



Creating an Administrative User-TPA
Unemployment Compensation Management System
Office of Unemployment Compensation Tax Services

The purpose of this tutorial is to give instructions on creating an Administrative User Account and registering a Third-Party Administrator (TPA) or Professional Employer Organization (PEO) in the Pennsylvania Unemployment Compensation Management System (UCMS).

Unemployment Compensation Management System

Welcome to Pennsylvania's Unemployment Compensation Employer Self-Service site! Please log in to access your employer information.

IMPORTANT INFORMATION ON ACCESSING THE UC BENEFITS SYSTEM

- Once an Employer has logged into their account through the Unemployment Compensation Management System (this page) for access to their Unemployment Compensation (UC) Tax account information and additional online UC Tax services, the employer must log in and set up their access to the Employer UC Benefits website at <https://benefits.uc.pa.gov>.
- The UC Benefits system provides employers with a helpful online tool to manage UC Benefit requests and account information. Employers can contact 833-728-2367 option 1, for further assistance regarding the UC Benefits system.

Alerts

- **Do you have a question?** If you are an employer or a third-party administrator, we encourage you to contact the Office of UC Tax Services by submitting your inquiry online in the Unemployment Compensation Management System (UCMS). Create a user ID to access your account in UCMS or log in to your account with your existing user ID. Upon logging into your account, select Inquiries on the left menu to submit your question.
- Did you know you can receive email notifications whenever new Unemployment Compensation (UC) Tax correspondence is available? **Don't delay, sign up today!**

Just Three Easy Steps:

- Login to your UC Management System (UCMS) account.
- Select Employer Profile/Profile

Why Sign Up for Email Notification?

- Timely - electronic notifications provide real-time important UC Tax information about your account.



[New Keystone/User ID?](#)

[Forgot your Keystone/User ID?](#)

[Forgot/Change your password?](#)

UC Websites

- [Employer Tax Services](#)
- [UC Benefits System](#)

FAQs

- [General FAQs](#)
- [Electronic Filing and Payment](#)
- [MFA FAQ](#)
- [Shared Work Program](#)
- [Relief From Charges](#)
- [SIDES](#)

To create a Third Party Administrator (TPA) or Professional Employer Organization (PEO) administrative user with PA Unemployment Compensation Tax, go to www.uctax.pa.gov to log into UCMS.

Select **New Keystone/User ID?**

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the user information below to create an administrative user account.

Business

*Indicates a required field

* Legal Name:

* FEIN, without dash(-):

* Type of Account:

Employer

Enter your UC account number, without dash(-):

I do not have a UC account number. (You will be prompted to create an account after you login.)

Third Party Administrator

Enter your TPA account number:

I do not have a TPA account number. (You will be prompted to create an account after you login.)



Cancel

Clear

Next

Enter the following information:

- **Legal Name:** This is the legal name of your business.
- **FEIN:** Federal Employer Identification Number, without the dash.
- **Type of Account:**
 - Select the radio button in front Third Party Administrator.
 - Then, select the box in front of I do not have a TPA account number.

After all information is entered and correct, select **Next**.

Create Administrative User Account

Terms and Conditions

You agree to be bound by the following Terms and Conditions and understand that the terms may be changed at any time, subject to applicable law.

TERMS AND CONDITIONS

THIRD PARTY ADMINISTRATOR (TPA) REGISTRATION, ADMINISTRATIVE KEYSTONE/USER ID AND PASSWORD

In order to register this organization as a Third Party Administrator (TPA), you must agree to the following terms, conditions and certifications on behalf of the organization and yourself.

- I agree to be the administrator of the organization's TPA account.
- I agree to conduct transactions with the Department of Labor and Industry (Department) under the Unemployment Compensation Law by electronic means.
- I agree that the laws of the Commonwealth of Pennsylvania will apply to all electronic transactions with the Department.
- I agree that the Department's place of business for purposes of electronic transactions will be deemed to be in Harrisburg, Pennsylvania.
- I agree that my Keystone/User ID and password will be my electronic signature. When my Keystone/User ID and password are used to create, generate or send an electronic record or transaction, they will identify that record or transaction as mine.
- I agree that because an electronic record or transaction undertaken with my Keystone/User ID and password will be attributed to me, I must keep them secure. I will not disclose my Keystone/User ID and password to another person, and I will not allow another person to gain access to my Keystone/User ID and password.
- I acknowledge that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- I acknowledge that as a TPA account administrator I may designate additional individuals to access this organization's account and conduct electronic transactions on behalf of the organization. I certify that I am authorized by the organization to designate additional users of the TPA account.
- I agree that this organization accepts as its own and is responsible for all representations, misrepresentations, acts and omissions by me as administrator of the organization's TPA account and additional users of the account, if any.
- I acknowledge that false statements made to the Department are punishable pursuant to 18 Pa. C.S.A. §4904 (unsworn falsification to authorities).
- I declare under the penalties of perjury that all information I am providing to register this organization as a TPA and acquire a Keystone/User ID and password for myself are true, correct and complete.
- I acknowledge that the foregoing terms and conditions do not apply to the extent they may be inconsistent with Pennsylvania Law.



Agree

Disagree

Review the Terms and Conditions and select **Agree**. If you do not agree to the Terms and Conditions, you cannot use the UCMS system.

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the user information below to create an administrative user account.

Multi-Factor Authentication Alert

- As part of our ongoing commitment to the highest standards for data security and privacy protection, the Office of UC Tax Services has implemented Multi-Factor Authentication (MFA) for the Unemployment Compensation Management System (UCMS).
- MFA is a method of authentication where the user is asked to provide two independent credentials in order to verify the user's identity. For example, when a user authenticates with their password, they will also be required to provide a passcode that is sent to their email address.
- If you have any questions about MFA, please contact Employer Tax Services at 866-403-6163 weekdays from 7:30 a.m. to 4:00 p.m. Eastern Time.

Identification

* First Name:	<input type="text" value="JOE"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text" value="SMITH"/>
Suffix:	<input type="text" value="v"/>
* Email:	<input type="text" value="YOUREMAIL@TEST.COM"/>
* Re-Enter Email:	<input type="text" value="YOUREMAIL@TEST.COM"/>



[Cancel](#) [Clear](#) [Next](#)

The person that registers for the TPA in UCMS first is the account administrator. The administrator will have the ability to issue additional user accounts to others within their organization.

Enter the administrator's First, Middle Initial, and Last names, suffix, if applicable, and Email address. Items with a red * are mandatory fields. When all information is entered and correct, select **Next**.

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the user information below to create an administrative user account.

Account

* Password:

* Re-enter Password:

* Password Hint Question One:

* Password Hint Answer One:

* Password Hint Question Two:

* Password Hint Answer Two:

* Password Hint Question Three:

* Password Hint Answer Three:

*Indicates a required field

The password must meet the following criteria:

1. Minimum of 8 characters.
2. Must contain characters from at least three of the following four categories:
 1. UPPERCASE letters.
 2. lowercase letters.
 3. numbers.
 4. non-alphanumeric characters.(!<@#\$, etc.)
3. May not contain any part of the user's full name.
4. May not be changed more than once every two days.

Please record your password. You will need it to login to access UCMS.

Please note: Passwords must be reset every 120 days.

Cancel

Clear

Next 

A password must be created using the criteria shown on the right-hand side of the screen. Your password cannot contain any part of your user name. Ensure that the password has been recorded.

There are 17 password hint questions to select from. Choose 3 questions and enter the answers. When all information is entered and correct, select **Next**.

Create Administrative User Account

Please record your information

Business

Legal Name: ABC ACCOUNTING
FEIN: 456123789
Type of Account: Third Party Administrator
Account Number:

Identification

First Name: JOE
Middle Initial:
Last Name: SMITH
Suffix:
Email: YOUREMAIL@TEST.COM

Account

Password: *****
Password Hint Question One: What was the name of the hospital where you were born
Password Hint Answer One: HAC
Password Hint Question Two: What was the name of the city where you were born
Password Hint Answer Two: HARRISBURG
Password Hint Question Three: What was the last name of your first-grade teacher
Password Hint Answer Three: MR. MATH



Print

Next

You will see a summary of your registration information. A copy should be **printed** and retained for future reference. Select **Next**.

Create Administrative User Account

Administrative User Account Created

Your administrative user account has been created. Your Keystone/User ID is provided below. Select the option to login to access the system.



Keystone/User ID: **b-jo2930**



Please record your Keystone/User ID. You will need it to login to access UCMS.

[Print](#)

[Login](#)



You will see the Keystone/User ID issued to the account administrator. A copy should be **printed** and retained for future reference.

Select **Login** to access your Pennsylvania Unemployment Tax account.

A green login form with a white border, shaped like a downward-pointing arrow. At the top, it says "Keystone/User ID" with a small icon of a person and a document, followed by "For Business Users". Below this are two input fields: "Keystone/User ID:" containing "b-jo2930" and "Password:" containing a masked password ".....". An eye icon is visible to the right of the password field. At the bottom is a blue "Login" button. An orange arrow points to the right side of the "Login" button.

Keystone/User ID 
For Business Users

Keystone/User ID:
b-jo2930

Password:
..... 

Login

[New Keystone/User ID?](#)
[Forgot your Keystone/User ID?](#)
[Forgot/Change your password?](#)

Enter your Keystone ID and password. Select **Login**.

Create Representative



Select the type of role for which you wish to register.

Register As

- Third Party Administrator (TPA)
- Professional Employer Organization (PEO)

Submit

Select the radio button of role of the business, Third Party Administrator (TPA) or Professional Employer Organization (PEO). Select **Submit**.

Register Representative



Registration Information (TPA)

Enter information below. This information is required for third party administrators who wish to represent employers for PA Unemployment Compensation purposes.

Third Party Administrator Information

Legal Name

ABC ACCOUNTING

Trade Name

ABC ACCOUNTING

FEIN

789451236

Enter 9 Numbers

Organization Type

Corporation



Enter the TPA/PEO's Legal and Trade names, FEIN (without the dash), and Organization Type.

Address Information

Street Address

Street 1

Street 2

Country



City

State



Zip Code

Enter 5 Numbers

Plus Four

Mailing Address

 Check if Same As Above

Street 1

Street 2

Country



City

State



Zip Code

Enter 5 Numbers

Plus Four

Enter the TPA/PEO's addresses.

Contact Information

First Name	Middle Name
<input style="width: 95%;" type="text" value="JOE"/>	<input style="width: 95%;" type="text"/>
Last Name	
<input style="width: 95%;" type="text" value="SMITH"/>	
Title	Phone
<input style="width: 95%;" type="text" value="OFFICER"/>	<input style="width: 95%;" type="text" value="7249998888"/>
	Enter 10 Numbers
Fax	
<input style="width: 95%;" type="text"/>	
	Enter 10 Numbers
Email	Re-Enter Email
<input style="width: 95%;" type="text" value="TEST@TEST.COM"/>	<input style="width: 95%;" type="text" value="TEST@TEST.COM"/>
Preferred Notification Method	
<input type="radio"/> Send Notifications via US Mail <input checked="" type="radio"/> Send Notifications via Email	

Enter the TPA/PEO's contact information and notification preference.

Services Provided

Select at least one of the Services Provided.

- Contribution Rate Information
- Delinquencies and Account Discrepancies
- Filing Quarterly Reports & Adjustments


Back
Submit

Enter the UC Tax services the TPA/PEO provides for their clients.

Items with a red bar at the left side of the field are mandatory fields.

When all information is entered and correct, select **Submit**.

 You have been successfully added as a Third Party Administrator (TPA). 

	Employer Name ABC ACCOUNTING	Employer Account 89-37836477
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Register Representative Success



Your TPA Identifier	8937836477
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You will see your TPA/PEO Identifier and a copy should be printed and retained for future reference.

To access your account, select your identifier.



Representative Profile Maintenance



Summary

Name(s)

Addresses

Telephone

Email

Contacts

Service Function

Structure

Profile Summary

Trade Name

ABC ACCOUNTING

Business Structure

Corporation

Mailing Address

651 BOAS ST
HARRISBURG, PENNSYLVANIA 17121 - 0725
United States

You are now logged into your PA Unemployment TPA/PEO account.