How employers can add users in the UC Benefits system

Go to https://benefits.uc.pa.gov/

and click **Sign In/Register**

Multi-Factor Authentication (MFA) has now been added to the unemployment compensation (UC) system. **Click here to Learn More.**

Pennsylvania
Unemployment Compensation System

Sign In/Register

Forgot Username/Password?

En Español

Individual

Welcome to Pennsylvania's Unemployment Compensation (UC) system. Apply and manage your UC benefits anytime, anywhere.

Self-Services available include:

- File or Reopen a Claim
- File for Weekly UC Benefits
- Check Claim Status
- View Benefit Payments
- File a Benefit Appeal
- Manage Personal & Payment information

Employers

The UC system provides employers a helpful online tool to manage UC benefit requests and account information.

Self-Services available include:

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations
- File Benefit Appeals
- Review & Manage Charges
- SIDES E-Responses Portal
- Shared Work Plan Management

Third Party Administrators

The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services Available will vary depending on the TPA/Employer relationship.

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations

Enter your User Name and password in Option 1 section, and click Sign In

🔒 **Option 1 - Already Registered**

User Name: b-Abcdef12

Password: ••••••••••• ◉

Sign In

If you have forgotten your user name and/or password, please click Retrieve User Name or Password.

How employers can add users in the UC Benefits system

> # Click on
> ## [View your Profile and Contact Information]().
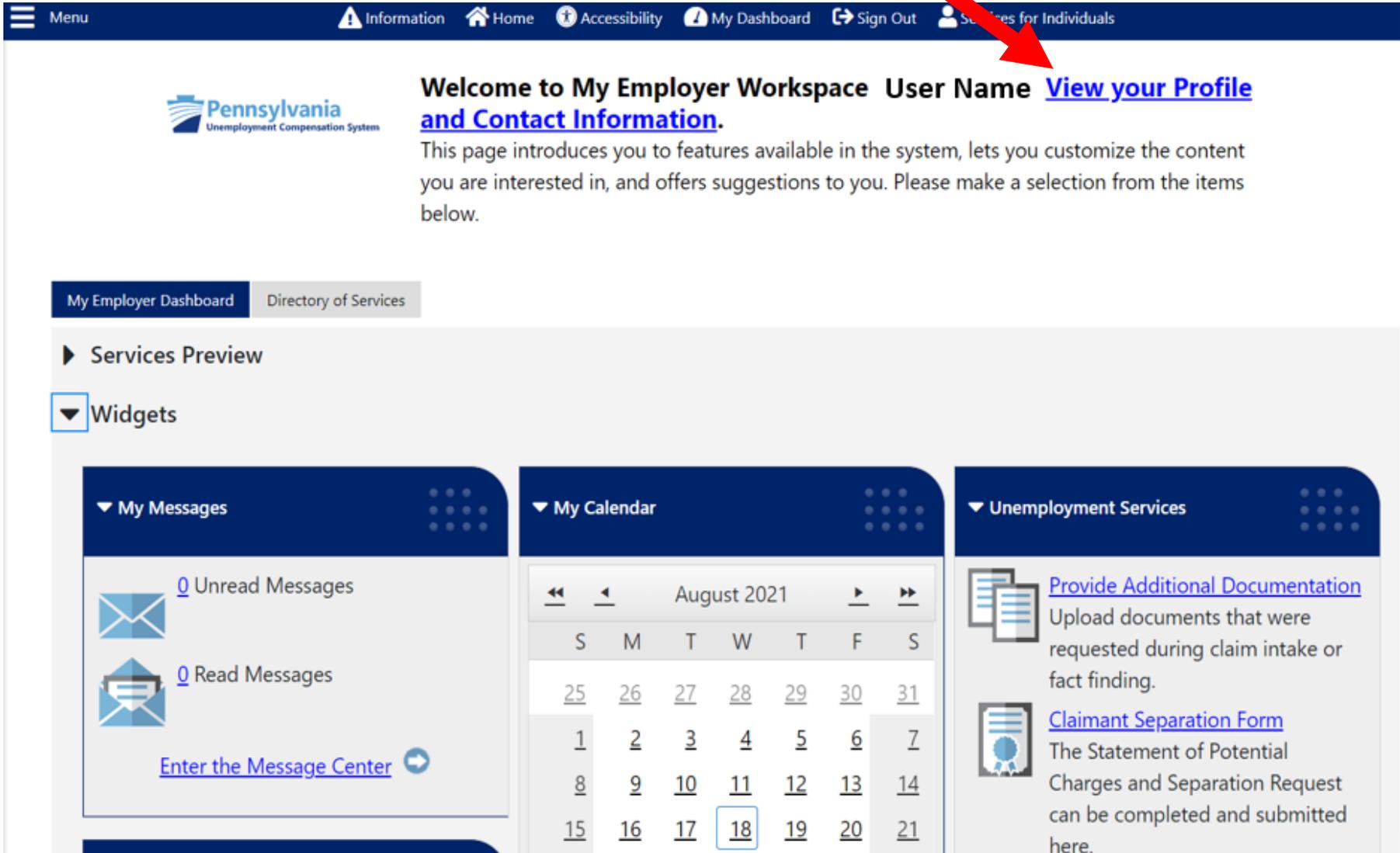
≡ Menu   ⚠ Information   🏠 Home   ♿ Accessibility   ⓘ My Dashboard   ⤷ Sign Out   👤 Services for Individuals

Pennsylvania
Unemployment Compensation System

Welcome to My Employer Workspace User Name View your Profile and Contact Information.
This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

| My Employer Dashboard | Directory of Services |

▶ Services Preview

▼ Widgets

▼ My Messages

0 Unread Messages

0 Read Messages

Enter the Message Center ➡

▼ My Calendar

◀◀   ◀   August 2021   ▶   ▶▶

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

▼ Unemployment Services

Provide Additional Documentation
Upload documents that were requested during claim intake or fact finding.

Claimant Separation Form
The Statement of Potential Charges and Separation Request can be completed and submitted here.

▸

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How employers can add users in the UC Benefits system

| ☰ | ⚠ Information | 🏠 Home | ⓘ Accessibility | ⓘ My Dashboard | ↪ Sign Out | 👤 Services for Individuals | 👥 Services for Employers |

Currently managing: Employer name

Pennsylvania
Unemployment Compensation System

Currently Managing Employer name
Use this folder to manage your contacts.
By clicking the *Add Contact* button you may enter contacts that can be associated with existing locations. Click on the *Edit* link in the Action column below to view that contact's details.

[Assist an Empl

⊟ ☐ **Employer Profiles**
  ⊟ ☐ Corporate Profile
    ▢ General Information
    ▢ Locations
    ▢ Contacts/Users
    ▢ Account Summary
    ▢ Documents
    ▢ Agents
  ⊞ ☐ Communications Profile

⊟ ☐ **Employer Profiles**
  ⊟ ☐ Corporate Profile
    ▢ General Information
    ▢ Locations
    ▢ Contacts/Users
    ▢ Account Summary
    ▢ Documents
    ▢ Agents

Click Contacts/Users

| General Information | Locations | Contacts/Users | Account Summary | Documents | Agents |

🛈 For help click the information icon.

⊞ Show All Jobs Filter Criteria

To sort on any column, click a column title.

Contact Name	Location	Job Title	Phone Number	Sign in capable	Action
Contact name *(Primary Contact)* *(UI Primary Contact)* Last Successful Login: 6/4/2021		UI Benefit Contact	717 777 5555	Yes	Edit Delete Inactivate

Click

Add Contact   Add Contact   Add Contact and Location

How employers can add users in the UC Benefits system

Contact Information	Contact Designations

Contact Information

Enter name, job title, phone number, and email address, then click

Next >>

*First Name: First name

Middle Initial:

*Last Name: Last name

*Job Title: Job Title

*Phone: 717 - 777 - 5555   Ext:

Fax:

Alternate Phone: Ext:

*Email Address: employeremailaddress@gmail.com

*Confirm Email Address: employeremailaddress@gmail.com

*Status: ● Active   ○ Inactive

Cancel   Next >>

Return to Employer Profile

How employers can add users in the UC Benefits system

Contact Information	Contact Designations

Contact Designations

To sort on any column, click a column title.

Select	
☐	Benefits
☐	Employee Relations/Human Resources
☐	IT & Communications
☐	Office Manager
☐	Officer
☐	Other
☐	Owner
☐	Partner
☐	Payroll/Taxes
☐	Power of Attorney
☐	Sales
☐	Sub-Contractor
☐	Training/Education

Select the "Benefits" checkbox and click Next >>

<< Back   Next >>

Return to Employer Profile

Contact Information	Contact Designations	Sign In Information	User Privileges	Other Information

Sign In Information

Mark the "Give this contact …" checkbox

☐ Give this contact the ability to Sign in.

Contact: First name Last name

Username:

Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are - + @ . _)

How employers can add users in the UC Benefits system

| Contact Information | Contact Designations | Sign In Information | User Privileges | Other Information |

Sign In Information

☑ Give this contact the ability to Sign in.

Contact: First name Last name

*Username: [   ]

Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are - + @ . _)

> Create a new Username, and enter it here

How employers can add users in the UC Benefits system

| Contact Information | Contact Designations | Sign In Information | User Privileges | Other Information |

Sign In Information

☑ Give this contact the ability to Sign in.

Contact: First name Last name

* Username:

    B-ABCDEF123

Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are - + @ . _)

* New Password: ··········   ◉ Strong!

* Confirm New Password: ··········   ◉

Enter and Confirm New Password, Security Question and provide answer

* Security Question: What is your mother's maiden name? ▼

* Security Question Response: Security Question answer   Use Letters and numbers. Special characters are not allowed.

Mark checkbox, select Preferred Notification Method, and click Next >>

Internal Message with Email Notification ▼

None Selected
Internal Message
Postal Mail
Internal Message with Email Notification
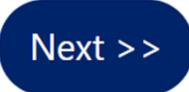
☑ I acknowledge that by requesting acces... ...sible for responding timely to requests for in... Employment Security Law.

Preferred Notification Method

Please select a method in which you prefer to receive your notifications:

Internal Message with Email Notification ▼

<< Back   Next >>

How employers can add users in the UC Benefits system

Contact Information	Contact Designations	Sign In Information	**User Privileges**	Other Information

User Privileges

☑ Select All / Un-Select All

Click the "Select All," and scroll down

Basic Contact Privileges

User Privileges for Corporate Information
☑ Edit General Information

User Privileges for Locations
☑ Add and Edit Locations

User Privileges for Locations Associated with this User
☑ Edit Locations

☑ Activate and Inactivate Locations

User Privileges for Locations NOT Associated with this User
☑ Edit Locations

☑ Activate and Inactivate Locations

User Privileges for Contacts at the Location(s) Associated with this User
☑ Add and Edit Contacts

☑ Edit Contacts

☑ Activate and Inactivate Contacts

User Privileges for Contacts at the Location(s) NOT Associated with this User
☑ Add and Edit Contacts

☑ Edit Contacts

☑ Activate and Inactivate Contacts

Unemployment Privileges

User Privileges for UI

☑ Review and respond to claims filed (Statement of Potential Charges /Notice of Claim Filed)

☑ File a separation notice on a former employee (Form 77)

☑ Review claimant wage information

☑ Review and protest employer charges

☑ Manage appeals

☑ Request part-time credits

☑ Respond to SIDES/SIDES e-Response requests

☑ Respond to a Benefits Accuracy Measurement (BAM) request

☑ Manage Trade Act activities

☑ Unemployment Messages

Click

Finish

Agent Administration Privileges

User Privileges for Agent services

☑ Approve Agent relationship and privileges

* Select the employer type functionality this contact will be using

☑ Unemployment

<< Back   Finish

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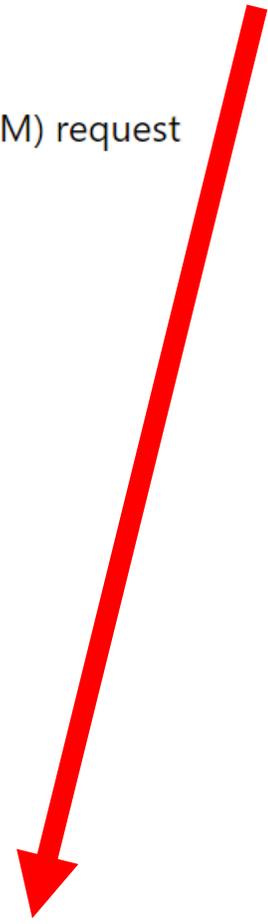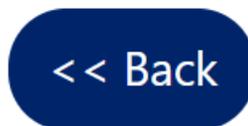
How employers can add users in the UC Benefits system

General Information	Locations	**Contacts/Users**	Account Summary	Documents	Agents

⊞ Show All Jobs Filter Criteria

New Employer Contact Name appears on list

To sort on any column, click a column title.

Contact Name	Location	Job Title	Phone Number	Sign in capable	Action
Employer Contact Name (Primary Contact) (UI Primary Contact) Last Successful Login: 6/4/2021 12:00:00 AM		UI Benefit Contact	(717) 555-1111	Yes	Edit ——— Delete ——— Inactivate
New Employer Contact Name (Unemployment) Last Successful Login:	UI Benefit Location	Human Resource Manager	(717) 555-1111	Yes	Edit ——— Delete ——— Inactivate