Employer Portal Basic Navigation

DELAWARE LABOR FIRST

🔔 Michael Scott

Hi Michael Scott, Welcome to the Delaware LaborFirst Portal.

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Go to your Home Page

Portal Screen: This is where you land when you login to Delaware LaborFirst. Select on "Go to your Home Screen" to access services. As other actions become available, more options will be displayed.

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🔔 Michael Scott

Michael Scott Paper Company

Employer Account Number: 1000007

Account Summary

🌡 Account Divisions (1)

Name	Type	Registration Status	Registration Date	
PFML-1000007	PFML	Registered	7/13/2024, 12:00 AM	▼

View All

Correspondence

📄 Notes & Attachments (0) —

Title	Type	Created By	Last Modified

Home Screen: This screen is an overview of your Delaware Department of Labor Accounts. Under "Account Divisions" you can select the division you wish to access.

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1 Menu: From here, you can return to the Portal Screen or access account services.

2 Notification Bell: This will display notifications. Select the notification icon to view details.

3 Profile Icon: This will allow you to access and update profile information.

Paid Leave Account Screen: This screen shows the details of the Paid Leave account.

Lines of Coverage: Select the line of coverage to view the details for that line of coverage.

Notes and Attachments: Any documents for this account will be displayed here. If you need to provide documents, you can select on the "Upload Files" button.