

How Employers Can Access Their Quarterlies

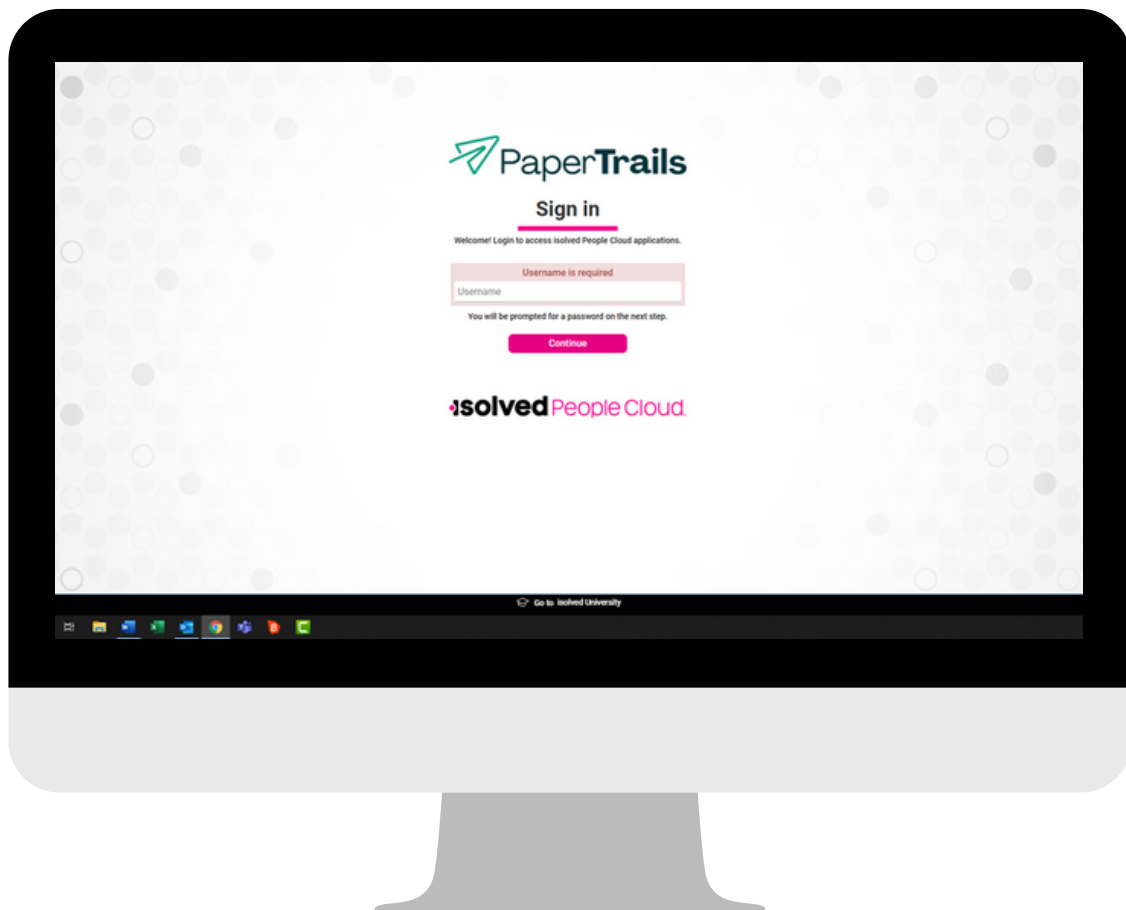


PaperTrails

For your convenience, quarterly reports such as 941s, State withholdings, and Unemployment reports are available online in isolved. These can be retrieved in just a few easy steps!

Step 1 Login at papertrails.myisolved.com

- Visit the website papertrails.myisolved.com.
- Login into the site with your existing credentials.
- Get help [here](#) if you do not know your login information.



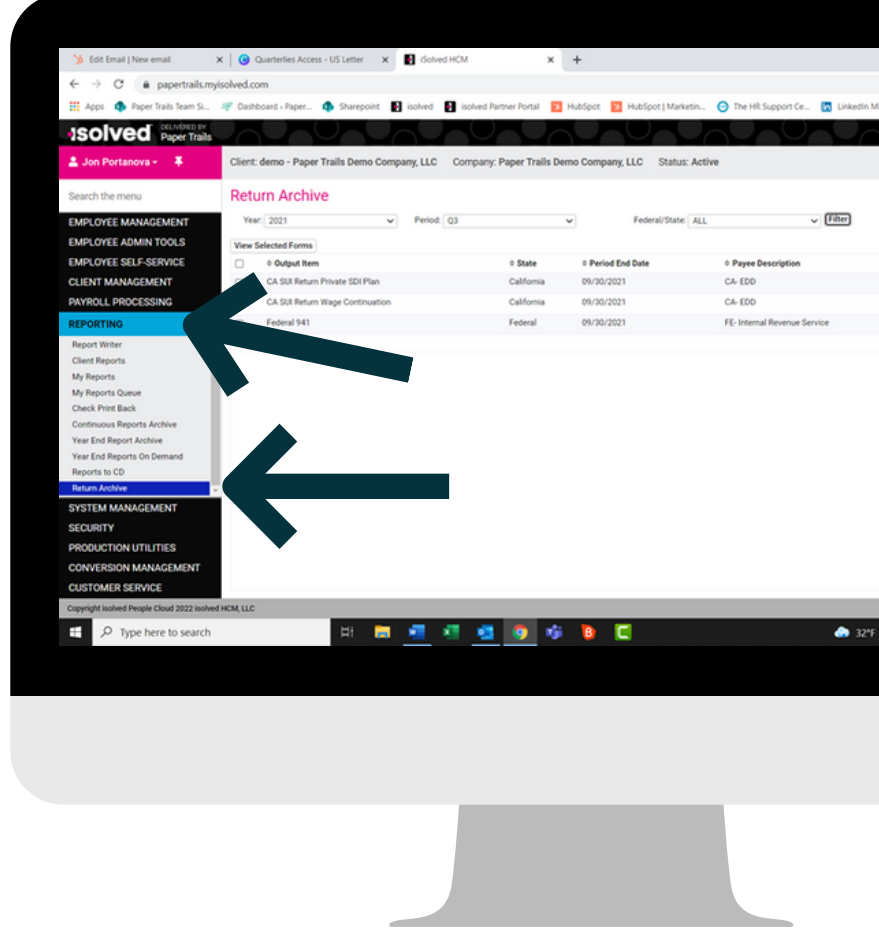
www.papertrails.com



207-721-8575

Step 2 Navigate to The Reporting Menu

- Navigate to the reporting menu located in the left menu bar.
- Select "Return Archive".



Step 3 Choose the Year and Quarter

- Choose the year and quarter you would like. Click "filter".
- Once the reports have displayed, click "view report" next to the report you would like to view.

