

Choose Account Type – Instructions

Overview of Account Types:

The option to register for an employer account means you are accessing the Oregon Employer Services Portal (the Portal) to obtain or provide information regarding your company or organization, or its employees.

The option to register for a third party account means you are not the employer, rather, a company or person such as a bookkeeper, payroll company or health care provider, given authority by an employer to handle specific responsibility on their behalf.

Only one Account Type can be selected at the time of registration. It may be appropriate for a third party company to register for both account types. See below for additional information on when this may apply:

- Registering an employer account would allow the third party company to manage child support obligations for employees working for their company.
- Registering a third party account would allow the third party company to receive a request from another employer to work on their behalf.

Employers requesting a third party company to work on their behalf:

If an employer has a third party company that handles specific responsibilities on their behalf and they wish for that relationship to occur within the Portal, their third party company must register as a third party account type and have their account approved. Once the third party account has been approved, a Security Contact from the employer account will be able to search for their third party company by FEIN and send a request for the company to work on their behalf. For additional information on this topic, please refer to page 13 of the OESP User Guide.