



Gid pou Reprezantan Twazyèm Pati (TPR) nan CONNECT

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2. ENTWODIKSYON

Dokiman sa a se yon referans pou ede Reprezantan Twazyèm Pati yo (TPR) navigate fonksyon sistèm pou itilize sistèm CONNECT pou yo ka jwenn aksè nan enfòmasyon Reklaman ki gen rapò ak Pwogram Asistans Reyanplwa Depatman Opòtinite Ekonomik (DEO) Florida (RAP).

2.1 Apèsi sou sistèm CONNECT

Objektif Apèsi Sistèm nan se pou founi yon apèsi wo nivo nan sistèm CONNECT. Lap kouvri aplikasyon ak karakteristik CONNECT, itilizatè CONNECT yo, fason pou jwenn aksè nan CONNECT, ak fason CONNECT benefisyé reklaman yo.

2.1.1 Ki sa CONNECT ye?

CONNECT se yon sistèm jesyon pou reklamasyon ke reklaman yo itilize pou aplike pou benefis. Reklaman yo, anplwayè yo ak twazyèm pati yo ka jwenn aksè nan enfòmasyon ki gen rapò ak reklamasyon yo, ak kominiye avèk Anplwaye DEO yo atravè CONNECT.

2.1.2 Ki sa ki yon TPR ye?

Yon TPR se yon antite ki fè aktivite pwogram asistans reyanplwa sou non yon reklaman. Si w satisfè definisyon yon TPR, ou dwe anrejistre kòm yon TPR avèk DEO. Yon fwa w fin anrejistre, yon reklaman dwe akòde w aksè nan fonksyon espesifik CONNECT ou responsab la. Reklaman yo ka fè sa sou entènèt atravè pwòp kont yo.

2.1.3 Ki kote mwen ka jwenn aksè nan CONNECT?

CONNECT se yon sistèm ki base sou Entènèt, sa vle di nenpòt moun ki gen entènèt ak idantifikasiyon itilizatè ka jwenn aksè nan CONNECT. TPR yo ka jwenn aksè nan CONNECT lè yo tape oswa kopye lyen sa a nan yon espas adrès navigatè yo:

<https://connect.myflorida.com/Representative/Core/Login.ASPX>. Ou ka jwenn aksè nan CONNECT tou sou sit wèb DEO: <http://www.floridajobs.org>.

Itilizatè yo dwe kreye yon idantifikasiyon itilizatè (ID) ak modpas pou yo antre nan CONNECT. Etap pou kreye yon kont TPR kouvri nan Seksyon 3.1., ‘Kreye yon kont TPR.’

3. AKSEDE PAJ KONEKSYON TPR A

Nan seksyon sa a, nou pral revize etap pou jwenn aksè nan Paj konekson pou TPR yo sou CONNECT epi konfigire ak mentni yon kont TPR.

3.1 R Kreye yon Kont TPR

Pou kreye yon Kont TPR, swiv etap ki anba yo.

1. Antre adrès entènèt CONNECT la nan espas adrès navigatè w la.
2. Chwazi lyen 'Anrejistrem TPR' ki nan meni sou bò goch ekran konekson TPR la.

3. Antre enfòmasyon itilizatè yo mande yo.
 - a. Prenon.
 - b. Siyati.
 - c. Non biznis lan (si sa aplikab).
4. Antre enfòmasyon adrès.
 - a. Antre non moun ki nan adrès ou a ki ta dwe resevwa korespondans ki gen rapò ak aktivite TPR la ak pwogram benefis asistans reyanplwa a.
 - b. Antre adrès ou, enkli nimewo apatman an oswa nimewo pòt la.
 - c. Antre vil ou rete a.
 - d. Chwazi eta wap viv la nan meni dewoulan an.
 - e. Chwazi peyi wap viv la nan meni ki dewoulan an.
5. Antre nimewo telefòn ou, enkli ekstansyon an si w genyen youn.
6. Antre nimewo faks ou si w genyen youn.
7. Antre adrès imèl ou.
8. Chwazi bouton ki pou endike metòd korespondans ou prefere a.
9. Chwazi "Swivan".



Tanpri sonje si w chwazi 'Lapòs U.S.' wap toujou kapab jwenn aksè a vèsyon elektwonik tout dokiman yo voye ba ou yo nan Bwat Resepsyon TPR w la nan sistèm CONNECT. Nou pral kouvri kijan pou jwenn aksè nan Bwat Resepsyon TPR a nan Seksyon 4.0, 'Navigé Paj Dakèy' TPR la.'

Konekte		* Endike Chan Obligatwa												
TPR Registration	Register as a Third Party Representative(TPR) <p>If you are an entity who performs reemployment assistance program benefits activities on behalf of a claimant, you must register with DEO as a Third Party Representative (TPR).</p> <p>Once registered, a claimant must then grant you access to the specific functions for which you are responsible. Claimants can do this online through their own account.</p> <p>To register, enter the following information. If you exit the application prior to submission, your information will not be saved.</p>													
	User Information You must add a First Name and Last Name or Business Name, both must not be entered. <table border="1"> <tr> <td style="width: 30px; height: 20px; vertical-align: top;">3</td> <td>First Name:</td> <td style="width: 150px; height: 20px;"></td> </tr> <tr> <td style="width: 30px; height: 20px; vertical-align: top;">Last Name:</td> <td style="width: 150px; height: 20px;"></td> </tr> <tr> <td style="width: 30px; height: 20px; vertical-align: top;">Business Name:</td> <td style="width: 150px; height: 20px;"></td> </tr> </table>		3	First Name:		Last Name:		Business Name:						
3	First Name:													
Last Name:														
Business Name:														
	Enter Mailing Address Information: <table border="1"> <tr> <td style="width: 30px; height: 20px; vertical-align: top;">4</td> <td>Atansyon: Liy 1 pou Adrèse: Liy 2 pou Adrèse: Vil: Eta: Kod Postal:</td> <td style="width: 150px; height: 20px;">* (Include apartment or unit number) * * * * * (Include apartment or unit number)</td> </tr> <tr> <td style="width: 30px; height: 20px; vertical-align: top;">5</td> <td>Telefon: Faks: imèl:</td> <td style="width: 150px; height: 20px;">() - () ext: () - () * * * (Include apartment or unit number)</td> </tr> <tr> <td style="width: 30px; height: 20px; vertical-align: top;">9</td> <td>Correspondence Preference:</td> <td style="width: 150px; height: 20px;"> <input type="radio"/> US Mail <input type="radio"/> Electronic* * (Include apartment or unit number) </td> </tr> <tr> <td style="width: 30px; height: 20px; vertical-align: bottom;">10</td> <td colspan="2" style="text-align: center;">Next</td> </tr> </table>		4	Atansyon: Liy 1 pou Adrèse: Liy 2 pou Adrèse: Vil: Eta: Kod Postal:	* (Include apartment or unit number) * * * * * (Include apartment or unit number)	5	Telefon: Faks: imèl:	() - () ext: () - () * * * (Include apartment or unit number)	9	Correspondence Preference:	<input type="radio"/> US Mail <input type="radio"/> Electronic* * (Include apartment or unit number)	10	Next	
4	Atansyon: Liy 1 pou Adrèse: Liy 2 pou Adrèse: Vil: Eta: Kod Postal:	* (Include apartment or unit number) * * * * * (Include apartment or unit number)												
5	Telefon: Faks: imèl:	() - () ext: () - () * * * (Include apartment or unit number)												
9	Correspondence Preference:	<input type="radio"/> US Mail <input type="radio"/> Electronic* * (Include apartment or unit number)												
10	Next													

10. Chwazi adrès konvenab la nan posibilité ki korèsponn yo.
11. Si pa gen okenn adrès ki korèsponn ak adrès ou a, chwazi bouton ki a kote adrès ou a nan seksyon 'Itilize Adrès ki te Antre a' pou w ka itilize adrès ou te antre a.'
12. Chwazi 'Swivan.'

Konekte			
TPR Registration	Validasyon Adrèse Li sanble ke yo bezwen enfòmasyon segondè konsènan adrès ou . Tanpri antre detay ki nesesè yo anba a. Antre nimewo apatman, plaf, oswa inite <table border="1"> <tr> <td style="width: 150px; height: 20px;"></td> </tr> </table>		
10	Ekilvanan posib <ul style="list-style-type: none"> <input type="radio"/> 1901 N Monroe St Ste C ... D Tallahassee, FL 32303-4769 <input type="radio"/> 1901 N Monroe St Tallahassee, FL 32303-4747 		
11	Adrèse ki Antre pou Itilizatè <ul style="list-style-type: none"> <input type="radio"/> 1901 N Monroe St Tallahassee, FL 32304 		
	12 <input type="button" value="Anvan"/> <input type="button" value="Swivan"/>		

13. Si pa gen okenn chanjman, chwazi 'Soumèt.'
14. Si wap bezwen fè yon chanjman nan enfòmasyon an, chwazi 'Anvan' pou ka retounen annaryè



Tanpri pa sèvi ak bouton retounen an ki sou navigatè w la – sa ap lakòz paj la rafrechi epi w ap pèdi tout enfòmasyon ou pa soumèt.

Konekte TPR Registration	Confirm TPR Registration Review the following information. Select the Previous button to make any updates. If no changes are required, choose the Submit button. Print this page for your records. User Information First Name: Test Last Name: Tester Business Name: Testing Incorporated Attention: Address Line 1: 1901 N Monroe St Address Line 2: City: Tallahassee State: FL ZipCode: 32304 Phone: 8002042418 Fax: Email: test@mailinator.com Correspondence Preference: Electronic 13 <input type="button" value="Previous"/> <input type="button" value="Submit"/>
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15. Apre w fin chwazi 'Soumèt,' wap resevwa yon konfirmasyon ki fè w konnen ke kont ou a fin konplete epi w anrejistre kòm yon TPR nan CONNECT.



Tanpri asire ke w konsève Enfòmasyon pou w Konekte a - wap bezwen I pou w konekte nan CONNECT premye fwa wap w antre a pou w konfigire modpas ou!

Konekte TPR Registration	TPR ID You have successfully registered as a Third Party Representative. Provide your TPR ID to the claimants you represent to gain access to your assigned functions. TPR ID: 001400926 Login Information User ID: testee0041 Password: 59992Nrn Activation Complete You have successfully initiated your online, self-service account. Click the Login button to create your permanent password and to gain access to your online account. <input type="button" value="Login"/>
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3.1.1 Konfigire modpas ou

Pou konfigire modpas ou, swiv etap sa yo ki anba a.

- Nan ekran konfirmasyon pou aktive kont lan, chwazi 'Konekte' pou konfigire modpas ou.



Tanpri sonje ke ou ka jwenn aksè nan Paj Koneksyon TPR a tou lè w antre adrès entènèt CONNECT la nan espas pou adrès entènèt la.

Konekte	
TPR Registration	TPR ID You have successfully registered as a Third Party Representative. Provide your TPR ID to the claimants you represent to gain access to your assigned functions. TPR ID: 001400926
	Login Information User ID: testee0041 Password: 59992Nrn
	Activation Complete You have successfully initiated your online, self-service account. Click the Login button to create your permanent password and to gain access to your online account.
1 Login	

- Antre ID itilizatè ak modpas ou.
- Chwazi 'Konekte'.

Konekte		<small>* Endike Chan Obligatwa</small>
TPR Registration	Divizyon nan Florid ki Pwogram Asistans Reemployment: Twazyèm Kont Reprezantan Pati (TPR) Login	
	Byenvini sou CONNECT, Sistèm Entènèt Florida pou Asistans Reyanochoj.	
	REMAK: Aktyèlman, sistèm CONNECT pa sipòte tablèt, telefòn, ak lòt aparèy mobil epi sa ka antrene yon èrè. Navigatè sistèm nan sipòte se - Microsoft Edge, Chrome, Mozilla Firefox, oswa Apple Safari.	
Pou jwenn aksè nan Twazyèm Pati Reprezantan (TPR) enfòmasyon sou kont, antre itilizatè ou Non ak yon Modpas. Pou rezon ki otantifikasiyon, lè i sévi avèk modpas ou se konsidere kòm menm bagay la tou kòm lè i sévi avèk siyati w.		
2 User ID: testee0041 * Modpas: ***** *		
3 Login Ou Bliye Modpas Ou		
Kont ou ap bloke apre 3 tantativ. Si w gen pwoblèm pou konekte, chwazi bouton "Bliye PIN" pou Reyajiste PIN ou.		
Representative Home		
TPR Registration For Representatives/TPR Only: Create a new account to obtain a Third Party Representative (TPR) Identification number.		

4. Chwazi 'Direktiv pou Modpas' pou w ka revize direktiv yo pou konfigire modpas ou.
5. Antre novo modpas la, epi re-antre modpas la nan lòt espas la.
6. Chwazi Keson Sekirite ak repons ou yo.
 - a. Antre premye Keson Sekirite w la.
 - b. Antre repons pou premye Keson Sekirite w la.
 - c. Chwazi dezyèm Keson Sekirite w la.
 - d. Antre repons pou dezyèm Keson Sekirite w la.
 - e. Antre twazyèm Keson Sekirite w la.
 - f. Antre repons pou twazyèm Keson Sekirite w la.
7. Antre yon kòd PIN ki gen 4 chif.
8. Select 'Save.' Chwazi "Konsève"

Third Party Representative
TPR ID: 001404929

• 4 chif Kòd PIN: 4 Kòd gen chif PIN se yon antre 4 chif nir modpas la pèmanan fè fè a. Sa a se enfòmasyon yo man...

• Your security answer must not be blank and may not contain numbers 0 through 9. The length of the answer has to be...

Reset Password

Please choose a new password and other information by entering the required fields. For more information on password security, please refer to the [modpas direktiv](#). **4**

5 New Modpas: *
5 Re-antre nan New Modpas: *
6 Keson Sekirite 1: *
6 Repons Sekirite 1: *
6 Keson Sekirite 2: *
6 Repons Sekirite 2: *
6 Keson Sekirite 3: *
6 Repons Sekirite 3: *
7 Kòd PIN 4 Chif: *

8

Password Guidelines

A new password **must** conform to the following requirements:

- at least 8 characters in length
- no more than 35 characters in length
- not previously used within this system
- does not contain a space (e.g. " ")
- contains at least three (3) of the following:
 - uppercase character (e.g. A-Z)
 - lowercase character (e.g. a-z)
 - numeric digit (e.g. 0-9)
 - non-alphanumeric character (e.g. !,@,#,\$,%,& or *)

Additionally, a new password **should not**

- spell a word or series of words that can be found in a standard dictionary
- spell a word with a number added to the beginning and/or end
- be based on any personal information such as name, pet, birthday, etc.

3.1.2 Chanje Modpas ou

Pou chanje modpas ou, swiv etap ki anba yo:

1. Nan Paj Dakèy TPR a, chwazi 'Chanje Modpas.'

Chanje Modpas **1** **nekte**

Representative Home

Maintain TPR Address
TPR Inbox

Third Party Representative

TPR ID: 001404929 TPR Non: **Tester, Test**

TPR Home

Pa jwenn okenn rezulta...

Representative Home

Representative Home **Maintain TPR Address**
Representative Home View and maintain mailing address and correspondence preference

2. Antre nouvo modpas ou a.
3. Re-antre nouvo modpas ou a.
4. Si w chwazi, mete ajou kesyon sekirite w yo ak repons yo.
5. Chwazi 'Konsève.'

- 4 chif Kòd PIN: 4 Kòd gen chif PIN se yon antre 4 chif nimerik yo chwazi ou. PIN a se yon lòt "Itilizatè" diplòm kote ou kreye (d) pandan modpas la pèmanan fè fè a. Sa a se enfòmasyon yo mande yo pou Otantifikasyon rezon lè itilizatè a endike yo te bliye modpas yo.
- Your security answer must not be blank and may not contain any special characters. Please use only the letters A through Z and the numbers 0 through 9. The length of the answer has to be between 3 and 35 characters.

Reset Password

Please choose a new password and other information by entering it in the fields below and clicking save. For additional information on password security, please refer to the [modpas direktiv](#).

3	<div style="display: flex; align-items: center; gap: 10px;"> <div style="flex: 1;"> <p>2 New Modpas: <input style="width: 100%;" type="text" value="*****"/></p> <p>3 Re-antre nan New Modpas: <input style="width: 100%;" type="text" value="*****"/></p> </div> <div style="flex: 1;"> <p>4 Kesyon Sekirite 1: What is your father's middle name? <input style="width: 100%;" type="text" value="Matthew"/></p> <p>Repons Sekirite 1: Matthew *</p> <p>Kesyon Sekirite 2: What was the name of the street you grew up on? <input style="width: 100%;" type="text" value="Dover"/></p> <p>Repons Sekirite 2: Dover *</p> <p>Kesyon Sekirite 3: What was the name of your elementary school? <input style="width: 100%;" type="text" value="Horizons"/></p> <p>Repons Sekirite 3: Horizons *</p> <p>Kòd PIN 4 Chif: <input style="width: 100%;" type="text" value="****"/></p> </div> </div>
5	<input style="width: 100px;" type="button" value="Save"/>

3.2 Konekte nan kont TPR ou

Pou konekte nan yon Kont TPR, swiv etap ki anba yo.

1. Antre ID itilizatè w ak modpas ou
2. Chwazi 'Konekte'
3. Chwazi 'Bliye Modpas' si w pa sonje modpas ou.

Konekte	* Endike Chan Obligatwa
TPR Registration	<div style="background-color: #f0f0f0; padding: 10px;"> <p>Divizyon nan Florid ki Pwogram Asistans Reemployment: Twazyèm Kont Reprezantan Pati (TPR) Login</p> <p>Byenvini sou CONNECT, Sistèm Entènèt Florida pou Asistans Reyanochoj.</p> <p>REMAK: Aktyèlman, sistèm CONNECT pa sipòte tablèt, telefòn, ak lòt aparèy mobil epi sa ka antrene yon èrè. Navigatè sistèm nan sipòte se - Microsoft Edge, Chrome, Mozilla Firefox, oswa Apple Safari.</p> <p>Pou jwenn aksè nan Twazyèm Pati Reprezantan (TPR) enfòmasyon sou kont, antre itilizatè ou Non ak yon Modpas. Pou rezon ki otantifikasyon, lè l sèvi avèk modpas ou se considere kòm menm bagay la tou kòm lè l sèvi avèk siyati w.</p> <div style="display: flex; align-items: center; gap: 10px;"> <div style="flex: 1;"> <p>1 User ID: <input style="width: 100%;" type="text" value="testee0041"/></p> <p>Modpas: <input style="width: 100%;" type="text" value="*****"/></p> </div> <div style="flex: 1;"> <p>2 <input style="width: 100px;" type="button" value="Login"/></p> <p>Ou Bliye Modpas Ou 3</p> </div> </div> <p style="color: red; margin-top: 5px;">Kont ou ap bloke apre 3 tantativ. Si w gen pwoblèm pou konekte, chwazi bouton "Bliye PIN" pou Reyajiste PIN ou.</p> </div>



Tanpri sonje ke kont ou a pral bloke apre 3 tantativ san siksè pou konekte nan sistèm CONNECT la.

3.3 Navige paj dakèy TPR la

Pou navige nan Paj Dakèy TPR la, swiv etap ki anba yo.

- Chwazi 'Apèsi Avan Enprime' sou nenpòt ekran pou enprime enfòmasyon ki sou ekran an.
- Chwazi 'Dekoneksyon' pou dekonekte soti sou kont ou an.
- Chwazi 'Paj Reprezantan' an pou w retounen sou Paj Dakèy TPR la.
- Chwazi 'Mentni Adrès TPR la' pou w ka mete ajou enfòmasyon adrès ou ak metòd korespondans ou prefere a.
- Chwazi 'Bwat Resepsyon TPR' pou w ka gade korespondans oswa chèche enfòmasyon sou reklaman an.

The screenshot shows the main dashboard of the CONNECT TPR system. At the top, there are two logos: 'CONNECT FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY' and 'DEO FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY'. In the top right corner, there is a red circle with the number '1' and the text 'Friday March 25 2022 Apèsi Avan Enpresyon'. Below the logos, there is a navigation bar with links: 'Chanje Modpas | Dekonekte' (highlighted with a red circle '2'), 'Representative Home', 'Maintain TPR Address', and 'TPR Inbox'. The main content area has several sections: 'Third Party Representative' (TPR ID: 001404929, TPR Non: Tester, Test), 'TPR Home' (Pa jwenn okenn rezulta...), 'Representative Home' (link highlighted with a red circle '3'), 'Representative Home' (link highlighted with a red circle '4'), 'Maintain TPR Address' (View and maintain mailing address and correspondence preference), and 'TPR Inbox' (Access TPR Inbox to view electronic correspondence) (link highlighted with a red circle '5').

3.3.1 Mentni adrès TPR ou

Pou mentni adrès TPR la, swiv etap ki anba yo.

- Chwazi 'Mentni Adrès TPR' nan meni agòch la nan Paj Dakèy TPR la.
- Revize enfòmasyon adrès aktyèl ou yo.
- Chwazi ipèlyen 'Mete Adrès la Ajou' pou mete adrès ou ajou.

The screenshot shows the 'View Address' section of the CONNECT TPR system. On the left, there is a navigation bar with links: 'Chanje Modpas | Dekonekte', 'Representative Home' (link highlighted with a red circle '1'), 'Maintain TPR Address', and 'TPR Inbox'. The main content area displays a table for 'View Address' with columns: Address (100 main ave), City (Orlando), StateCd (FL), ZIP (32809), and Phone (8002042418). Below the table, there are links: 'Update Address' (highlighted with a red circle '2') and 'View Address History' (highlighted with a red circle '3').

4. Nan espas la, antre enfòmasyon adrès aktyèl ou a.
5. Antre nimewo telefòn ou
6. Antre nimewo faks ou.
7. Antre adrès imèl ou.
8. Chwazi metòd korespondans ou prefere a.
9. Chwazi 'Swivan.'

Modify Address Information

Enter address information below and click "Next".

Atansyon:	200 Elm Street *
Liy 1 pou Adrès:	200 Elm Street *
Liy 2 pou Adrès:	
Vil:	Tallahassee *
Eta:	FL - Florida
Kòd Postal:	32980 *
Telefòn:	(833)-555-4510 *
Faks:	()-
imèl:	test@mailinator.com
Correspondence Preference:	<input checked="" type="radio"/> Electronic <input type="radio"/> US Mail*
Previous Next	

3.3.2 Aksde bwat resepsyon TPR la

Pou jwenn aksè nan Bwat Resepsyon TPR la, swiv etap ki anba yo.

1. Chwazi 'Bwat Resepsyon TPR la' nan meni agòch la nan Paj Dakèy TPR la.
2. Pou ka wè tout korespondans yo, chwazi 'Tout' nan meni dewoulan 'Sijè' a.
3. Chwazi 'Rechèch.'
4. Gade korespondans nan seksyon 'Rezulta rechèch yo'.

Chanje Modpas | Dekonekte

Representative Home Maintain TPR Address TPR Inbox 1	Third Party Representative TPR ID: 001400926 TPR Non: Tester, Test
	TPR Correspondence Created on Date From: <input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy) To: <input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy) DocumentId: <input type="text"/> Subject: Select One 2 ClaimantId: Select One Claimant Last Name: All Claimant First Name: <input type="text"/> 3 Search Reset
Search Results Pa jwenn okenn rezulta...	

3.3.3 Chèche Enfòmasyon sou Reklaman an

Pou chèche enfòmasyon sou reklaman an, swiv etap ki anba yo.

1. Chwazi 'Bwat Reseption TPR la' nan meni agòch la nan Paj Dakèy TPR la.
2. Antre Siyati Reklaman an.
3. Antre Prenom Reklaman an.
4. Chwazi 'Rechèch.'



Tanpri sonje ke wap ka wè sèlman reklaman ki endike w kòm yon TPR.

The screenshot shows the TPR Connect software interface. On the left, there's a sidebar with links: 'Change Modpas | Dekonekte', 'Representative Home', 'Maintain TPR Address', and 'TPR Inbox' (which has a red circle with the number '1' over it). The main area is titled 'Third Party Representative' with 'TPR ID: 001404929' and 'TPR Non: Tester, Test'. Below that is a section titled 'TPR Correspondence' with fields for 'Created on Date' (with a red circle '2'), 'DocumentId', 'Subject' (with a dropdown menu), 'ClaimantId', 'Claimant Last Name' (with a red circle '3'), and 'Claimant First Name'. At the bottom are 'Search' and 'Reset' buttons (with a red circle '4').