Table of Contents

Revision History........................................................................................................... 2
Introduction.................................................................................................................... 3
Accessing the Online Forms Application......................................................................... 4
  Employers: via Labor Online Services ........................................................................ 4
  Add New Form.............................................................................................................. 11
Accessing the Two Way Communication Application..................................................... 14
  Employers: via Labor Online Services ....................................................................... 14
Navigation to the Two Way Communication Application and Online Forms Application..19
  Navigating from Online forms to Two Way Communication ...................................... 19
  Navigating from Two Way Communication to Online forms .................................... 21
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
<th>Author</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>3/21/17</td>
<td>Initial Draft</td>
<td>J. Hasan</td>
</tr>
<tr>
<td>1.1</td>
<td>3/30/17</td>
<td>Fixed typos</td>
<td>J. Hasan</td>
</tr>
<tr>
<td>1.2</td>
<td>4/4/17</td>
<td>Added screens for accessing TWC</td>
<td>J. Hasan</td>
</tr>
<tr>
<td>1.3</td>
<td>07/06/2017</td>
<td>Changed document title</td>
<td>K Prunier</td>
</tr>
<tr>
<td>1.4</td>
<td>09/18/2017</td>
<td>Updated Employer Navigation</td>
<td>K. Baker</td>
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Introduction

The purpose of this document is to provide guidance to users on basic navigation of DOL applications such as the Online Forms application and accessing Two Way Communication inbox.
Accessing the Online Forms Application

Since the application is secured, a login will be required to access any functionality within the system.

Employers: via Labor Online Services

1. Cut and past the web link https://labor.ny.gov/ui/Authentication/index.shtm in a Google Chrome browser window. This is the screen you should see.
2. Click Sign In
3. Enter your **username** and your **ny.gov password**

4. Click **Sign In**
5. After a successful log in, you will see the screen below
6. From this Screen Click **View My UI Information**
The **Employer Information** screen will be displayed.
8. Click **Department of Labor Online Forms**
9. The **My Online Forms** screen will be displayed.

![Image of the My Online Forms screen](image_url)
Add New Form

1. To add a new form, click the link in the instructions section on the My Online Forms page.
2. The **Forms Available For Filing** screen will be displayed.
3. Select the form to be added, then click **Add Online Forms**
Accessing the Two Way Communication Application

Since the application is secured, a login will be required to access any functionality within the system.

Employers: via Labor Online Services

1. Cut and past the web link https://labor.ny.gov/ui/Authentication/index.shtm in a Google Chrome browser window. This is the screen you should see.
2. Click Sign In
3. Enter your **username** and your **ny.gov password**

4. Click **Sign In**
5. After a successful log in, you will see the screen below
6. From this Screen Click **View My Messages**
7. The **Message Inbox** screen will be displayed
Navigation to the Two Way Communication Application and Online Forms Application

Navigating from Online forms to Two Way Communication

1. Click the Messages icon at the top of the My Online Forms page
2. The **Message Inbox** screen will be displayed
Navigating from Two Way Communication to Online forms

1. Select My Online Forms from the drop down.

![Image of the New York State Department of Labor website with the option to navigate to My Online Forms highlighted.](image-url)
2. The **My Online Forms** screen will be displayed

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**My Online Forms**

**Instructions**
- Most online forms will be automatically assigned to you.
- To add an online form that is not automatically assigned to you, [CLICK HERE](#).

**Pending Forms**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Assigned Date</th>
<th>Due Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Opportunity Tax Credit Forms B550 &amp; 9651</td>
<td>Jul 07, 2017 11:24 AM</td>
<td></td>
<td>Continue</td>
</tr>
<tr>
<td>Work Opportunity Tax Credit Forms B550 &amp; 9661</td>
<td>Jun 26, 2017 8:55 AM</td>
<td></td>
<td>Open Form</td>
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<td>Jun 21, 2017 2:23 PM</td>
<td></td>
<td>Open Form</td>
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**Completed Forms**

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<th>Action</th>
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<td></td>
</tr>
</tbody>
</table>

**Cancelled Forms**

<table>
<thead>
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<th>Cancelled Date</th>
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</thead>
<tbody>
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