

Employer Record System Staff Information Screen

This is a request to have you review your Staff Information screen in the Employer Record System (ERS), and update it if needed. This will only take a couple of minutes.

To review your Staff Information screen and update it, follow these steps:

1. Open the Internet Explorer browser and go to the ERS web site - <https://www.dwd.state.wi.us/ers/>
2. On the menu tree on the left side of the screen, click on the plus (+) sign in front of the word 'Staff' (your name will be in parentheses following the word 'Staff').
3. Click on the Information screen.
4. Review the information listed. If any of the information listed in the **dark black** print is incorrect, please reply to this email message and let me know what needs to be changed.
5. Add any missing information or update any incorrect information. Click the 'Update' button in the upper right corner of the screen to save your changes.

That's it! You can now close the Internet Explorer browser by clicking on 'File', then 'Close'.

Thank you for your cooperation!