Lump Sum Matrix](#).

# Lump Sum Entry Confirmation

The screenshot displays the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The header includes the text "U.S. Department of Health and Human Services" and "Administration for Children & Families". The main title is "FPLS Child Support Services Portal". A navigation bar contains "Home", "Print | FAQ | Logout", and "Employer Services". The "Employer Services" menu is open, showing options like "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The main content area is titled "Lump Sum Entry Confirmation" and features a green message box: "Payout transaction has been submitted for 123-XX-6789." A callout bubble points to this message with the text "Message displays confirming submission". Below the message is a "New Lump Sum" button. At the bottom, it says "Office of Child Support Enforcement" with links for "Contact Us" and "Privacy Statement".

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Administration for Children & Families

FPLS Child Support Services Portal

Home Print | FAQ | Logout

**Employer Services**

- File Upload
- File Errors
- Lump Sum Entry
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- Reporting History

**Lump Sum Entry Confirmation**

Payout transaction has been submitted for 123-XX-6789.

Message displays confirming submission

New Lump Sum

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# Lump Sum Entry – What's Next?

## What happens now?

- If the employee information submitted matches to an individual who owes child support, OCSE notifies the child support agency responsible for collecting the support
- Child support agencies may contact you by phone, fax, or e-mail (your preference) if they plan to attach the lump sum payment
- Response time varies from state to state. If there is no response by the Payout Date (and no state law requiring you to hold the payment), then you may release the payment to the employee

# File Upload

- How to report multiple employees to multiple states by uploading a spreadsheet

# File Upload

The screenshot shows the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The header includes "U.S. Department of Health and Human Services", "Administration for Children & Families", and "FPLS Child Support Services Portal". A navigation bar contains "CSSP Home", "Print | FAQ | Logout", and "Employer Services". A left sidebar lists "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". A callout box points to "File Upload" with the text: "File Upload" and "• Upload a file containing information about employees for lump sums or terminations". The main content area includes a "Welcome" message, a description of the "File Upload" function, a "Messages" section with two announcements, and a footer for the "Office of Child Support Enforcement" with links for "Contact Us" and "Privacy Statement".

U.S. Department of Health and Human Services  
Administration for Children & Families  
FPLS Child Support Services Portal  
CSSP Home Print | FAQ | Logout  
Employer Services  
File Upload  
File Errors  
Lump Sum Entry  
Termination Entry  
Reporting History

**File Upload**

- Upload a file containing information about employees for lump sums or terminations

Welcome

Employer Services allows you to enter termination or lump sum payout information that will be sent to the state child support agency.

**Messages**

Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states.

Reminder to Employers - Employer Services sends termination information quickly and securely to states.

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# File Upload – Steps 1 & 2

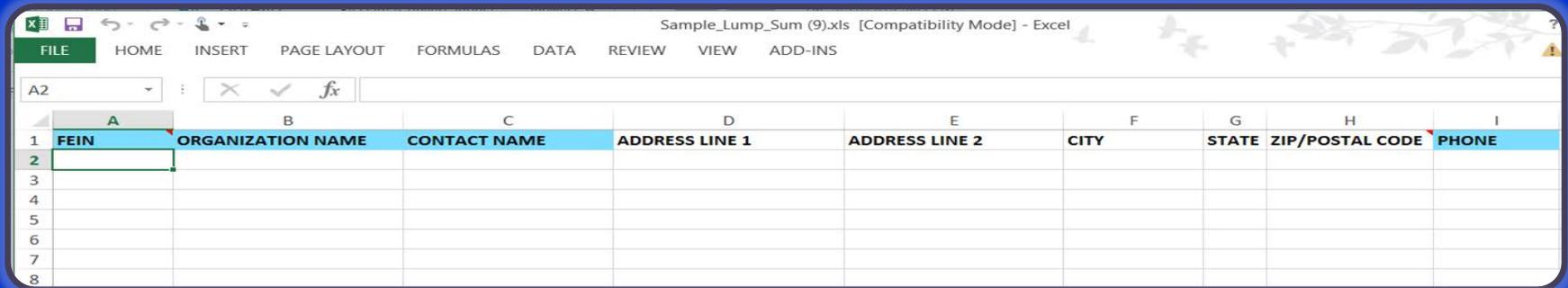
The screenshot displays the 'FPLS Child Support Services Portal' interface. At the top, it features the U.S. Department of Health and Human Services logo and the Administration for Children & Families. The main navigation bar includes 'Home', 'Print', 'FAQ', and 'Logout'. A sidebar on the left lists 'Employer Services' and 'File Upload'. The main content area is titled 'File Upload' and includes a red asterisk indicating required fields. Under the 'File Selection' section, there is a dropdown menu for 'Reporting Type' with options '-Select-', 'Lump Sum', and 'Termination'. Below this is a 'File:' field with a file chosen icon and an 'Upload' button. At the bottom of the form, there are two buttons: 'Sample Lump Sum' and 'Sample Termination'. The footer contains the text 'Office of Child Support Enforcement' and links for 'Contact Us' and 'Privacy Statement'.

**Step 1: Select file Reporting Type for upload:**

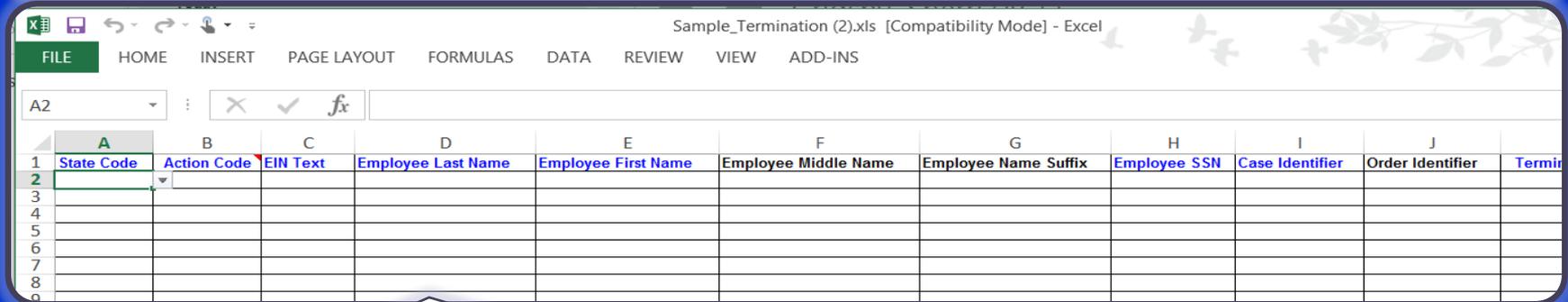
- **Lump Sum**
- **Termination**

**Step 2: Select Sample Lump Sum or Sample Termination button to open Excel template**

# File Upload – Step 3 - Excel Templates



	A	B	C	D	E	F	G	H	I
1	FEIN	ORGANIZATION NAME	CONTACT NAME	ADDRESS LINE 1	ADDRESS LINE 2	CITY	STATE	ZIP/POSTAL CODE	PHONE
2									
3									
4									
5									
6									
7									
8									



	A	B	C	D	E	F	G	H	I	J	K
1	State Code	Action Code	EIN Text	Employee Last Name	Employee First Name	Employee Middle Name	Employee Name Suffix	Employee SSN	Case Identifier	Order Identifier	Termination Date
2											
3											
4											
5											
6											
7											
8											
9											

**Step 3:** These templates are pre-formatted in Excel. Complete employees' information on the spreadsheet and save on your computer.

**NOTE:**

- The BLUE highlighted fields or text indicate required fields. Some fields have tool tips which describes the formatting for the particular field.
- Employer should use the formatted template to avoid file errors.

# File Upload – Steps 4 & 5

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FPLS Child Support Services Portal

Home Print | FAQ | Logout

**Employer Services**

- File Upload
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- Reporting History

**File Upload**  
\* Indicates required field

**File Selection**

\* Reporting Type:

\* File:  No file chosen

Supported file formats are comma separated value(.csv), Excel (.xls, .xlsx) and fixed length(.txt).

**Step 4:**

- Click **Choose File** to select the file on your computer

**Step 5:**

- Click **Upload**

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# File Upload – Message

The screenshot displays the FPLS Child Support Services Portal. At the top, it features the U.S. Department of Health and Human Services logo and the Administration for Children & Families. The main header reads "FPLS Child Support Services Portal" with navigation links for "Home", "Print", "FAQ", and "Logout". A left sidebar lists "Employer Services" including "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The main content area is titled "File Upload" and includes a message: "Your file has been uploaded. You will receive an email to let you know whether or not your file processed successfully." Below this is a "File Selection" section with a "Reporting Type" dropdown menu and a "File" field with a "Choose File" button. An "Upload" button is also visible. At the bottom, there are buttons for "Sample Lump Sum" and "Sample Termination", and a footer with "Office of Child Support Enforcement" and links for "Contact Us" and "Privacy Statement".

**File Upload**  
\* Indicates required field

Your file has been uploaded. You will receive an email to let you know whether or not your file processed successfully.

**File Selection**

\* Reporting Type:

\* File:  No file chosen  
Supported file formats are comma separated values (.xls, .xlsx) and fixed length (.txt).

**Message**

- “Your file has been uploaded. You will receive an e-mail to let you know whether or not your file processed successfully” displays.
- An e-mail notifies you if your file was uploaded successfully or not. If not, see **File Errors**.

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# File Upload – What is Next?

## What happens now?

- **For Lump Sum Reporting:**
  - Child support agencies receive notification when information you submitted matches to an individual who owes child support
  - Child support agencies contact you by phone, fax, or e-mail (your preference) if they plan to attach the lump sum payment
- **For Termination Reporting:**
  - OCSE notifies the child support agency you provided on your file about the employee termination or that the individual identified on a new IWO does not work for your company

# File Errors

- How to review file errors from uploading a spreadsheet

# File Error – Sample E-mail

Testing Organization Unlimited,

Your Debt Inquiry Service file named Testing123\_04\_08\_2014.xlsx did not process successfully. The file error log is available on the File Errors page. Please review the file error log to correct and resubmit this file. Additionally, some tips have been added to the sampleXLS.xls available on the File Upload page.

Employer Services - Michael Liebert:  
Telephone: (443) 436-6466  
E-mail: Michael.Liebert@ssa.gov

## Sample e-mail

- You will receive an e-mail about file errors

# File Error

The screenshot displays the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The header includes the text "U.S. Department of Health and Human Services" and "Administration for Children & Families". The main title is "FPLS Child Support Services Portal". Below the title, there are links for "CSSP Home", "Print", "FAQ", and "Logout".

The left sidebar contains a menu for "Employer Services" with the following items: "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History".

The main content area features a "Welcome to" message and a photograph of children in a classroom. A callout box titled "File Error" contains the following text:

- Review file errors for files that did not process successfully

Below the callout, there is a "Messages" section with two messages:

Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states.

Reminder to Employers - Employer Services sends termination information quickly and securely to states.

At the bottom of the page, there is a footer for the "Office of Child Support Enforcement" with links for "Contact Us" and "Privacy Statement".

# File Error – Search Criteria

The screenshot shows the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The page title is "FPLS Child Support Services Portal". On the right, it says "Administration for Children & Families". Below the title is a navigation bar with "Home", "Print | FAQ | Logout", and "Employer Services". The "Employer Services" menu is open, showing options like "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The "File Errors" section is active, displaying "Search Criteria" with a red asterisk indicating required fields. The search criteria include: "Reporting Type" (a dropdown menu set to "-Select-"), "From Date" (a date field set to "02/26/2014" with a calendar icon), and "To Date" (a date field set to "03/05/2014" with a calendar icon). A yellow "GO" button is next to the "To Date" field. At the bottom, it says "Office of Child Support Enforcement" with links for "Contact Us" and "Privacy Statement".

U.S. Department of Health and Human Services  
Administration for Children & Families

FPLS Child Support Services Portal

Home Print | FAQ | Logout

Employer Services

File Upload  
File Errors  
Lump Sum Entry  
Termination Entry  
Reporting History

**File Errors**  
\* Indicates required field

**Search Criteria**

\* Reporting Type: -Select-  
\* From Date: 02/26/2014 (mm/dd/yyyy)  
\* To Date: 03/05/2014 (mm/dd/yyyy) GO

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## Search Criteria

- Select **Reporting Type**
- Select **From Date** and **To Date**
- Click **GO**

# File Error – Download

U.S. Department of Health and Human Services  
Administration for Children & Families

FPLS Child Support Services Portal

Home Print | FAQ | Logout

**Employer Services**

- File Upload
- File Errors**
- Lump Sum Entry
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- Reporting History

### File Errors

\* Indicates required field

Date range may be modified due to available file error history.

#### Search Criteria

\* Reporting Type:

\* From Date:

(mm/dd/yyyy)

\* To Date:

(mm/dd/yyyy)

#### Search Results

Date	Input File Name	Error Log File Name	Action
03/05/2014	test_I_03_05_2014.xls	741741746.ET.030520141433004.xls.EF	<a href="#">Download</a>
03/05/2014	test_I_03_05_2014.xls	741741746.ET.030520141333004.xls.EF	<a href="#">Download</a>
03/05/2014	test_H_03_05_2014.xls	741741746.ET.030520141233004.xls.EF	<a href="#">Download</a>
03/04/2014	test_G_03_04_2014.xls	741741746.ET.030420141433004.xls.EF	<a href="#">Download</a>
03/04/2014	test_F_03_04_2014.xls	741741746.ET.030420141333004.xls.EF	<a href="#">Download</a>
03/04/2014	test_E_03_04_2014.xls	741741746.ET.030420141233004.xls.EF	<a href="#">Download</a>
03/04/2014	test_D_03_04_2014.xls	741741746.ET.030420141133004.xls.EF	<a href="#">Download</a>
03/03/2014	test_C_03_03_2014.xls	741741746.ET.030320141433004.xls.EF	<a href="#">Download</a>
03/03/2014	test_B_03_03_2014.xls	741741746.ET.030320141333004.xls.EF	<a href="#">Download</a>
03/02/2014	test_A_03_02_2014.xls	741741746.ET.030220141433004.xls.EF	<a href="#">Download</a>

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**Click Download**

# File Error – Error Log

```
Error log for input file 123456789.DI.03032014110008.xls processed on Mon  
Mar 03 11:00:08 EST 2014  
2 FAILED SSN is invalid  
3 FAILED FEIN is missing,Organization Name is missing  
4 FAILED Expected Payout date must be at least 5 days later from today.
```

- Error log displays which line(s) in the spreadsheet has errors and identifies the error
- Fix the original spreadsheet and re-upload for file validation process

# Termination Entry

- How to report termination information for a single employee

# Termination Entry

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U.S. Department of Health and Human Services  
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FPLS Child Support Services Portal

CSSP Home Print | FAQ | Logout

**Employer Services**

- File Upload
- File Errors
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- Reporting History

*Welcome to Employer Services*

Click **Termination Entry**

support agency.

**Messages**

Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states.

Reminder to Employers - Employer Services sends termination information quickly and securely to states.

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# Termination Entry – Online screen (1/2)

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FPLS Child Support Services Portal

Home Print | FAQ | Logout

**Employer Services**

- File Upload
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- Reporting History

### Termination Entry

\* Indicates required field

**\* Required fields**

#### Employment Termination or Income Status

Select Yes if you received an IWO and the NCP does not work for you. Select No to report a termination of an employee.

Are you responding to an Income Withholding Order?

No

Yes

*Note: You can use this to report terminated employees and to report that you received an IWO for a person who never worked for you*

#### Employer Information

\* FEIN:   
(No Hyphens)

#### Noncustodial Parent/Employee Information

\* SSN:   
(No Hyphens)

\* Last Name:

\* First Name:

Middle Name:

Suffix:

Screen continues (1/2)

Enter information into each field

- **FEIN** field is pre-filled

# Termination Entry – Online screen (2/2)

Enter information into each field

- **State** and **Case Identifier** are required fields for reporting terminations

**Case Information**

\* State:

\* Case Identifier:

Order Identifier:

**Termination Information**

Termination Date:   
(mm/dd/yyyy)

Final Payment Date:   
(mm/dd/yyyy)

Final Payment Amount:

**Last Known Address**

Address Line 1:

Address Line 2:

City Name:

State:

ZIP:  ZIP Ext:

Phone Number:   
(No Hyphens)

**New Employer Information**

Employer Name:

Address Line 1:

Address Line 2:

City Name:

State:

ZIP:  ZIP Ext:

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Click **Submit**

Screen ends (2/2)

# Termination Entry – Confirmation

The screenshot displays the FPLS Child Support Services Portal interface. At the top left is the U.S. Department of Health and Human Services logo. The header includes the text "U.S. Department of Health and Human Services" and "Administration". The main title is "FPLS Child Support Services Portal". Below the title is a "Home" link. A left sidebar contains a menu with "Employer Services" highlighted, and sub-items: "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The main content area is titled "Termination Entry" with a note "\* Indicates required field". A yellow-bordered message box states: "Termination information has been submitted for 123-XX-6789." Below this is a section titled "Employment Termination or Income Status" with instructions: "Select Yes if you received an IWO and the NCP does not work for you. Select No to report a termination of an employee." A question follows: "Are you responding to an Income Withholding Order?" with radio button options for "No" (selected) and "Yes". Below this is a section titled "Employer Information" with a "Repeat Employee Information" button. A callout box points to this button with the text: "Click Repeat Employee Information to report employee information for multiple orders for one employee". Another callout box points to the yellow message box with the text: "Message displays confirming submission".

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Administration

## FPLS Child Support Services Portal

Home

**Employer Services**

- File Upload
- File Errors
- Lump Sum Entry
- Termination Entry
- Reporting History

### Termination Entry

\* Indicates required field

Termination information has been submitted for 123-XX-6789.

#### Employment Termination or Income Status

Select Yes if you received an IWO and the NCP does not work for you. Select No to report a termination of an employee.

Are you responding to an Income Withholding Order?

No

Yes

#### Employer Information

Repeat Employee Information

Click **Repeat Employee Information** to report employee information for multiple orders for one employee

Message displays confirming submission

# Reporting History

- How to review lump sum reporting and termination reporting history for 60 business days

# Reporting History

The screenshot displays the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The header includes the text "U.S. Department of Health and Human Services" and "Administration for Children & Families". The main title is "FPLS Child Support Services Portal". Below the title is a navigation bar with "CSSP Home" and links for "Print | FAQ | Logout".

The left sidebar contains a menu for "Employer Services" with the following items: File Upload, File Errors, Lump Sum Entry, Termination Entry, and Reporting History. The "Reporting History" item is highlighted with a blue callout box that says "Click Reporting History".

The main content area features a "Welcome to Employer Services" message. Below this is a photograph of a diverse group of children standing in front of a chalkboard in a classroom. A text box below the photo states: "Employer Services enables authorized users to".

The "Messages" section contains two announcements: "Washington joined Employer Services! Check the Participation section of the FAQs to see all 46 participating states." and "Reminder to Employers - Employer Services sends termination information quickly and securely to states."

At the bottom of the page, the text reads "Office of Child Support Enforcement" with links for "Contact Us" and "Privacy Statement".

# Reporting History – Search Criteria

The screenshot shows the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The header includes "U.S. Department of Health and Human Services" and "Administration for Children & Families". The main title is "FPLS Child Support Services Portal". Navigation links include "Home", "Print | FAQ | Logout", and "Employer Services". The "Employer Services" menu is open, showing options like "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The "Reporting History" section is active, displaying "Reporting History" and a note "\* Indicates required field". Below this is the "Search Criteria" form with fields for "Reporting Type" (a dropdown menu), "From Date" (02/26/2014), "To Date" (03/05/2014), and "SSN" (with a "GO" button). A "Clear" button is located below the form. At the bottom, there is a footer for the "Office of Child Support Enforcement" with links for "Contact Us" and "Privacy Statement".

- Enter **Search Criteria**
- Click **GO**

*Remember to use a 60-day time period*

# Reporting History – Search Results

U.S. Department of Health and Human Services  
Administration for Children & Families

FPLS Child Support Services Portal

Home Print | FAQ | Logout

**Employer Services**

- File Upload
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- Reporting History

**Reporting History**  
\* Indicates required field

Date range may be modified due to available input file history.

**Search Criteria**

\* Reporting Type:

\* From Date:    
(mm/dd/yyyy)

\* To Date:    
(mm/dd/yyyy)

SSN:

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**Search Results**

Submitted Date ▲ ▼	NCP/Employee Name ▲ ▼	SSN	Entry Type
03/05/2014	Sherri Grigsby	<a href="#">xxx-xx-6789</a>	Online
03/05/2014	Mary Grace	<a href="#">xxx-xx-4221</a>	Online
03/04/2014	Leonn Freeman	<a href="#">xxx-xx-1111</a>	Batch
03/04/2014	Robert Duval	<a href="#">xxx-xx-6473</a>	Batch
03/02/2014	James Camry	<a href="#">xxx-xx-0236</a>	Batch
03/02/2014	Ralph Smith	<a href="#">xxx-xx-1212</a>	Online
03/02/2014	Mary Grace	<a href="#">xxx-xx-4221</a>	Online
03/02/2014	Leonn Freeman	<a href="#">xxx-xx-1111</a>	Batch
03/02/2014	Robert Duval	<a href="#">xxx-xx-6473</a>	Batch
03/01/2014	James Camry	<a href="#">xxx-xx-0236</a>	Batch

Office of Child Support Enforcement  
[Contact Us](#) | [Privacy Statement](#)

Click **SSN** to view the Lump Sum Reporting or Termination Details

- Review Search Results**
- Submitted Date
  - NCP/Employee Name
  - SSN
  - Entry Type
    - Online = online form
    - Batch = File Upload

# Reporting History – Details

The screenshot displays the FPLS Child Support Services Portal. At the top left is the U.S. Department of Health and Human Services logo. The page title is "FPLS Child Support Services Portal". On the right, it says "Administration for Children & Families". Below the title is a navigation bar with "Home", "Print", "FAQ", and "Logout". A left sidebar menu includes "Employer Services" (highlighted), "File Upload", "File Errors", "Lump Sum Entry", "Termination Entry", and "Reporting History". The main content area is titled "Termination Details" and contains three sections: "Employment Termination or Income Status" with the text "Employee has never worked for this employer nor received periodic income.", "Employer Information" with "FEIN: 98-7654321", "Noncustodial Parent/Employee Information" with "SSN: xxx-xx-6789", "Last Name: Grigsby", "First Name: Sherri", "Middle Name:", and "Suffix:", and "Case Information" with "Case Type: ETRM", "State: AL", "County Code: 123", "Case Identifier: 1234567", and "Order Identifier: 34345567".

Termination or Lump Sum Entry Details

- Read only view of information submitted by employer

# How do I enroll for the application?

- Employer Services Agreement and Profile
  - (complete and return to [employerserviceswebapp@acf.hhs.gov](mailto:employerserviceswebapp@acf.hhs.gov))
- Multiple FEIN spreadsheet
  - (complete and return to [employerserviceswebapp@acf.hhs.gov](mailto:employerserviceswebapp@acf.hhs.gov))

## Other helpful links:

- Lump Sum Matrix: State-specific information and contacts
- Lump Sum and eTerm Participating states
- e-IWO allows employers to receive the OMB-approved, standard Income Withholding for Support order (IWO) and report terminations electronically. For more information please contact [Bill Stuart](#)
- OCSE Employer website