

Creating an Administrative User-TPA

Unemployment Compensation Management System

Office of Unemployment Compensation Tax Services

The purpose of this tutorial is to gi and registering a Third-Party Ad (PEO) in the Pennsylvania Unempl	ministrator (TPA) or Profe	essional Employer Or	ganization
	Office of Unemployment	Compensation Tax	Services







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.

Login

New Keystone/User ID? Forgot your Keystone/User ID? Forgot/Change your password?

- Employer Tax Services
- UC Benefits System

FAQs

- · General FAQs
- Electronic Filing and Payment
- MFA FAQ
- Shared Work Program
- Relief From Charges
- SIDES

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
- 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.

Why Sign Up for Email Notification?

· Timely - electronic notifications provide real-time important UC Tax information

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?

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:	ABC ACCOUNTING			
* FEIN, without dash(-):	456123789			
* Type of Account:				
Employer				
Enter your UC	account number, without dash(-):			
I do not ha	ve a UC account number. (You will be	e prompted to create an account after you logi	in.)	
Third Party Ac	Iministrator			
	A account number:			
☑ I do not ha	ve a TPA account number. (You will l	be prompted to create an account after you lo	gin.)	
		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**.

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 ter 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.

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.

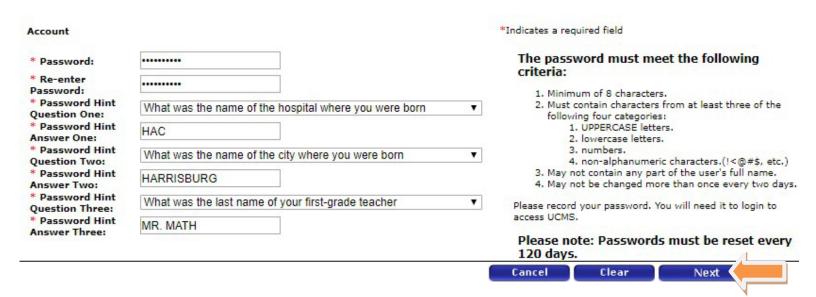
Identification			
* First Name:	JOE		
Middle Initial:			
* Last Name:	SMITH		
Suffix:	~		_
*Email:	YOUREMAIL@TEST.COM		
*Re-Enter Email:	YOUREMAIL@TEST.COM		
		Cancel CI	ear Next

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**.

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.



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.**

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

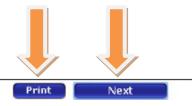
Password Hint Answer One: HAC

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



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

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.



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



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.



New Keystone/User ID?
Forgot your Keystone/User ID?
Forgot/Change your password?

Enter your Keystone ID and password. Select Login.

Select the type of role for which you wish to register. Register As Third Party Administrator (TPA) Professional Employer Organization (PEO)

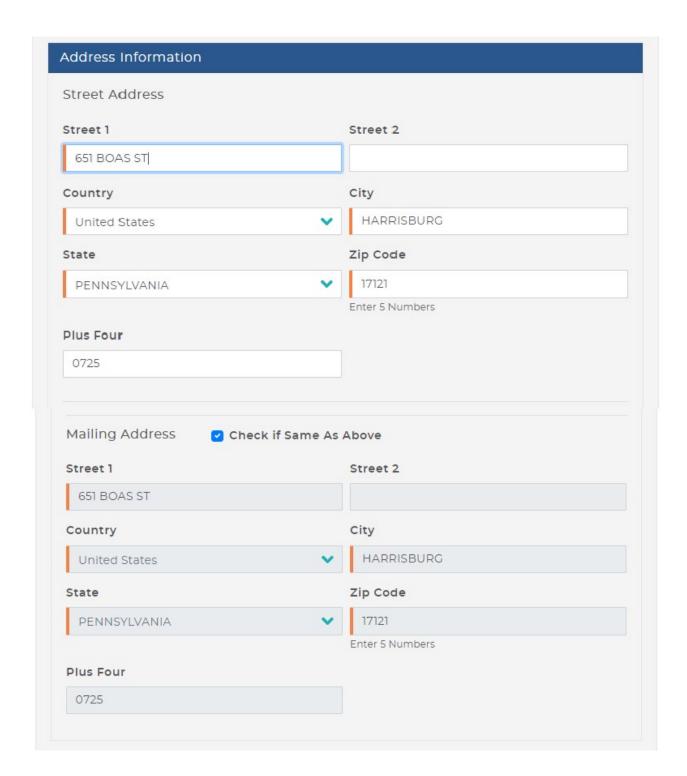
Select the radio button of role of the business, Third Party Administrator (TPA) or Professional Employer Organization (PEO). Select **Submit.**

Register Representative

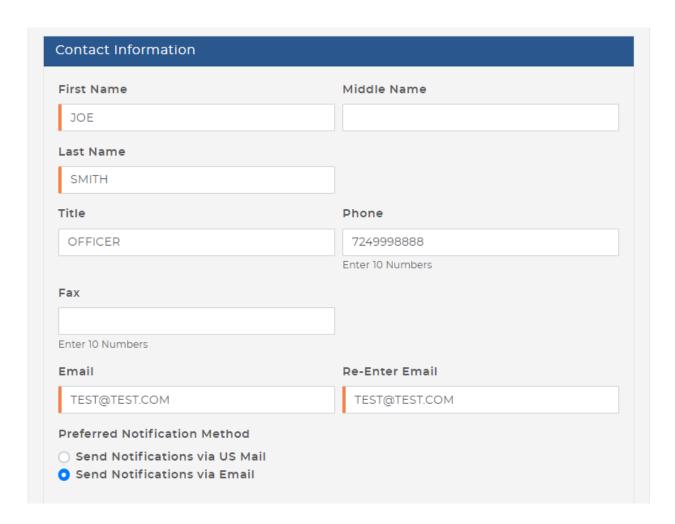


Registration Information (TPA) Enter information below. This information is required for third party administrators who wish to represent employers for PA Unemployment Compensation purposes. Third Party Administrator Information Legal Name ABC ACCOUNTING ABC ACCOUNTING PEIN Organization Type 789451236 Enter 9 Numbers

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



Enter the TPA/PEO's addresses.



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



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**.



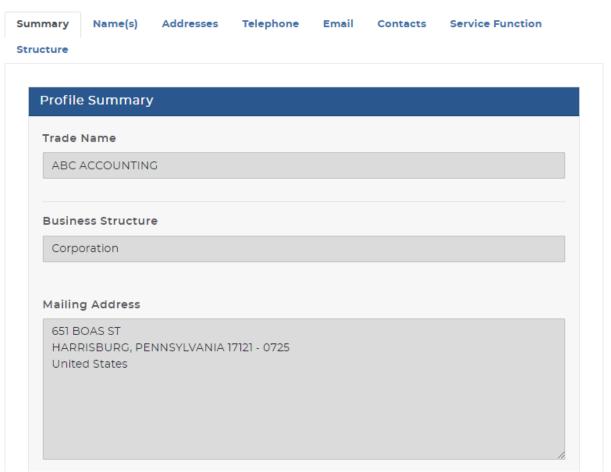
You will see your TPA/PEO Identifier and a copy should be printed and retained for future reference.

To access your account, select your identifier.



Representative Profile Maintenance





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