COLORADO DEPARTMENT OF
LABOR AND EMPLOYMENT
EMPLOYER WEBINAR SERIES

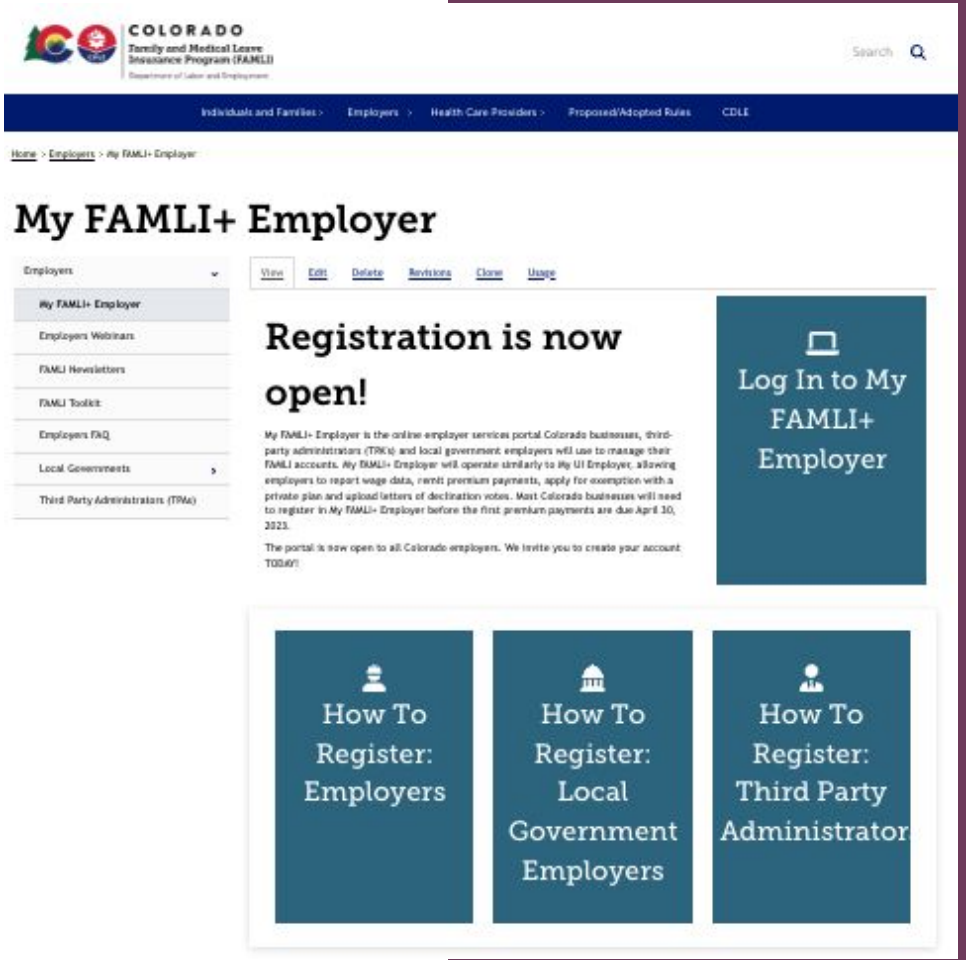
Registering Your Business

Division of Family and Medical Leave Insurance
famli.colorado.gov
December 13, 2022

COLORADO
Department of
Labor and Employment

Find My FAMLI+ Employer on

famli.colorado.gov



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Welcome to the My FAMLI+ Employer

Sign In

In order to safeguard your My FAMLI+ Employer account, you will need to sign in with Login.gov which provides multi-factor authentication to the login process. Multi-factor authentication simply means the use of more than one method to verify that a user is who they claim to be and adds an additional layer of security.

SIGN IN WITH LOGIN.GOV

Are you a new user? Create an account

Did you register before December 1?

Sign in using your existing credentials to transfer you account to Login.gov.

Email

Email

Password

Password

Log in

Forgot your password?

News and Alerts

12/01/22 | 08:00 AM MST

If you are visiting My FAMLI+ Employer for the first time and need to create an account, please click "Create an Account" underneath the main "Sign in with Login.gov" button. If you created an account during an early access session, please enter your email address and password and click "Sign In." This will prompt you to link your current account with Login.gov to set up multi-factor authentication and further safeguard your account. Returning users will click the "Sign in with Login.gov" button for all subsequent times you need to sign into My FAMLI+ Employer.

12/01/22 | 08:00 AM MST

Self-employed individuals and employees of opted out local governments who voluntarily want to participate in the FAMLI program, do not need to take any action until they can self-elect coverage when benefits become available in 2024.

Create your account with Login.gov

LOGIN.GOV | COLORADO Family and Medical Leave Insurance Program (FAMLI)

CDLE FAMLI Employer Test is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

☐ Show password

Sign in

First time using Login.gov?

Create an account

Sign in with your government employee ID

‹ Back to CDLE FAMLI Employer Test

Forgot your password?

Security Practices and Privacy Act Statement

Privacy Act Statement

LOGIN.GOV | COLORADO Family and Medical Leave Insurance Program (FAMLI)

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

- English (default)
- Español
- Français

☐ I read and accept the Login.gov Rules of Use

Submit

Cancel

Security Practices and Privacy Act Statement

Privacy Act Statement

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://idp.int.identitysandbox.gov/sign_up/email/confirm?_request_id=ab31bd90-0ed7-48a3-914c-149070da9de8&confirmation_token=yWa9mpiLXgQruxgwEj-N

Create your account with Login.gov

You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

••••••••••••••

☐ Show password

Password strength: **Great!**

Continue

Password safety tips +

‹ Cancel account creation

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.

☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

Skip for now

Create your profile and select your organization type

To continue, please complete your profile

*First Name

*Last Name

*Email

corey.keizer+craigridgway@state.co.us

*Phone

Save

Step 1 | Step 2 | Step 3 | Step 4 | Step 5

Personal Information

Please enter your individual contact information.

Personal Details

First name

Holly

Middle name (Optional)

Last name

Steamboat

Email address

corey.keizer+employee7@state.co.us

Contact number

(303)555-1234

Organization Details

*Organization type

Employer / Company Administrator

*My role/title is

Business Owner

Are you a third-party administrator registering on behalf of this organization?

- Yes
- No

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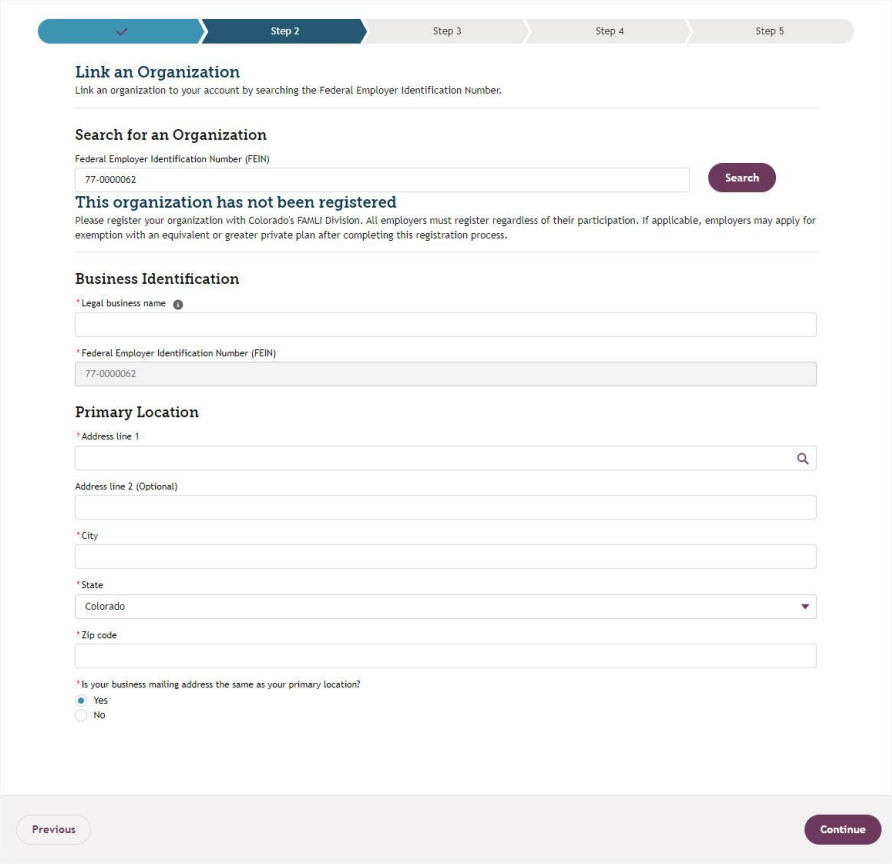
Link your organization to your account



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Additional Information

Log Out

Step 3 | Step 4 | Step 5

Additional Information

Please enter additional information to create your account.

Organization Information

*What industry best describes your organization?

Select an Option...

*Is this organization a seasonal employer?

- Yes
- No

*Organization phone number

Organization Demographics

*Total number of nationwide employees

- 9 or fewer
- 10+

Previous | Continue

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Additional Users

Log Out

Step 4 | Step 5

Additional Users (Optional)

You have the option to add additional users for your account at this time. Additional users can also be added from your Dashboard.

Permission level	Limit	Description
Administrator	2	Can add/remove users, submit wages, make payments, and make changes to account.
Editor	2	Can submit wages, make payments, and make changes to account.
Contributor	2	Can submit wages using file upload only.

+ Add User

Previous

Continue

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Review Information

Log Out

Step 5

Review Information

Please review your information for accuracy before submitting.

Personal Information

Edit

First name	Rico
Last name	Del Norte
Email address	corey.keizer+ricodelnorte@state.co.us
Contact number	(983)555-1234
Organization type	Employer / Company Administrator
My role/title is	Business Owner
Third-party administrator registering on behalf?	No

Business Identification

Edit

Legal business name	Rico's Career Coaching
Federal Employer Identification Number (FEIN)	77-0000062
Primary location	123 First St Denver, CO 80201

Organization Information

Edit

Organization industry	Professional, Scientific and Technical Services
Seasonal employer?	No
Organization phone number	(983)555-1234
Total number of nationwide employees	10+

I certify under penalty of perjury that the information I have provided is true, accurate, and complete to the best of my knowledge. Furthermore, I understand that there are severe penalties for providing false statements and willfully misrepresenting information in order to reduce FAMLI premiums owed. I understand that I may be contacted by CDLE Colorado Department of Labor and Employment) for additional information regarding my FAMLI premiums, and agree to provide such information.

* ☐ By clicking here, I accept the terms outlined above

Previous

Submit

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You're Registered!

Log Out

Thank you for registering!

You have successfully completed account registration.

Your account number is **1061378700**
You will receive a confirmation email at **corey.keizer+ricodelnorte@state.co.us**

You now have access to My FAMLI+ Employer. If you added any additional users they will receive an email prompting them to register. When quarterly payments are due, you will use this account to remit payment.

For information on Colorado's paid Family and Medical Leave Insurance (FAMLI) program, please visit famli.colorado.gov.

View Dashboard

Dashboard | Wages & Payments | Support & Resources | Contact Us

TO BE UPDATED corey.keizer+vonarye

Hello, Vona

Welcome to My FAMLI+ Employer Dashboard

Step 1
Report Wages

Employee wage data must be submitted before a payment can be made.

Go to Wages

Step 2
Make a Payment

Premiums must be paid no later than the last day of the month immediately following the end of the calendar quarter for which the premiums have accrued. While the first payment is due April 30, 2023, the Division is offering a 30-day grace period before the first payment is considered late in order to give employers plenty of time to get comfortable using the system.

Go to Payments

Upcoming Deadline
Apr 30, 2023

Manage My Account
Add an Organization
Manage Accounts

Resources
FAMLI Website
Frequently Asked Questions
Open Mon-Fri 8-4pm MT, closed on holidays.

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Frequently Asked Questions

Registering Your Business

Q: I use a third-party administrator (TPA) for payroll and other tasks. Can I assume my TPA will register my business with FAMLI?

A: No! Though TPAs *can* register their client employers – and we assume many TPAs *will* register client employers – please double-check with your TPA to make sure your business is all set up. In case you have already registered your business with FAMLI, and your TPA did as well, we can help you align those accounts. Just call us at 1-866-CO-FAMLI for assistance.

Q: I'm a TPA and want to register my client employers. Where do I go to find out how to do that?

A: TPA's can either register their clients individually or through a bulk upload process. Check out our TPA user guides with step-by-step instructions, file specifications and file templates on our TPA page at famli.colorado.gov.

Q: I'm a TPA and bulk registered my client employers. How do I give my clients access to their accounts should they request it?

A: The best way to do this, is to manually add this particular client in My FAMLI+ Employer rather than using a bulk upload. However, you can still grant access to this client after the bulk upload by adding them as a user to their account. We have instructions on how to do this in our Quick Reference Guide for TPAs available on our My FAMLI+ Employer page.

Frequently Asked Questions

General Questions

Q: I use an S-corp business structure, meaning that I pay no corporate taxes but instead pay my shareholders, who are responsible for the taxes due. Do I still need to register?
A: Probably. The *structure* of a business isn't what matters for FAMLI compliance. What matters is whether the business has qualifying employees. Check out all our resources here to help you answer that question. If you're still not sure if you need to register and pay premiums, let us help with your unique situation by calling 1-866-CO-FAMLI.

Q: I'm a large employer but have just one employee in Colorado. Do I need to register and pay premiums?
A: Yes. Employers with even just one employee in Colorado are obligated to facilitate payroll deductions, pay premiums and report wage data for that employee to the Division once a quarter. If you have ten or more employees nationwide, this employer must send 0.9% of that one employee's wages to the Division.

Q: I want to explore a private plan for FAMLI compliance when that becomes available. Is there a penalty if I decide to leave that plan and return to the state system?
A: No, but you'll need to agree to pay premiums into the state plan for three full years. Please see more details in our Private Plan Rules.

Frequently Asked Questions

General Questions

Q: Are employers required to take 0.45% out of employee checks, or can employers cover the entire 0.9% premium as a benefit?
A: Employers can decide to cover the employees' share of the premium on behalf of their staff and choose not to make any payroll deductions.

Q: How do the payroll deductions work? What do employers need to have ready by January 1, 2023?
A: If you are planning to deduct up to 0.45% of employee wages to cover your premium obligations, you must have your payroll systems setup to make those deductions from employee paychecks starting in January 2023.

Q: Does my local government need to register even if we have voted to opt out?
A: **Yes**. Local government employers that have voted to opt out of the FAMLI program must upload the results of that vote through My FAMLI+ Employer.

Additional Resources

Tools for My FAMLI+ Employer

- How to Register: Employers
- How to Register: Local Governments
- How to Register: TPAs
- Video: How to Register
- Video: How to Opt Out
- File Specifications for TPAs

Contact Us

Website
famli.colorado.gov

Email
cdle_famli_info@state.co.us

Facebook, Twitter, Instagram, LinkedIn
@ColoradoFAMLI

1-866-CO-FAMLI
(1-866-263-2654)

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Thank You!

Questions?