

Job Aid:

Accessing VEC's Employer Self Service
(ESS) Using ID.me

Overview

This guide walks employers and third-party administrators (TPAs) through the new login process for accessing Virginia Employment Commission's (VEC) Employer Self-Service (ESS) system using ID.me.

Important: Starting August 1, 2026, employers will no longer be able to access Virginia Department of Taxation's iFile using their VEC account number. To continue using iFile to manage withholding and/or sales tax accounts with Virginia Tax after July 31, employers will need to log into iFile using their FEIN. If you have questions for Virginia Tax, visit tax.virginia.gov/VEC.

Questions or Concerns about ID.me?

VEC is partnering with ID.me to enhance digital identity verification which will reduce fraud and provide greater security for VEC and users accessing VEC systems.

ID.me will not sell, rent, or trade your personal information. ID.me will only transfer your personal information, with your consent, to third parties to assist in verifying your identity and as required for the prevention of fraud.

Want to know more?

Check out ID.me's Privacy Policy here:
<https://network.id.me/features/privacy-by-design/>

ESS User Roles

These instructions cover tasks that can be completed by an **Employer** or a **Third-Party Administrator** (TPA, CPA, Tax Preparer, etc.).

Each instructional slide contains a designation for which type(s) of roles apply to that task.

ACCOUNT OWNER - EMPLOYER

Employer Account Owners are typically one of the first few users to access ESS from an organization, and do not need to be invited to the system because they are able to provide the necessary information to link their profiles to the Employer Account. More than one person can be an Account Owner, and Account Owners can manage the access of the other Account users.

INVITEE – EMPLOYER, STAFF MEMBER, ETC.

Employers can **invite members of their staff** to have access to the Employer Account within ESS. These staff members may have differing levels of access, but won't necessarily be Account Owners.

INVITEE - TPA, CPA, TAX PREPARER

Employers can also **invite third-party administrators** (TPAs, CPAs, Tax Preparers, etc.) to have access to their Employer Account if they work with another organization who helps manage their information with VEC. These third-party administrators must be invited to the ESS platform and **cannot access Employer Accounts without an invitation.**

Contents

- **Accessing ESS**
- **Linking an Employer Account**
- **Managing Linked Accounts**
- **Inviting Additional Users or Granting Users Access (Employer Staff or TPA)**
- **Accepting an Invitation**

Accessing ESS



Navigate to the New VEC ESS Login Page

Navigate to the new **VEC Employer Self-Service (ESS)** application landing page.

- This landing page **replaces** the previous Virginia Department of Taxation iFile login route to access ESS.

The screenshot shows the Virginia Employment Commission's Employer Self Service System landing page. The page features a dark blue header with the VEC logo and navigation options. The main content area is white and contains a welcome message, a list of benefits, and a prominent sign-in button for ID.me.

Virginia Employment Commission
An official website of the Commonwealth of Virginia [Here's how you know](#) ▾

Employer Self Service System
Today's Date Apr 28, 2026

Welcome to Employer Self Service Portal

What are the benefits of using the VEC Employer Self Service Portal

- Free and secure method to quickly file and pay taxes online
- Available 24 hours a day, 7 days a week
- Register a business
- Respond to Separation Report Requests
- View Payment History
- View Correspondence
- Maintain accurate information about your business via your business profile
 - Update Addresses
 - Contact Person
 - Email Address
 - Phone Number
 - Update Responsible Parties
 - Open/Close VEC Accounts

Fastest access for new and returning users

Click the green ID.me button

[Sign in with ID.me](#)

[Learn more about ID.me](#)

Select “Sign in with ID.me”

- On the ESS homepage, choose **Sign in with ID.me** to begin authentication.
- If you **already have an ID.me account**, enter your existing credentials.
- If you **do not have an ID.me account**, you will be prompted to **create one**.

PLEASE NOTE: You may use an existing ID.me account already set up with a personal email address.

ID.me provides your identity verification to VEC, but VEC will continue to send communications to the email address you provide within ESS.

Virginia Employment Commission
An official website of the Commonwealth of Virginia [Here's how you know](#)

Find a Commonwealth Resource

Virginia Employment Commission
Employer Self Service System
Today's Date Apr 28, 2026

Español

Welcome to Employer Self Service Portal

What are the benefits of using the VEC Employer Self Service Portal

- Free and secure method to quickly file and pay taxes online
- Available 24 hours a day, 7 days a week
- Register a business
- Respond to Separation Report Requests
- View Payment History
- View Correspondence
- Maintain accurate information about your business via your business profile
 - Update Addresses
 - Contact Person
 - Email Address
 - Phone Number
 - Update Responsible Parties
 - Open/Close VEC Accounts

Fastest access for new and returning users

Click the green ID.me button

Sign in with ID.me

[Learn more about ID.me](#)

Complete ID.me Identity Verification

- Sign in using ID.me.
 - If you already have an ID.me wallet, **log in using the email address and password associated with your ID.me account.**
 - If you are new to ID.me, **click Create a wallet** and follow the prompts to create an ID.me account.
- ID.me will verify your identity using documentation (driver's license, passport, etc.).
 - Once authenticated, ID.me sends VEC ESS your verified name and email address as identity verification.

Reference the [ID.me website](#) for additional details on wallet creation.

Sign in to ID.me

Email

Enter email address

Remember me

Continue

New to ID.me? [Create a wallet](#)

Social media sign-in is no longer available. Please sign in with your email.

Arrive at the ESS Profile Selection Page

After returning to ESS from ID.me, you will land on the User Profile page where you can:

- **Verify your Name and Email** (populated from ID.me)
- **Choose your User Type:**
 - **Employer, OR**
 - **Tax Preparer / Invited Staff**

The screenshot shows the 'Employer Self Service System' interface. The header includes the Virginia Employment Commission logo, the system name, the date 'Today's Date Jun 11, 2026', a 'Español' language option, a 'Welcome, Veronica Persinger' message, and a 'Logout' button. The main content area is titled 'User Profile' and contains a form with the following fields and options:

- First Name:** Input field containing 'VERONICA'.
- Last Name:** Input field containing 'PERSINGER'.
- Email:** Input field containing 'testuser100@gmail.com'.
- User Type:** Radio button options for 'Employer' and 'Tax Preparer/Invited Staff'. The 'Tax Preparer/Invited Staff' option is selected.
- Instructions:** A note below the radio buttons reads: 'Select Tax Preparer/Invited Staff if you have received an invitation to access an Employer account.'
- Continue:** A blue button at the bottom right of the form.

Choose Your User Type

If you select **Employer**, you will see:

- A dashboard listing Employer Accounts already linked to your profile (maximum of 25).
- Options to **link an existing Employer Account, register a new Employer, or resume a registration.**

User Profile

User Profile

You should select the appropriate profile to access the Employer Self Service application. Select 'Tax Preparer/Invited Staff' if you have received an invitation to access an Employer account.

First Name
VERONICA

Last Name
PERSINGER

Email
testuser500@gmail.com

User Type
 Employer
 Tax Preparer/Invited Staff

Select 'Tax Preparer/Invited Staff' if you have received an invitation to access an Employer account.

[Continue](#)

User Profile

User Profile

You should select the appropriate profile to access the Employer Self Service application. Select 'Tax Preparer/Invited Staff' if you have received an invitation to access an Employer account.

First Name
VERONICA

Last Name
PERSINGER

Email
testuser500@gmail.com

User Type
 Employer
 Tax Preparer/Invited Staff

Select 'Tax Preparer/Invited Staff' if you have received an invitation to access an Employer account.

[Continue](#)

If you select **Tax Preparer / Invited Staff**, you will see:

- A list of Employer invitations sent to you.
- A panel of Employer Accounts you have already linked to your profile (maximum of 25).

Accessing Employer Self Service (ESS)

Once a Role and Account are selected, you arrive at the **Employer Self-Service (ESS) System**.

The internal ESS pages remain unchanged from the prior experience (accessing via iFile); only the ESS login experience has changed.

Employer Self Service System

Welcome, [REDACTED] Today's Date: 05/27/2026

Important Messages

Employer Name : TEST USER	Account # : 0011788232
Doing Business As :	Business Type : Corporation
Federal ID Number : 248915478	

Message

IMPORTANT ALERT!!! 2026 Tax Rate Notices are now available! Due to a technical error, 2026 Tax Rate Notices dated 12/18/2025 or 12/19/2025 were generated using incorrect tax rates. Tax Rate Notices dated 12/29/2025 contains the correct tax rate for Calendar year 2026.
 Employer Alert: New Consequences for Late Claim Responses Starting July 1, 2025. Detailed information available at <https://www.vec.virginia.gov/employer-alert-new-consequences-late-claim-responses-starting-july-1>
DID YOU KNOW!!!! - The "Employer's Report Of Separation and Wage Information" can be completed online. Just select the link under "Pending Actions" labeled "Claimant Fact Finding".
 Currently, there is an issue with using a Savings Account as a source for payments. Until further notice, only Checking Accounts can be used to send electronic payments. We apologize for any inconvenience.

Continue

Linking an Employer Account

Linking an Employer Account (Employer Account Owner)

As an Account Owner, you can link to an Employer Account by providing employer-specific information.

- **Select Link Employer Account**
- **Provide the following required information:**
 - Employer Account Number
 - FEIN
 - Total Wages reported on most recently-filed Tax Report
 - *When entering the last wage amount, exclude commas, extra spaces, and \$ sign*
- **Submit** the form
- Once verified, the Employer Account will appear in your dashboard.

The screenshot displays the 'ESSO Dashboard' for an Employer Self Service System. The header includes the Virginia Employment Commission logo and navigation links. The main content area is titled 'Your Accounts' and lists three employer accounts. The first account, 'PHILIP HALL, HOUSEHOLD (Account Owner)', has a mouse cursor over the 'Access this Employer Account' link. The second account, 'SUFFOLK AUTO BODY INC (Account Owner)', also has a mouse cursor over the 'Access this Employer Account' link. The third account is 'TEST ADMIN (Account Owner)'. On the right side, there are four navigation options: 'User Profile', 'New Registration', 'Resume Registration', and 'Link Account'. The top right corner shows 'Current Linked Accounts : 5 of 5 Employer/Authorized Employee'. The bottom right corner has an 'Activate Windows' watermark.

PLEASE NOTE: If your 'Last wages reported' data entry is not successful, you must contact VEC for assistance (ID.me does not support this step).

Managing Linked Accounts

Managing Linked Accounts

- From the Dashboard, **select Link Account**.
- Enter the required account information and **select Submit**.
 - Employers can link **up to 25 accounts**.
 - TPAs can link to **up to 25 accounts**.
- Accounts display in alphabetical order.
- Employers may **remove (unlink) and relink accounts** at any time.

Virginia Employment Commission | Employer Self Service System | Today's Date May 21, 2026 | Home | Español | Welcome, Veronica Persinger | Logout

Employer Self Service Dashboard

Current Linked Accounts : 3 of 5 Employer

Your Accounts

- HORIZON BEHAVIORAL HEALTH (Account Owner)**
#0001307680
 - [Access this Employer Account](#)
 - [Remove link to this Employer Account](#)
 - [Manage Users](#)
- SMOKIN M LIVESTOCK SERVICES (Account Owner)**
#0008250316

[User Profile](#) >

[New Registration](#) >
Register your business with VEC

[Resume Registration](#) >
Continue with your pending registration

[Link Account](#) >
Link to existing Employer account

Virginia Employment Commission | Employer Self Service System | Today's Date May 21, 2026 | Home | Español | Welcome, Veronica Persinger | Logout

Link To Existing Employer Account

You need to establish the association with your existing VEC account before you can access the employer account in ESS (Employer Self Service). You need to provide VEC account number, FEIN(Federal employer identification number) and, last reported wage amount for the respective employer account. VEC account association will be established with your user profile upon successful verification of provided information

VEC Account Number
Enter VEC Account Number

FEIN
Enter FEIN here

Do you know the last reported wage amount?
Select 'Yes' if no return has been filed yet, and then select the respective checkbox accordingly.

Yes no

Last Reported Wage Amount
Enter Wage Amount

No Return Filed

[Cancel](#) [Submit](#)

Inviting Additional Users or Granting Users Access (Employer Staff or TPA)

Inviting Additional Users (Employer Staff or TPAs)

As an Account Owner, you can invite additional users to be linked to your Employer Account – whether it's a member of your staff or a TPA, CPA, etc.

- The Employer should first navigate to the Employer Self Service Dashboard.
- Then **select Manage Users** within the appropriate account from the list.

PLEASE NOTE:

- Invitations expire after **30 days**.
- If the Invitee fails to enter the correct Account Number within 3 attempts, the invitation expires.

Virginia Employment Commission
An official website of the Commonwealth of Virginia [Here's how you know](#) ✓

Virginia Employment Commission
Employer Self Service System
Today's Date May 21, 2026

Employer Self Service Dashboard

Your Accounts

HORIZON BEHAVIORAL HEALTH (Account Owner)
#0001307680

- [Access this Employer Account](#)
- [Remove link to this Employer Account](#)
- **[Manage Users](#)**

Inviting Additional Accounts (Employer Staff or TPAs)

- **Select Invite New User**
- **Enter the Invitee's email address**
 - *This email address MUST match the email address associated with their ID.me account.*
- Select the **Role**, designating the Invitee's level of access (full or partial)
- **Click Invite User** to send the invitation

The screenshot displays the Virginia Employment Commission Employer Self Service System interface. The top navigation bar includes the logo, 'Employer Self Service System', and user information. The main content area shows the 'Manage User' section for 'SMOKIN M LIVESTOCK SERVICES'. A yellow box highlights the 'Invite New User' button. Below this, the 'Invite User' form is shown, with a yellow box highlighting the 'Account' field (containing 'HORIZON BEHAVIORAL HEALTH (#0001307680)'), the 'Individual Email' field, and the 'Role' selection list. The 'Role' list includes options like 'Account Owner', 'Full Access', 'Account Summary', 'Quarterly Report and Payment', 'Profile Maintenance', 'Appeals', and 'Benefits'. A 'Cancel' button and an 'Invite User' button are at the bottom of the form.

PLEASE NOTE: Employers can view invitations, whether they are active or expired, and have the option to delete or resend invitations.

Accepting an Invitation

Accepting an Invitation

- After logging in with ID.me, the Invitee will see a list of invitations that have been sent to them.
- The Invitee must enter the **VEC Employer Account Number** associated with the Employer to accept the invitation.
- Once accepted, the Employer's Account to which they were invited will appear in their Linked Accounts.

PLEASE NOTE: Invitees also receive an email notifying them that an Employer has sent them an invitation.

The screenshot displays a user interface for accepting an invitation. At the top, there is a 'User Profile' section with a right-pointing arrow. Below this is a 'Your Invitations - 1' section. The invitation is from 'HAPPY CAMPER (xx-xxx7563)'. The text reads: 'To accept the invitation, enter VEC account number below'. There are left and right navigation arrows. Below the text is a text input field with the placeholder 'Enter VEC Account Number'. A blue 'Accept' button is positioned below the input field. At the bottom of the invitation card, it says 'Number of attempts left: 3'.