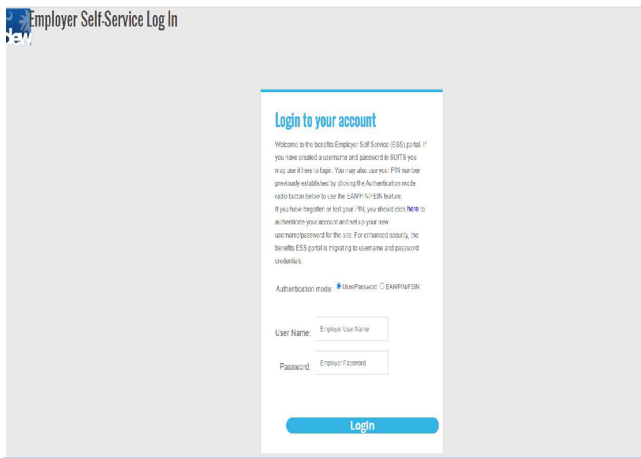
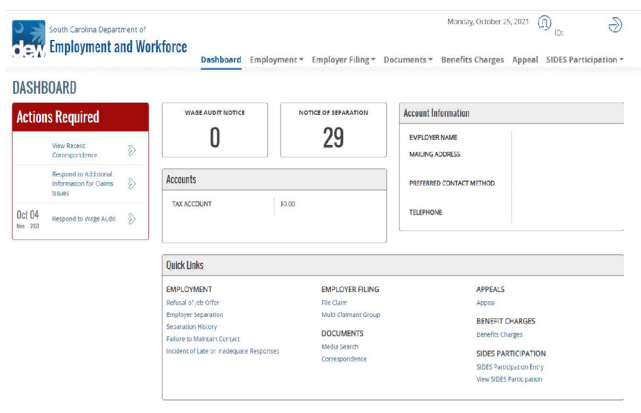


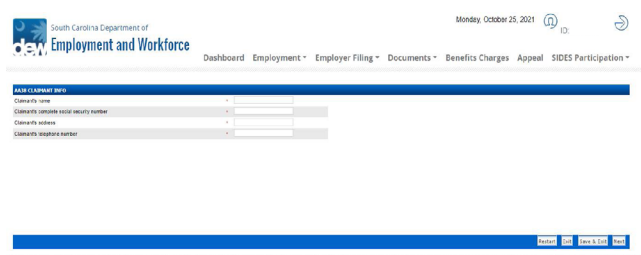
# EMPLOYER SELF SERVICE (ESS) FAILURE TO MAINTAIN CONTACT WITH A TEMPORARY SERVICE GUIDE



To login to the ESS Portal Account, select the Username/Password option. Once the information is entered, click the Login Button.



The system will display the Employer Dashboard and menu. Select the Failure to Maintain Contact link in the Quick Links section.



The system will display the Failure to Maintain Contact dynamic fact finding questionnaire.



Complete all the required information and use the Next buttons to advance to the next screens.

Review the Data Review screen.

Make any necessary correction before submitting the questionnaire and click the Submit button. To edit information from this screen, click the hyperlink of section that needs to be updated.

The system will navigate the employer back to the Employer Homepage.