

Employer/Wage Search Checklist

(Utilize sources that apply to the case type)

<input type="checkbox"/>	Support Payor (SP) Member Income Screen	<ul style="list-style-type: none"> ➤ Select the Support Payor hyperlink. ➤ On the left navigation under Related List, select Income.
<input type="checkbox"/>	State New Hire Transactions	<ul style="list-style-type: none"> ➤ In AZCARES, select the app launcher. ➤ Select View All. ➤ Click on State New Hire Transactions. ➤ Enter the SP's Social Security Number (SSN), with no dashes in the "Search this list" bar.
<input type="checkbox"/>	National New Hire Transactions	<ul style="list-style-type: none"> ➤ In AZCARES, select the app launcher. ➤ Select View All. ➤ Click on National New Hire Transactions. ➤ Enter the SP's SSN, with no dashes in the "Search this list" bar.
<input type="checkbox"/>	CACTUS Steps on how to Sign in to CACTUS	<ul style="list-style-type: none"> ☰ Steps How to View Wage Records CACTUS (w... ☰ Steps How to View Payment History CACTUS (...)
<input type="checkbox"/>	HEA+	HEAplus Desk Aid
<input type="checkbox"/>	AZTECS (Review for Social Security Benefits)	<ul style="list-style-type: none"> ➤ On the "Enter Function" line, enter 09 for Interface Inquiry. ➤ On the "Enter Selection" line, enter 1 for BDX Information -SSA or enter 2 for SDX Information- SSI. ➤ On the "SSN" line, enter the Social Security Number (SSN).
<input type="checkbox"/>	The Work Number	<ul style="list-style-type: none"> ➤ See your team's authorized user.
<input type="checkbox"/>	Lexis/Nexis or Clear (Based on your profile)	<ul style="list-style-type: none"> ➤ Review "People at Work" after searching and pulling up information for the SP.
<input type="checkbox"/>	Child Support Portal (CSP)	<ul style="list-style-type: none"> ➤ Log in. ➤ Click on the "Select Application" drop-down. ➤ Select Locate.
<input type="checkbox"/>	Arizona Corporation Commission	<ul style="list-style-type: none"> ➤ Review for any employer information.
<input type="checkbox"/>	Arizona Registrar of Contractors	<ul style="list-style-type: none"> ➤ Click "Search" to find any business information related to the SP.