pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

Creating an Administrative User with Pennsylvania
Unemployment Compensation Tax
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) in the Pennsylvania Unemployment Compensation Management System (UCMS)

Office of Unemployment Compensation Tax Services

To create a Third Party Administrative (TPA) administrative user with PA Unemployment Compensation tax, go to www.uctax.pa.gov to log into UCMS.

Select **New User**

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: `ABC ACCOUNTING`

* FEIN, without dash(-): `456123789`

* 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:**
    - Click on the radio button in front Third Party Administrator.
    - Then, click the radio button in front of I do not have a TPA account number.

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

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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 USER ID AND PW

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 user ID and password will be my electronic signature. When my 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 User ID and password will be attributed to me, I must keep them secure. I will not disclose my User ID and password to another person, and I will not allow another person to gain access to my 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 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.

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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.

Identification

* First Name:	JOE
Middle Initial:	
* Last Name:	SMITH
Suffix:	▼
*Email:	YOUREMAIL@TEST.COM
*Re-Enter Email:	YOUREMAIL@TEST.COM

Cancel   Clear   Next

The person that registers for the TPA in UCMS 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**.

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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

*Indicates a required field

* Password:	••••••••••
* Re-enter 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

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**

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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**.

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Create Administrative User Account

Administrative User Account Created

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

User ID: **b-oe22**

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

[Print] [Login]

You will see the User ID issued to the account administrator. A copy should be **printed** and retained for future reference. Please note that the User ID and Keystone ID is the same thing.

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

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

Click on the radio button for Third Party Administrator (TPA). 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's Legal and Trade names, FEIN (without the dash), and Organization Type.

Address Information

Street Address

Street 1

651 BOAS ST

Street 2

Country

United States

City

HARRISBURG

State

PENNSYLVANIA

Zip Code

17121

Enter 5 Numbers

Plus Four

0725

Mailing Address   ☑ Check if Same As Above

Street 1

651 BOAS ST

Street 2

Country

United States

City

HARRISBURG

State

PENNSYLVANIA

Zip Code

17121

Enter 5 Numbers

Plus Four

0725

Enter the TPA's addresses.

Contact Information

First Name

JOE

Middle Name

Last Name

SMITH

Title

OFFICER

Phone

7249998888

Enter 10 Numbers

Fax

Enter 10 Numbers

Email

TEST@TEST.COM

Re-Enter Email

TEST@TEST.COM

Preferred Notification Method

○ Send Notifications via US Mail
◉ Send Notifications via Email

Enter the TPA'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 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**.

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

≡   **Employer Name**   **Employer Account**
                                                     ABC ACCOUNTING   **89-37836477**

Register Representative Success   🖨

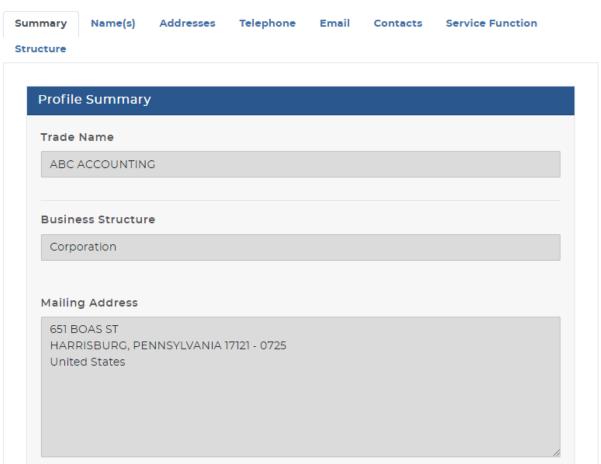| Your TPA Identifier	8937836477

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

To access your account, click on your TPA identifier

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You are now logged into your PA Unemployment TPA account.