EMPLOYER SEARCH

Name Search - When searching for employer company names that begin with "The", you place the word "The" at the end of the company name (i.e. "Tile Shop, The").

General Info Search and **Additional Info** Search - these tabs can be combined to get multiple search criteria.

List Search - List searches are used to find employer lists that have been created by staff.

Duplicate Employer Records - You should select the most currently used employer record to list job orders. In most cases the correct record is the one with the State Employer Identification Number (SEIN). Multiple employer records cannot be deleted.

Searches by SEIN number must always have EIGHT digits prior to the hyphen it may be necessary to add zero's preceding the number. (i.e**. 0077323.00 should add 00077323.00**)