

Dear Employer;

Connecticut Department of Labor (CTDOL) recently sent a communication urging employers to keep their ReEmployCT email addresses current to ensure you receive important CTDOL notices and forms as we transition to electronic notification. As we noted, having a ReEmployCT system email address means fewer U.S. Mail delays, lower system costs, and improved employer security. Employers may opt out of receiving email notification and continue to receive notification by U.S. Mail.

Currently, employers are notified electronically of all tax-related and some benefits-related correspondence. The remaining benefit-related correspondence will soon transition to electronic notification. That will allow employers to receive the Notice to Employer of Claim Filed and Request for Information (otherwise known as the UC-21A) quickly. These notifications particularly play a major role in the prevention of overpayments and fraud.

As each group of forms is transitioned to email notification, we will notify you that they will no longer be coming to you through U.S. Mail. Again, employers may opt out of email notification. As a reminder all forms whether sent via electronic notification or U.S. Mail will be stored in your account and viewable at any time.

What do I do when I receive an email notification?

Once you receive an email notification, you will be prompted to log in to your ReEmployCT account to view the correspondence details.

How do I check my email address on file or opt out of email?

1. Go to www.ReEmployCT.com
2. Scroll to bottom
3. Select "account page" link on the bottom right side in the employer square.
4. Log in to your account
5. Select the "Email Signup" tab in ReEmployCT.
6. Follow the prompts.

Are there instructions for the "Email Signup" process?

Yes

1. Go to www.ReEmployCT.com
2. Scroll to bottom
3. Select "click here" link on the bottom right side in the employer square.
4. Select the "Email Signup Instructions" link under "IMPORTANT UPDATES".