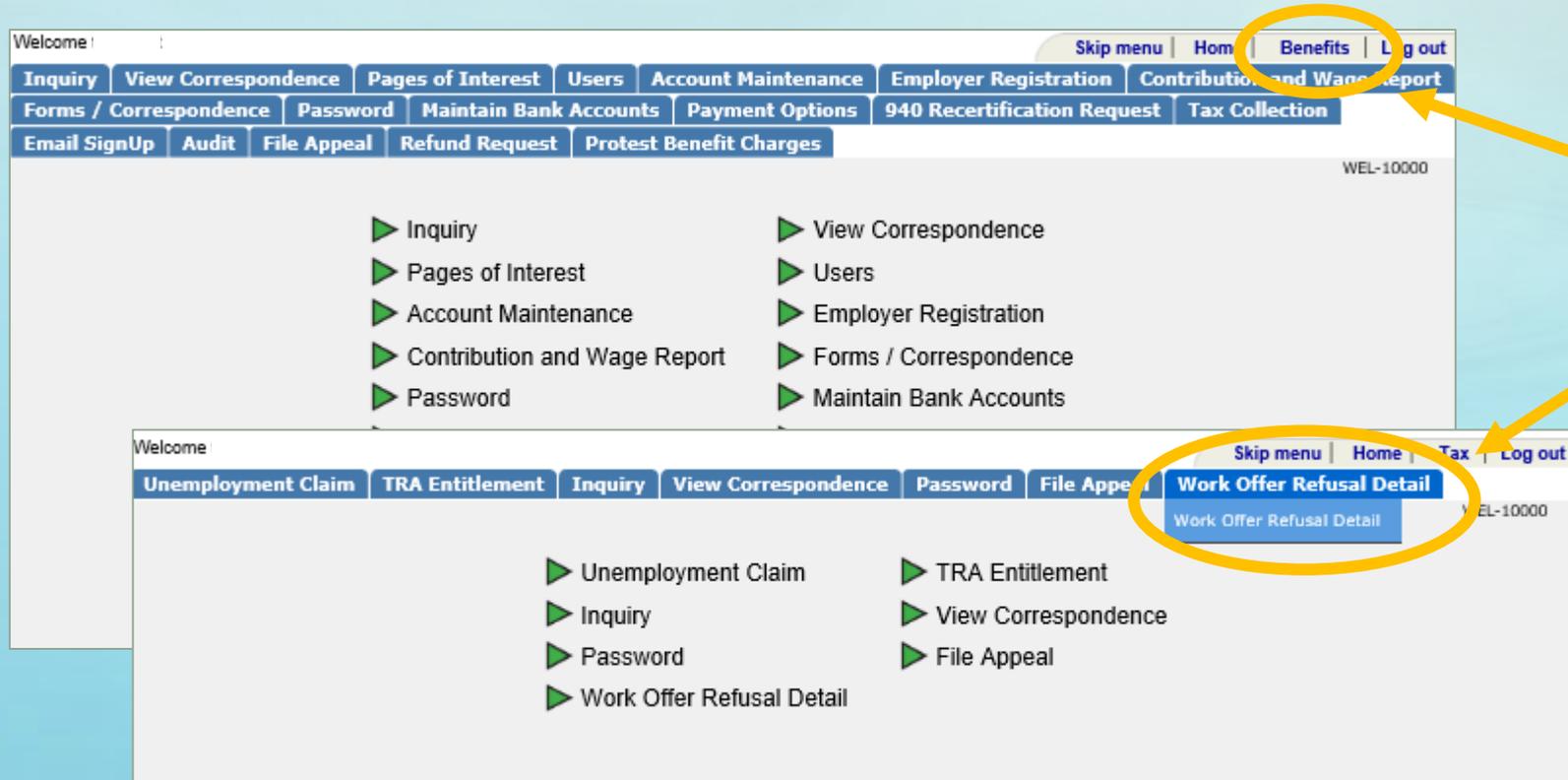# EMPLOYER SUBMISSION OF WORK OFFER REFUSALS

Click on:

➢ Benefits

➢ Work Offer Refusal Detail

➢ Work Offer Refusal Detail

There are two methods of providing Work Offer Refusal information:

Method #1:

Complete the *Work Offer Refusal Detail* screen.

Click on Submit when finished.

If you have more than 10 Work Offer Refusals, you can:
- Access the *Work Offer Refusal Detail* screen again at any time; or
- Follow the steps in Method #2 to upload a completed template.

Method #2:

Click on Click Here for a template spreadsheet on which the information can be provided.

Click on Browse to upload the spreadsheet to UInteract.

Click on Submit when finished.

Method #2 Template