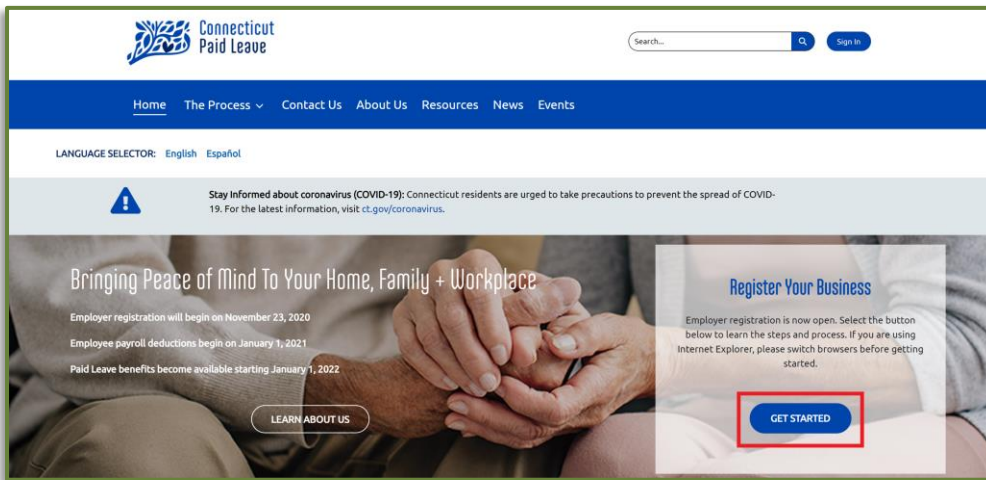


> How Employers Register with

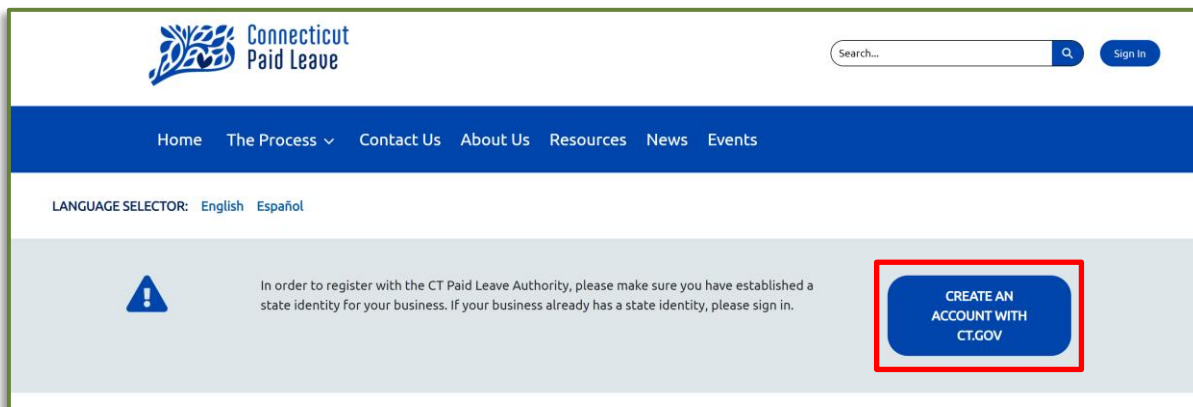


Pre-Registration

Disclaimer: All references within this document to the red box are solely for the use of this document and do not reference the website.



- Click the “Get Started” button highlighted with a red box, and it will bring you to the CT.gov site.
- Before proceeding with registration for CT Paid Leave, you **MUST** have a state identity with CT.gov. If you do not, click “Create An Account with CT.GOV” to set one up.
- If you already have one, proceed to sign in.



Sign up for a CT.gov account

First name: John Last name: Doe

Username: johndoe

Email address: johndoe@abccompany.com

Confirm email address: johndoe@abccompany.com

Password: Password Confirm password: Password

✓ Password must have 9+ characters
✓ Password must have 1 capital letter
✓ Password must have 1 number
✓ Password must have 1 lower case letter
✓ Password must have 1 special character
✓ Maximum 64 characters allowed

✓ I'm not a robot

SIGN UP FOR A CT.GOV ACCOUNT >

- At the CT.gov site, complete the form to create an account.
- Click “Sign Up for a CT.gov Account” button.

Continue
Pre-Registration Process

> How Employers Register with



Pre-Registration (Continued)

Disclaimer: All references within this document to the red box are solely for the use of this document and do not reference the website.

Your Ct.Gov account has been successfully created.

An email has been sent to you with instructions for verifying your account.

Sign in to access your account.

If you did not receive the email, please check your spam folder.

[Log in](#)

- You'll receive an on-screen confirmation that your CT.gov account was successfully create.
- You'll need to toggle to the email account that you used to set up the CT.gov account with to validate the email.
- **IMPORTANT:** Please validate your email address now so that you do not risk the chance of being locked out due to invalidation.

- Locate the email from do-not-reply-account@notification.ct.gov
- Click on the **"please verify your email"** link.

Email Verification Required: Your new CT.Gov account Inbox x

do-not-reply-account@notifications.ct.gov
to kgarcia+50 *



Dear John,

An account was created for you at CT.Gov, the official website of the State of Connecticut. To begin using your account, [please verify your email](#).

This link will expire in 24 hours.

Thank you,
State of Connecticut

Please do not reply to this email. This mailbox is unmonitored.



Ct.gov

Language ▾

Log in

Username or email address

Password

Forgot your [username](#) or [password](#) ?

[LOG IN >](#)

Need an account? [Sign up now](#)

- Using the credentials you just set up, enter your information into the fields:
 - Username/email address
 - Password
- Click the "Log In" button.

Continue
Pre-Registration Process

LANGUAGE SELECTOR: [English](#) [Español](#)

Prepare for Business Registration

In order to register your business with the CT Paid Leave Authority, you will need to gather important details about your business and employees. See the checklist specific to your business type below to see what information you will need for registration.

WHY DO I NEED TO REGISTER?

Registering your business is a vital step in preparing to remit employee payroll deductions to the CT Paid Leave Authority — set to begin in January 2021 — and to ensure you receive the information and resources your business needs.

WHEN DO I NEED TO REGISTER BY?

As employee payroll deductions begin on January 1, 2021, it is important for you to register your business before December 31, 2020.

WHEN DO I SUBMIT EMPLOYEE CONTRIBUTIONS?

Contributions are due quarterly. The first payment will be due April 30, 2021.

ARE YOU AN EMPLOYEE IN CONNECTICUT?

Employees do not need to register with the CT Paid Leave Authority. Covered employees become eligible to apply for benefits beginning January 1, 2022.

ARE YOU READY TO REGISTER YOUR BUSINESS WITH CTPL?

START

Sole Proprietors and Self-Employed

Employers / Company Administrators

Third-Party Administrators

Apply for A Private Plan

PRINT

EMPLOYER / COMPANY ADMINISTRATOR REGISTRATION CHECKLIST

☐ Need to learn more before you start?

Learn more about the Connecticut Paid Leave program and the process to opt-in to the program as an Employer or Company Administrator.

LEARN MORE

☐ Create a State Identity

In order to register with the CT Paid Leave Authority, you must first establish a state identity for your business through business.ct.gov. Once you have a state identity for your business, you may sign in using your business.ct.gov credentials and begin the registration process.

CREATE AN ACCOUNT WITH CT.GOV

☐ FEIN Number

In order to register your business, you will need your Federal Employer Identification Number (FEIN).

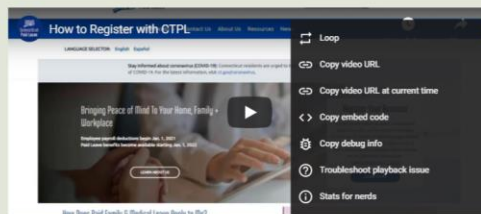
FIND MY NUMBER

☐ NAICS Code

You will need the North American Industry Classification System (NAICS) code for your business. To determine the appropriate NAICS code for your business, please call (888) 75NAICS or visit www.census.gov/eos/www/naics.

NAICS CODE

Registration Tutorial



Watch this registration tutorial video, or click to download a printable guide to follow the step by step process of registration.

DOWNLOAD

After logging in with your state identity credentials, your name will appear here.

Review the **Prepare for Business Registration** section (highlighted with a red box) to ensure the registration process is quick and easy and that you have everything you need to register.

Click the **"Start"** button when you are ready to begin the registration process with CTPL.

For further information on what information is needed for registration, review the CTPL Registration Checklists. Select the box that matches the affiliation you represent to view a registration checklist. Either:

- Sole-Proprietors and Self-Employed
- Employers/Company Administrators
- Third-Party Administrators
- Apply For A Private Plan

For this example, we selected "Employers/Company Administrators".

ACCOUNT REGISTRATION

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Step 1: Enter Your Contact Information

Please enter your individual business contact information below:

* First Name

John

Middle Name

* Last Name

Doe

* Business Street Address 1

1 Main St

Business Street Address 2

Business Street Address 3

* City

Hartford

* State

CT

* Postal Code

06103

Please verify and/or update your information below:

* Primary Business Contact Email Address:

ericord15+220@gmail.com

* Primary Business Contact Phone Number:

8603383535

Please select the following:

* I am a

Employer / Company Administrator

Sole Proprietor or Self-Employed Individual

Third-Party Payroll Company

Tax Accountant

On Behalf of a Client

[Previous Step](#)[Save and Finish Later](#)[Next](#)

The First, Last and Email address will prefill with the information used when signing up for state credentials on CT.gov.

Complete all remaining mandatory fields:

- Business Street Address 1
- City
- State
- Postal Code
- Primary Business Contact Phone Number

Select the response to the question "I am a..."
Either:

- Employer / Company Administrator
- Sole Proprietor or Self-Employed Individual
- Third Party Payroll Company
- Tax Accountant
- On Behalf of a Client

This job aide will describe the path for an Employer / Company Administrator.

ACCOUNT REGISTRATION



STEP 2

STEP 3

STEP 4

STEP 5

Step 2: Connect Your Account With A Business

Please enter the following information:

* Last 4 of SSN

* Last Name

[Previous Step](#)[Save and Finish Later](#)[Next](#)

Your business has not been registered with the CT Paid Leave Authority yet. Please continue the registration process.

* Business Name

DBA (if different from business name)

* Business Primary Location Address 1

Business Primary Location Address 2

Business Primary Location Address 3

* Location City

* Location State

* Location Postal Code

Is your business mailing address different from your business location?

☐ Yes☒ No

If known, please provide the following information:

Department of Labor Registration Number

CT Secretary of the State Business ID Number

TIN

FEIN Number

State Tax ID

If you have an additional contact where you would like to receive information regarding the program, please enter it below:

Business Email Address:

Business Phone Number:

- If the search query finds the business associated with the FEIN number as already registered with the CTPL, the system will display the message that your business was located and registered.
- You will not be able to proceed until you are added as a user on their account.

If the search query doesn't find the business associated with the FEIN entered, you'll need to complete the mandatory fields indicated with a **red "x"**.

- Business Name
- Business Primary Location Address 1
- Location City
- Location State
- Location Postal Code

If the "Yes" radio button is selected for the question "Is your business mailing address different from your business location?", the screen will display additional fields allowing the user to enter a business mailing address. If the "No" radio button is selected, the screen will appear as it does.

☒ Yes ☐ No

* Business Mailing Address 1

Business Mailing Address 2

Business Mailing Address 3

* Mailing City

* Mailing State

* Mailing Postal Code

[Previous Step](#)[Save and Finish Later](#)[Next](#)[Click "Next" to Continue to Step 3](#)

ACCOUNT REGISTRATION



STEP 3

STEP 4

STEP 5

Step 3: Enter Additional Business Information

Please verify and/or update the following information:

* Business Type

Select Your Response

* Describe Your Primary Business Activity

* NAICS Code ⓘ

* Number of Connecticut Employees

Select Your Response

* Total Annual Payroll for Connecticut Employees

Select Your Response

* Payroll Frequency

Select Your Response

* Do you want to apply for a private plan from the program?

☐ Yes

☒ No

Save and Finish Later

Next

If the option "No" is selected in the "Do you want to apply for an exemption from the program" section, this dropdown will appear.

* How will your business remit payments on behalf of employees?

Select Your Response

Select Your Response

Myself and/or my company admin

A Third-Party-Administrator

If the option "other" is selected from the field "Business Type" drop down, a text box will appear asking for you to describe the other.

* Business Type

Select your business type...

Sole Proprietorship
General Partnership
Limited Liability partnership (LLP)
Limited Partnership (LP)
Limited partnership taxed as a C Corporation
Single Member LLC (SMLLC)
Single Member LLC taxed as a C Corporations
Single Member LLC taxed as an S Corporation
Limited Liability company (LLC) taxed as a partnership
C Corporation
S Corporation
Qualified subchapter S subsidiary (QSSS)
Other

Select Your Response

1-4
5-9
10-19
20-49
50-99
100-249
250-499
500-999
1000 +

Select Your Response

0-\$25,000
\$25,001 - \$50,000
\$50,001 - \$75,000
\$75,001 - \$100,000
\$100,001 - \$125,000

Select Your Response

Weekly
Bi-weekly
Semi-monthly
Monthly

Click "Next" to
Continue to Step 4

ACCOUNT REGISTRATION



STEP 4

STEP 5

Step 4: Add Additional Users (Optional)

You may add up to three (3) additional users at this time.

You will also have the option to add additional users once registration is complete.

* Do you want to add additional users to your account now?

☒ Yes

☐ No

Fields appear only
if you select 'Yes'
to the question
above

Person 1

* First Name

* Last Name

* Role / Title

Select Your Response... ▼

* Business Email Address

you@example.com

Add Another Person

☐ No

Additional fields appear
only if you select 'Yes'

Previous Step

Save and Finish Later

Next

- Employers and Company Admins can add up to 3 additional authorized users to their account.
- If additional users need to be added after registration was already completed, it can be done through the "My Account" feature on the website. (Available in early December)
- If you select the "Yes" radio button to the question "Do you want to add additional users to this account now?" (highlighted with a red box) the system will provide the opportunity to add users.

To add another person as a user:

- Slide the toggle for "Add Another Person" to the "Yes" position (highlighted with a red box), the system will allow you to add another user.
- This can be repeated up to 3 times.

Click "Next" to
Continue to Step 5

ACCOUNT REGISTRATION

STEP 5

Please review your information.

To update your information, please navigate back using the Previous Step button.

Contact Information

First Name: John

Last Name: Doe

Email: ericord15+221@gmail.com

Primary Phone Number: 1234567899

Business Street Address: 1 Main St

Business Street Address:

Business Street Address:

City: Hartford

State: CT

Postal Code: 06103

Business Information

Business Name: Doe Construction

DBA:

Business Phone Number:

Business Email Address:

Business Type: General Partnership

Describe Your Primary Business Activity: Stuff

Remitting Payments: Myself and/or my company admin

Payroll Frequency: Bi-weekly

Payroll Size Range: \$75,001 - \$100,000

Employee Size Range: 1-4

Exemption Choice: No

Dept of Labor Registration Number:

NAICS Code: 222222

Federal Employer Identification Number: 23-3210020

State Tax ID:

CT Secretary of the State Business ID:

Business Location Address Line 1: 1 Main St

Business Location Address Line 2:

Business Location Address Line 3:

Business Location City: Hartford

Business Location State: CT

Business Postal Code: 06103

Business Mailing Address Line 1:

Business Mailing Address Line 2:

Business Mailing Address Line 3:

Mailing City:

Mailing State:

Mailing Postal Code:

[Previous Step](#)[Save and Finish Later](#)[Next](#)

Thank You for Registering!

You will receive an email with your registration information. Please save this for your records. If you added any additional users, they will receive an email prompting them to register. When quarterly payments are due, you will use this account to remit payment. For information on the CT Paid Leave program, please visit ctpaidleave.org

[NAVIGATE TO HOME](#)

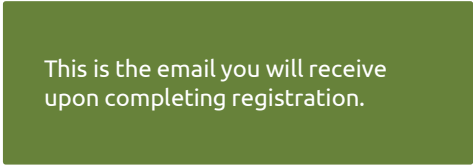
DO YOU NEED TO ADD ANOTHER BUSINESS?

[ADD ANOTHER BUSINESS](#)

Click "Finish"

[Finish](#)

ACCOUNT REGISTRATION



This is the email you will receive
upon completing registration.



Connecticut Paid Leave

Thank You For Registering!

YOUR REGISTRATION NUMBER IS #000006785

Please save this number for your records. If you added any additional users they will receive an email prompting them to register. When quarterly payments are due, you will use this account to remit and track payment. For information on the CT Paid Leave program please visit ctpaidleave.org.

Please note: You may sign in with ctpaidleave.org, but account information will not be available until December 1, 2021.

Thank you,
CT Paid Leave Authority

ACCOUNT REGISTRATION



This is the email that will be sent to any users you invited in Step 4



Connecticut Paid Leave

Hello Joe,

John Doe at John Doe Construction registered your business with the CT Paid Leave Authority and added you as a user on the account.

Please read the instructions below to access your account:

Please note: You may sign in with ctpaidleave.org, but account information will not be available until December 1, 2021.

By clicking the link below, you will be redirected to business.ct.gov. If you already have a business.ct.gov account, click “log in”, otherwise click “register” to create a state identity. Once you have a state identity with business.ct.gov, click “log in” and you will be directed to ctpaidleave.org where you can add yourself as a user.

[Start](#)

Thank you,
CT Paid Leave Authority