SELF EMPLOYMENT WORK HISTORY

When registering in NEworks, if you don’t see your employer on the Employer Search list provided, or you’re self employed, these instructions will walk you through how to add an additional employer’s information in NEworks.

1. If you type in a company name and it is not in the drop down, you will see a list of partial matches.

[Employer Search]

- Click OK
- OK
- Cancel

newworks.nebraska.gov says

Please validate the employer name you entered before you continue.

Sometimes an employer has a separate address on file and might be a different location than where you went to work at.

If you are sure you do not see your employer in this list, click the OK button and the system will attempt to expand the search and find additional employers otherwise click the Cancel button.
3. Clicking **OK** expands the Employer Search results

![Employer Search Form](image)

3. Clicking **OK** expands the Employer Search results.

**Employer Search**

To help expedite your employment history process, we need to find the employer you were employed by in our system. Enter the employer name and click the Search button below.

If the employer you are entering is not located in Nebraska, click [here](#).

- **Company not in menu**

   ![Search and Cancel buttons](image)

**Employer Search Results**

1 expanded employer accounts found.

Select an item from the list below that best matches the employer you have been employed by. If you feel your employer is not in the list below, select the I don't see it in this list option.

<table>
<thead>
<tr>
<th>Select</th>
<th>Employer</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Company 13 Brokerage LLP</td>
<td>39885 E Hwy 30</td>
<td>Gibbon</td>
<td>NE</td>
<td>68840</td>
</tr>
<tr>
<td>☑</td>
<td>Company 13 Brokerage LLP</td>
<td>10 Rolling Hills Rd</td>
<td>Kearney</td>
<td>NE</td>
<td>68845-7613</td>
</tr>
<tr>
<td>☑</td>
<td>Companycam LLC</td>
<td>700 Van Dorn St</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you don't see your company in the expanded search, click the I don't see it in this list link.

4. Enter Employer information

![Employer Information Form](image)

**Employer**

- **Employer Name:**
- **Address:**
- **Address 2:**
- **Zip Code:**
- **City:**
- **State / Province:** [Select]
- **Country:** [Select]
- **Phone Number:**
- **Linked Networks:** Not linked to any account
- **Employer Account:** [Add]

In this section, the system would like to get the industry classification information for this employer. It may have been preset for you below based on the employer information you entered. If it has not been preset below, click Search for Industry Code (NAICS) below to search for an appropriate industry classification for the employer entered.

- **Employer's NAICS code**
- **Search for Industry Code (NAICS)**

**Did you earn at least $1,760 from this employer?**
- Yes
- No

**Is this your last employer?**
- Yes
- No

Equal Opportunity Program/Employer TDD: 800-833-7352
Auxiliary aids and services are available upon request to individuals with disabilities.