

Client Training HQ

Annual State Compliance Readiness Checklist

What is this Checklist for?

We have provided the checklist below to ensure that the *EmployerSuperUser* responsible for sending out your Annual State Compliance forms will have all the tools they need to be successful. Once you check all the below, you are ready to send a test packet from Compliance Center and verify it is correct before officially sending your forms to all employees in Production.

Checklist Items

- ☐ I can successfully log in to the [Compliance Center TEST environment](#) as a WebManager.
- ☐ I can successfully log in to the [Compliance Center PRODUCTION environment](#) as a WebManager.
- ☐ After logging into webManager, I see the **File Management** tab on the left side of the screen in both the Test and Production environments.
- ☐ I have a list of employees (names and email addresses) who are based in states that require annual notices.

Note: Real email addresses should not be used during the test phase.

Missing Items from the Checklist?

If you do not have all the items on the checklist, please email Equifax® at Workforcesolutionssupport@equifax.com.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

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