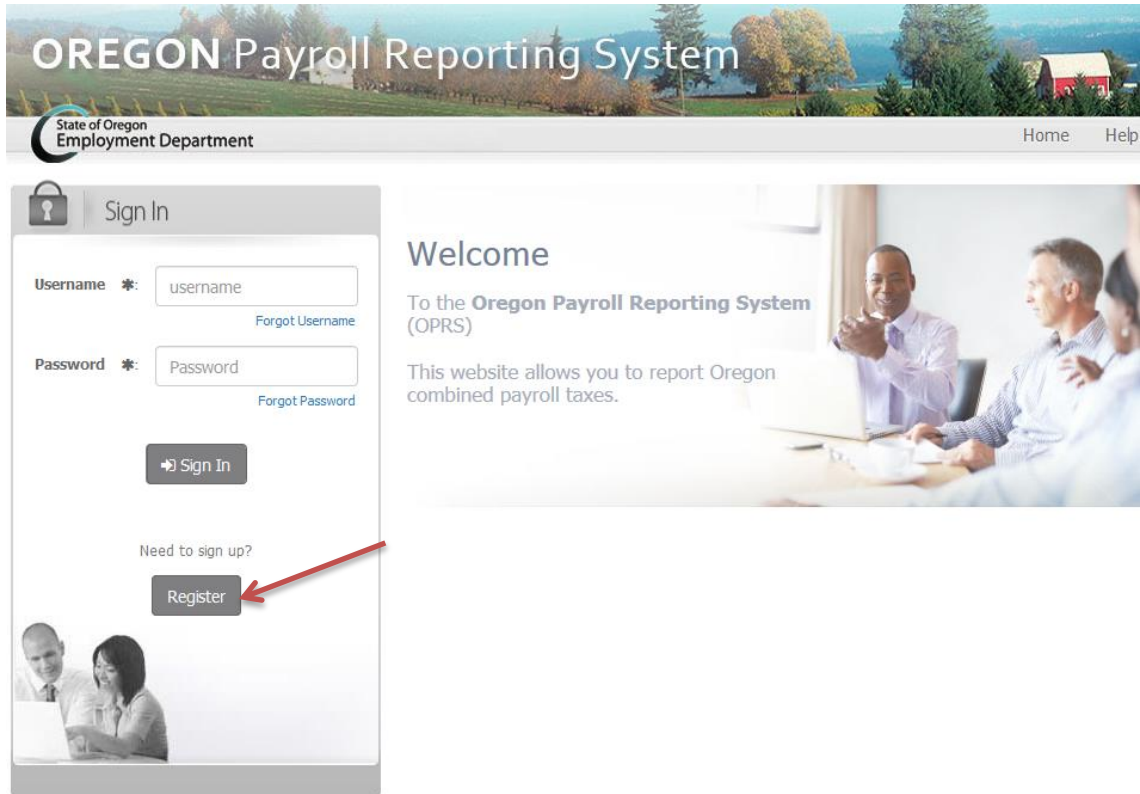


- You will start on the homepage for the Oregon Payroll Reporting System (OPRS).
- On the left side of the screen, you will see a "Register" button under "Need to sign up?"
- Click the "Register" button to begin.



FAQ

Contact Us

- On the next screen, you will be required to enter your first name, last name, primary phone number, and email address.
- All fields marked with an asterisk are required.

Registration

Fields marked with an "*" are required

Contact Information

First Name * : Jane ✓

Last Name * : Doe ✓

Primary Phone Number * : Choose Type [v] [US +1] (123) 456-7890 ✓ Extension : Extension

Secondary Phone Number : Choose Type [v] [US +1] Secondary Phone Extension : Extension

Email Address * : oprs100100@gmail.com ✓

Confirm Email Address * : oprs100100@gmail.com ✓

Create Username & Password

Create Username * : oprs100100 ✓

Password * : ✓

Confirm Password * : ✓

Answer Security Questions

Security Question 1 * : What is the first college you attended? [v]

Answer 1 * : salem ✓

Security Question 2 * : In what town or city were you born? [v]

Answer 2 * : salem ✓

Security Question 3 * : What high school did you attend? [v]

Answer 3 * : salem ✓

Security Question 4 * : What is your mother's maiden name? [v]

Answer 4 * : salem ✓

Security Question 5 * : In what year was your youngest child born? [v]

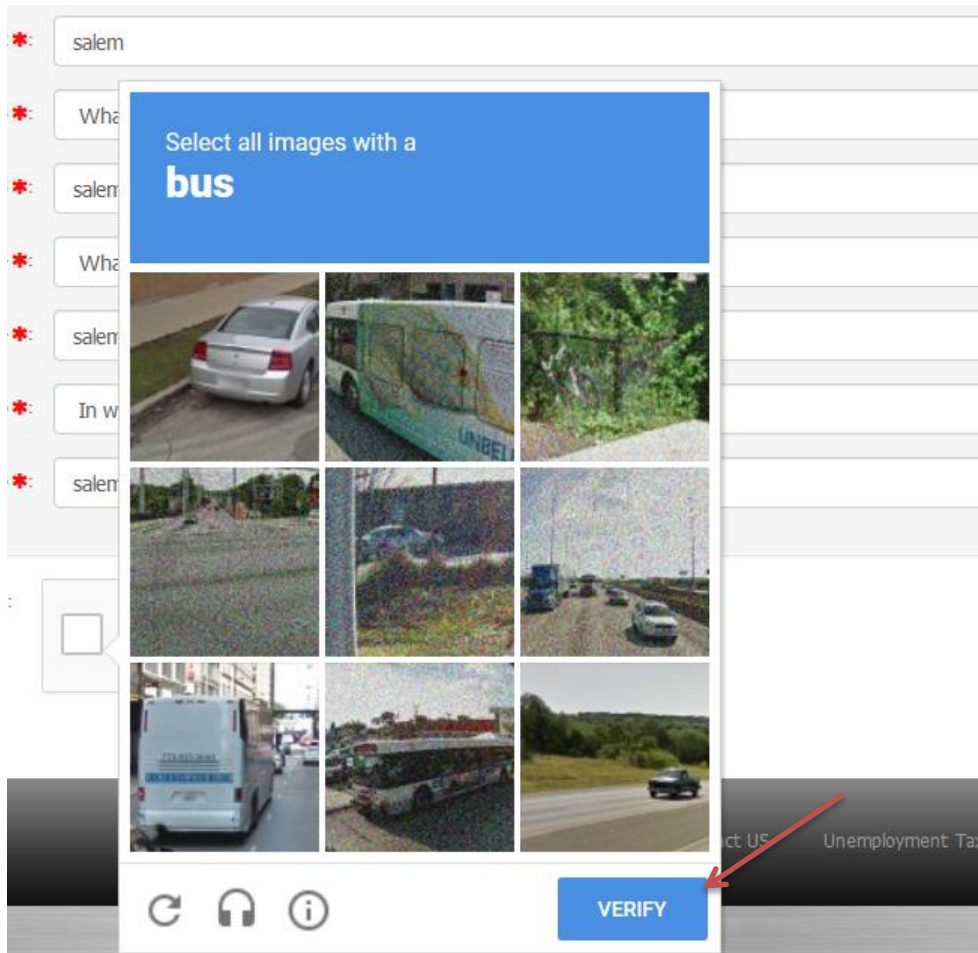
Answer 5 * : salem ✓

I'm not a robot

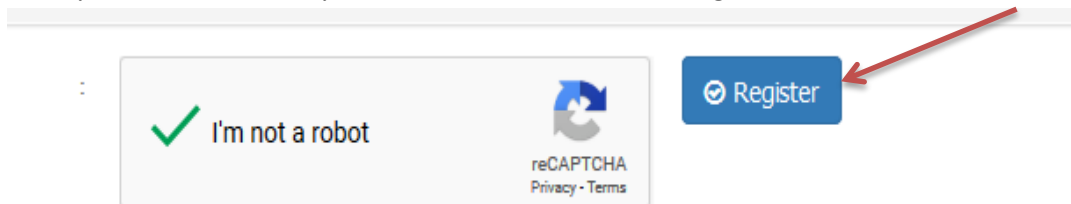


Register

- You will need to create a username and password for OPRS.
- The username must be unique and should have at least five alphanumeric characters.
- Your password must contain at least eight characters including one number, one upper case, one lower case, and one special character.
- The system also requires that you answer five security questions to provide an added level of security to your account.
- Once all the registration information is complete, click on the "I am not a robot" box and complete the requested action, then click VERIFY.



- Once you have confirmed you are not a robot, click the "Register" button.



- The next page shows a confirmation that you have successfully registered.

Confirmation

Thank you for registering with the OPRS system. A confirmation email has been sent to your email on record. Please check your email and click on the confirmation link to complete the final process of registration.

- You should now check your email for the confirmation link to complete the registration process.

Welcome to Oregon Payroll Reporting System (OPRS) Inbox x

oed_no_email@oregon.gov

to OPRS100100 ▾

DO NOT REPLY TO THIS MESSAGE; THIS IS AN AUTOMATIC RESPONSE.

Welcome to Oregon Payroll Reporting System

You recently signed up for a Oregon Payroll Reporting System (OPRS) account.

Please click on the link below to verify and activate your account. If you do not see a clickable link, please copy and paste the url into your browser.

<https://testoprs.emp.state.or.us/oprs/index.cfm?event=ehGeneral.dspHomePageLogin&token=KIYJIOFDVXXLOUZMSUUR>

Sincerely,

Oregon Employment Department

Phone: 503-947-1544

Fax: 503-947-1487

Email: OED_Taxinfo_User@oregon.gov

- The email will include a clickable link for you to complete the process. If you do not have a clickable link, copy and paste the URL into a new browser.
- The link will take you back to the OPRS homepage where you can now log in with the credentials you created. You have now successfully registered with OPRS.

The image shows a screenshot of the OPRS Sign In page on the left and a Welcome message on the right. The Sign In page has a header with a lock icon and the text "Sign In". Below this are two input fields: "Username" with the value "oprs100100" and a green checkmark, and "Password" with a masked password and a green checkmark. There are links for "Forgot Username" and "Forgot Password" next to each field. A "Sign In" button is below the fields. At the bottom, there is a "Need to sign up?" section with a "Register" button. The Welcome message on the right says "Welcome To the Oregon Payroll Reporting System (OPRS)" and "This website allows you to report Oregon combined payroll taxes." The background of the Welcome message shows a group of people in a meeting.